



**REGULAR MEETING OF COUNCIL  
AGENDA  
MONDAY MARCH 9, 2026 AT 6:00 P.M.**

**DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685  
Meeting ID Code: 822 2157 4516  
Passcode: 231942**

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
  - 3.1 To Adopt the agenda as presented or amended
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
  - 6.1 Regular Meeting of February 23, 2026
  - 6.2 To adopt the minutes as presented or amended
- 7. Notice of Motions**
  - 7.1 Authorization for transfer agreement
- 8. Correspondence**
  - 8.1 2026 Municipal Operating Levy – Cassellholme
  - 8.2 Township of Perry – Reduced Rate Distribution of Library Resources
  - 8.3 Moosonee – Resolution to Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario
  - 8.4 Municipality of Magnetawan – Support Resolution Invest Ready Certified Site Designation
  - 8.5 AMO – Registration Now Open for AMO Conference 2026
  - 8.6 Township of Papineau-Cameron – Ontario Veterinary College Expansion of Enrollment Capacity
  - 8.7 Township of Southgate – Support Bill 21, Protect our Food Act, 2025
  - 8.8 Municipality of East Ferris – Fire & Emergency Services Training Centre

8.9 Ministry of Municipal Affairs and Housing – Powers and Roles of Municipalities, Mayors, and Police Service Boards in Establishing a Police Service Board Budget.

## **9. Information Reports – Motions**

9.1 Town of Mattawa Election Procedures Policy – Report # 26-09R  
Report from Amy Leclerc, Municipal Clerk & Sabrina Poullas, Deputy Clerk

9.2 Use of Municipal Resources for Election Purposes Policy – Report # 26-10R  
Report from Amy Leclerc, Municipal Clerk & Sabrina Poullas, Deputy Clerk

9.3 Transition of Grass Cutting Services to In-House Operations & Purchase of Lawn Equipment – Report # 26-11R  
Report from Dexture Sarrazin, Director of Community Services

## **10. By-Laws**

10.1 By-Law 26-07 – Agreement with Jp2g Consult Inc.  
**BEING** a by-law authorizing the signing of an agreement with Jp2g Consultants Inc. to provide Engineering Support on municipal infrastructure related matters and Planning Support on land use planning matters

10.2 By-Law 26-08 – Amend By-Law 26-05 Sale of Part of Rankin St  
**BEING** a by-law to amend By-law 26-05 to sell part of Rankin Street.

## **11. Old Business**

11.1 Library Proposal from Report # 26-01R

## **12. New Business**

## **13. Questions from Public Pertaining to Agenda**

## **14. In Camera (Closed) Session**

14.1 Adoption of Previous Closed Meeting Minutes

14.2 Rosemount Valley Suites Update

In accordance with the Municipal Act, 2001 Section 239 (2)(c)

c) a proposed or pending acquisition or disposition of land by the municipality or local board

14.3 Vianet Services

In accordance with the Municipal Act, 2001 Section 239 (2)(k)

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

14.4 Cassellholme Update

In accordance with the Municipal Act, 2001 Section 239 (2)(e)

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

## **15. Return to Regular Session**

15.1 That the Council Return to Regular Session

## **16. Motions Resulting from Closed Session**

## **17. Adjournment**

### 17.1 Adjournment of the meeting

DATE: MONDAY MARCH 9, 2026

3.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** this meeting agenda dated Monday March 9, 2026 be adopted as amended to the following reports under Section 9. Information Reports – Motions:

- Remove 9.3 Physician Recruitment Committee Report – Report # 26-11R
- Remove 9.4 ROMA 2026 Rural Ontario’s Leaders Conference - Report # 26-12R
- Change report numbering for 9.5 from removal of other reports

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Regular Meeting held Monday February 23, 2026 at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger  
Councillor Mathew Gardiner  
Councillor Fern Levesque  
Councillor Laura Ross  
Councillor Garry Thibert

Staff Present: Amy Leclerc, Municipal Clerk/Revenue Services Clerk  
Sabrina Poullas, Deputy Clerk  
Paul Laperriere, CAO/Treasurer  
Dexture Sarrazin, Director of Community Services

\*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

### 1. Meeting Called to Order

### 2. Announce Electronic Participants

### 3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

#### Resolution Number 26-36

Moved by Councillor Garry Thibert  
Seconded by Councillor Laura Ross

**BE IT RESOLVED THAT** this meeting agenda dated Monday February 23, 2026 be adopted.

**CARRIED** – unanimous

### 4. Disclosures of a Conflict of Interest

- Councillor Levesque on item # 7.3

### 5. Presentations and Delegations

### 6. Adoption of Minutes

6.1 Regular Meeting of February 9, 2026

6.2 Committee of the Whole of February 17, 2026

6.3 To adopt the minutes as presented or amended

#### Resolution Number 26-37

Moved by Councillor Fern Levesque  
Seconded by Councillor Mathew Gardiner

**BE IT RESOLVED THAT** Council adopt the minutes of the Regular Meeting of February 9, 2026 and the Committee of the Whole meeting of February 17, 2026 as circulated.

**CARRIED** – unanimous

## 7. Notice of Motions

### 7.1 Closure of Life Labs

#### **Resolution Number 26-38**

Moved by Councillor Laura Ross

Seconded by Councillor Garry Thibert

**WHEREAS** LifeLabs has announced its intention to close its Greater Sudbury laboratory, and the transfer of medical specimen processing from Northern Ontario to laboratories in southern Ontario;

**AND WHEREAS** the Greater Sudbury laboratory provides essential diagnostic services to communities across Northern Ontario, including urban, rural, and remote municipalities, and plays a critical role in ensuring timely and reliable medical testing for Northern residents; and

**AND WHEREAS** patients with chronic illness, newborns, long-term care residents, and individuals on time-sensitive medications depend on predictable laboratory turnaround times to support clinical decision-making; and

**AND WHEREAS** transporting medical specimens long distances to southern Ontario increases the risk of delays, specimen degradation, and retesting, particularly during frequent winter highway closures—potentially jeopardizing patient outcomes; and

**AND WHEREAS** Northern Ontario is already experiencing shortages of health-care professionals, and the closure of this laboratory further undermines regional workforce stability, training capacity, and recruitment and retention efforts;

**THEREFORE BE IT RESOLVED THAT** Council of the Town of Mattawa call on the Province of Ontario and the Ministry of Health to take immediate action to ensure that essential medical laboratory services remain accessible within Northern Ontario, including maintaining local laboratory processing capacity in Greater Sudbury; and

**AND FURTHER THAT** the Province be urged to ensure reliable, timely, and medically appropriate laboratory turnaround times for Northern Ontario patients, recognizing the unique geographic and climatic challenges of the region; and

**AND FURTHER THAT** the Province be requested to protect and support the Northern Ontario health-care workforce, including medical laboratory technologists, by preventing further service centralization that disproportionately impacts Northern communities; and

**AND FURTHER THAT** copies of this resolution be forwarded to the Minister of Health, local Members of Provincial Parliament, FONOM, AMO, and ROMA.

**CARRIED** – unanimous

### 7.2 Rural Ontario Development Program Funding Application

#### **Resolution Number 26-39**

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

**WHEREAS** the Town of Mattawa is working on an economic development strategy;

**AND WHEREAS** the Province of Ontario has established a program up to 50% of eligible costs to a maximum of \$50,000 to support such initiatives for various groups including municipalities.

**BE IT RESOLVED THAT** Council for the Town of Mattawa supports the submission of a funding application to the Province of Ontario under the Rural Ontario Development Program.

**CARRIED** – unanimous

### 7.3 Support for Garnet Mining Operation

Councillor Levesque declared a conflict and left Council Chambers.

#### **Resolution Number 26-39**

Moved by Mayor Raymond A. Bélanger

Seconded by Councillor Mathew Gardiner

**WHEREAS** Mr. Rodney Cross is in the process of developing a garnet operation in the Municipality of Mattawan and his development plan will include many benefits to the Mattawa area;

**AND WHEREAS** mining is a key contributor to the Northern Ontario economy, as well as an engine for regional development and value-add generation. The impact of mining goes beyond mineral extraction and processing. Mining is linked to many other industries and sectors in the economy, including transportation, construction, equipment manufacturing, environmental management, geological services, education, and research;

**AND WHEREAS** mining has been part of Northern Ontario's fabric for centuries and is a multi-billion-dollar industry known around the world for its safety and environmental leadership, efficiency, productivity, and innovation.

**THEREFORE BE IT RESOLVED THAT** this industrial grade garnet operation is in demand for the main use of abrasives, and the proposed open pit would be an environmentally friendly aggregate mining operation which will complement the global demand for garnet. The development of Mr. Cross's Mattawan Garnet Mining project will help increase the much-needed employment and fostering the growth and economic sustainability throughout the Mattawa area.

**AND FURTHER THAT** Council for the Town of Mattawa supports this endeavor.

**CARRIED** – unanimous

Councillor Levesque returned to Council Chambers

## **8. Correspondence**

- 8.1 Ministry of Municipal Affairs & Housing – New & Amending Regulations Under the Planning Act
- 8.2 OSUM – Annual Conference & Trade Show April 29 – May 1, 2026 in Town of Parry Sound
- 8.3 Town of Plympton-Wyoming – Support for Enhanced School Bus Safety
- 8.4 North Bay Parry Sound District Health Unit – Food & Housing Affordability Request for Support & Board Minutes

- 8.5 DNSSAB – January 2026 Highlights
- 8.6 Mattawa Regional OPP Detachment Board – Overview of Activities & Priorities
- 8.7 Ontario Clean Water Agency – Quarterly Operations Report

**9. Staff Reports – Motions**

- 9.1 Engineers & Planners of Record Agreement – Report # 26-08R  
Report from Paul Laperriere, CAO/Treasurer

**Resolution Number 26-41**

Moved by Councillor Fern Levesque  
Seconded by Councillor Laura Ross

**BE IT RESOLVED THAT** Council of the Town of Mattawa receives report # 26-08R titled Engineers and Planners of Record Agreement.

**CARRIED** – unanimous

**Resolution Number 26-42**

Moved by Councillor Mathew Gardiner  
Seconded by Councillor Garry Thibert

**BE IT RESOLVED THAT** Council approves the standing offer agreement with Jp2g Consultants Inc.

**AND FURTHER THAT** Council directs the Clerk to bring forward a by-law for formal adoption at the next regular meeting.

**CARRIED** – Recorded vote and the vote was unanimous

**10. By-Laws**

- 10.1 By-Law 26-04 – Sale of Part of James Street

**BEING** a by-law of the corporation of the Town of Mattawa to close, stop up and declare the lands to be surplus and to sell part of James Street more particularly described below.

**Resolution Number 26-43**

Moved by Councillor Fern Levesque  
Seconded by Councillor Garry Thibert

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopt By-Law 26-04 being a by-law of the corporation of the Town of Mattawa to close, stop up and declare the lands to be surplus and to sell part of James Street more particularly described below.

**CARRIED** – unanimous

- 10.2 By-Law 26-05 – Sale of Part of Rankin Street

**BEING** a by-law of the corporation of the Town of Mattawa to close, stop up and declare the lands to be surplus and to sell part of Rankin Street more particularly described below.

**Resolution Number 26-44**

Moved by Councillor Laura Ross  
Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopt By-Law 26-05 being a by-law of the corporation of the Town of Mattawa to close, stop up and

declare the lands to be surplus and to sell part of Rankin Street more particularly described below.

**CARRIED** – Recorded vote and the vote was unanimous

10.3 By-Law 26-06 – Establish Water Rates for 2026

**BEING** a By-law to establish water rates for 2026.

**Resolution Number 26-45**

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopt By-Law 26-06 being a By-law to establish water rates for 2026.

**CARRIED** – Recorded vote and the vote was unanimous

**11. Old Business**

11.1 Library Proposal from Report #26-01R

**12. New Business**

**13. Questions from Public Pertaining to Agenda**

**14. In Camera (Closed) Session**

**15. Return to Regular Session**

**16. Motions Resulting from Closed Session**

**17. Adjournment**

17.1 Adjournment of the meeting

**Resolution Number 26-46**

Moved by Councillor Garry Thibert

Seconded by Councillor Mathew Gardiner

**BE IT RESOLVED THAT** this regular meeting adjourn at 6:32 p.m.

**CARRIED** – unanimous

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Mayor

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Clerk

DATE: MONDAY MARCH 9, 2026

6.2

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** Council adopt the minutes of the Regular Meeting of February 23, 2026 as circulated.

DATE: MONDAY MARCH 9, 2026

7.1

**THE CORPORATION TOWN OF MATTAWA**

**MOVED BY COUNCILLOR** \_\_\_\_\_

**SECONDED BY COUNCILLOR** \_\_\_\_\_

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**WHEREAS** the Town of Mattawa has been successful in its application for funding from the Ontario Ministry of Infrastructure under the Health and Safety Water Stream program for which the Province will contribute up to \$4,312,298 of the approved \$5,907,258 total project cost.

**AND WHEREAS** the Province of Ontario requires Council's approval to enter into a Transfer Payment Agreement with the Province.

**THEREFORE BE IT RESOLVED THAT** Council for the Town of Mattawa authorizes the Mayor and the Chief Administrative Officer to execute the Transfer Payment Agreement.

February 24, 2026

Mr. Paul Laperriere  
Interim CAO/Treasurer  
Town of Mattawa  
160 Water Street, PO Box 390  
Mattawa, ON P0H 1V0

Dear Mr. Paul Laperriere,

**Re: Cassellholme 2026 Municipal Operating Levy**

On December 4, 2025, the Cassellholme Board of Management approved the 2026 Operating Budget. On February 24, 2025, the Board approved the 2026 apportionment statistics, which will apply to the operating levy for Cassellholme East Nipissing District Home for the Aged.

This operating budget includes a 0% increase to the municipal levy over the amount levied for 2025. Note, that while the overall operating levy has not changed, your municipality's apportionment will fluctuate based on its apportionment statistics.

**December 4, 2025 - Resolution No. 132-25**

**"That the Board approve Cassellholme's 2026 Operating Budget, as presented."**

Moved by: Michelle Lahay (Municipality of Mattawan)

Seconded by: Robert Corriveau (Township of Papineau-Cameron)

**February 24, 2025 - Resolution No. 015 -26**

**"That the Board approve the 2026 apportionment statistics for calculating the Cassellholme municipal levy, as presented"**

Electronic vote via e-mail, in-favor: Peter Chirico, Jim Bruce, Michelle Lahay,  
Robert Corriveau, Dave Mendicino

**Attached is Schedule A** - Levy Apportionment noting each municipality's portion. This is the Operating Levy Only and does not include any Capital Levies.

Sincerely,



Dave Mendicino, Cassellholme Board Chair

CC: Mayor Raymond Belanger

**Schedule A - Levy Apportionment**

Budget Period 2026



Compassionate care for life's journey.

Total Levy - 2026 3,343,402

Municipality	Apportionment Rate	2026 Operating Levy	12 Monthly Payments -		Total Levy Requested
			Jan - December 15th,	2026	
North Bay	79.040%	2,642,620	220,218.33		2,642,619.96
East Ferris	7.904%	264,270	22,022.50		264,270.00
South Algonquin	3.256%	108,862	9,071.83		108,861.96
Bonfield	3.248%	108,579	9,048.25		108,579.00
Papineau-Cameron	1.743%	58,290	4,857.50		58,290.00
Chisholm	1.674%	55,979	4,664.91		55,978.92
Calvin	1.466%	49,019	4,084.91		49,018.92
Mattawa	1.341%	44,821	3,735.08		44,820.96
Mattawan	0.328%	10,962	913.50		10,962.00
<b>Total</b>	<b>100.000%</b>	<b>3,343,402</b>	<b>278,616.81</b>		<b>3,343,401.72</b>

Check - 3,343,401.72

FIR Information Used 2024 Tab 26A Column 17 Row 9199 & 9299

Municipality	2024		Total	Apportionment	Share of Operating Levy
	Phased-In Taxable Assessment (Wtd. & Disc CVA)	Phased-In PIL Assessment (Wtd. & Disc CVA)			
North Bay	6,826,899,940	255,225,040	7,082,124,980	79.040%	2,642,620
East Ferris	707,134,391	1,101,000	708,235,391	7.904%	264,270
South Algonquin	281,610,861	10,134,196	291,745,057	3.256%	108,862
Bonfield	289,868,817	1,119,093	290,987,910	3.248%	108,579
Papineau-Cameron	155,120,232	1,095,475	156,215,707	1.743%	58,290
Chisholm	149,975,842	45,204	150,021,046	1.674%	55,979
Calvin	128,356,972	3,013,201	131,370,173	1.466%	49,019
Mattawa	119,064,771	1,054,850	120,119,621	1.341%	44,821
Mattawan	28,342,698	1,034,180	29,376,878	0.328%	10,962
	<b>8,686,374,523</b>	<b>\$ 273,822,239</b>	<b>\$ 8,960,196,762</b>	<b>100.000%</b>	<b>\$ 3,343,402</b>



**The Corporation of the  
Township of Perry**

**8.2**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: February 18, 2026

Resolution No.: 2026- 078

**Moved By:** Joe Lumley **Seconded By:** Paul Sowrey

**Whereas** public libraries play a vital role in ensuring equitable access to information, literacy, education, and culture for all residents;

**And whereas** interlibrary loan services are an essential component of public library operations, particularly for small and rural communities with limited local collections;

**And whereas** reduced postal rates for library materials have historically enabled libraries to share resources efficiently and affordably across Canada;

**And whereas** recent amendments to the Canada Post Corporation Act have removed the legislative requirement to provide reduced postal rates for library materials, creating uncertainty for the continued delivery of this essential service;

**Now therefore be it resolved that** the Council of the Corporation of the Township of Perry calls upon the Government of Canada to maintain and protect reduced-rate postal distribution for library materials through legislation;

**And that** Council requests that the Minister responsible for Canada Post ensure continued, affordable postal access for libraries and interlibrary loan services;

**And that** a copy of this resolution be forwarded to The Honourable Joel Lightbound, Minister of Government Transformation, Public Works and Procurement, Scott Aitchison, MP Parry Sound-Muskoka, Hon. Graydon Smith, MPP Parry Sound-Muskoka, and all Ontario municipalities for support.

Carried:  Defeated:

  
Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
<b>Councillors</b> Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
<b>Mayor</b> Norm Hofstetter		

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

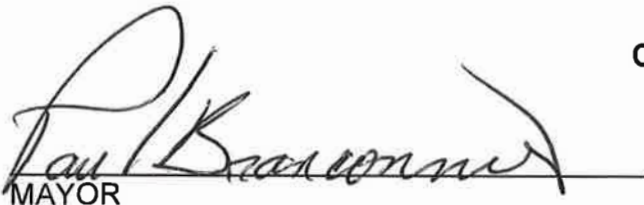
**Agenda Number:** 5.4.1.  
**Resolution Number** 2026-022  
**Title:** Resolution of Support - Moosonee - Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario  
**Date:** February 18, 2026

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**Moved by:** Councillor Pothier  
**Seconded by:** Councillor Lachance

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution Number 2026-008 passed on January 6, 2026 by the Corporation of the Town of Moosonee regarding strengthening self-defence protections and addressing rising home invasions in Ontario; AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Prime Minister of Canada, the Minister of Justice and Attorney General of Canada, the Premier of Ontario, the Attorney General of Ontario, the Solicitor General of Ontario, our local Member of Parliament (MP), our local Member of Provincial Parliament (MPP), and all Ontario Municipalities.**

CARRIED

  
MAYOR



## 8.4

Hon. Doug Ford  
Premier of Ontario  
823 Albion Road  
Etobicoke, ON  
M9V 1A3  
VIA EMAIL:  
[premier@ontario.ca](mailto:premier@ontario.ca)

Hon. Peter Bethlenfalvy,  
Minister of Finance  
VIA EMAIL:  
[peter.bethlenfalvy@pc.ola.org](mailto:peter.bethlenfalvy@pc.ola.org)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

February 18, 2026

Hon. Victor Fedeli,  
Ministry of Economic  
Development, Job Creation  
and Trade  
VIA EMAIL:  
[vic.fedeli@pc.ola.org](mailto:vic.fedeli@pc.ola.org)

Hon. Graydon Smith  
MPP for Parry Sound –  
Muskoka, Associate Minister  
of Municipal Affairs and  
Housing  
VIA EMAIL:  
[graydon.smith@pc.ola.org](mailto:graydon.smith@pc.ola.org)

RE: 6.12 Municipality of Magnetawan Council Resolution regarding Invest Ready Certified Site Designation

Please be advised that Township of Puslinch Council, at its meeting held on January 21, 2026 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2026-004:

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

That the Consent Agenda item 6.12 regarding Municipality of Magnetawan Council Resolution regarding Invest Ready Certified Site Designation be received for information; and,

That Council directs staff to send a draft a support resolution accordingly.

CARRIED



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

CC: Honourable Scott Aitchison, MP for Parry-Sound Muskoka; FONOM; AMO; NOMA; and all Ontario Municipalities



RESOLUTION NO. 2025- 333

DECEMBER 10, 2025

Moved by:



Seconded by:



**WHEREAS** staff submitted an application for Invest Ready–Certified Site Designation, which was denied due to the absence of water, wastewater, and natural gas infrastructure;

**AND WHEREAS** staff subsequently met with representatives of the associated grant funding program, who advised that additional funding opportunities for rural communities would be forthcoming;

**AND WHEREAS** the Site Readiness Program for Industrial Properties has since been launched, with eligibility requirements stipulating that any missing infrastructure must be in place and serviceable within two years of acceptance into the grant funding program;

**AND WHEREAS** it is not financially feasible nor in the best interest of our ratepayers to install full municipal water, wastewater, and natural gas services, as the associated capital and operating costs would impose an undue financial burden on the Municipality’s ratepayers;

**AND WHEREAS** alternative servicing solutions commonly used in rural and northern Ontario—such as properly designed and maintained septic systems for wastewater, drilled wells for drinking water, and propane or hydro for heat—are proven, reliable, and effective forms of infrastructure that can safely and efficiently support industrial and commercial development;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Magnetawan urges the Province of Ontario to revise its grant funding criteria to recognize and accept these alternative servicing methods as eligible infrastructure, and to ensure that rural and northern municipalities lacking municipal gas, water, and wastewater systems are not excluded from support;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford; the Honourable Peter Bethlenfalvy, Minister of Finance; the Honourable Victor Fedeli, Minister of Economic Development, Job Creation and Trade; the Honourable Graydon Smith, MPP for Parry Sound–Muskoka; the Honourable Scott Aitchison, MP for Parry Sound–Muskoka; FONOM; AMO; NOMA; and all Ontario municipalities.

Carried  Defeated  Deferred

Sam Dunnett, Mayor

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			

**From:** [AMO Events](#)  
**To:** [Amy Leclerc](#)  
**Subject:** Registration now open for AMO Conference 2026  
**Date:** Thursday, February 19, 2026 1:00:50 PM

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## **AMO 2026 Conference Registration is Open!**

**August 16 - 19, 2026, Ottawa, Ontario**

[You can now register](#) for AMO's 2026 conference held August 16 – 19, 2026 in the City of Ottawa.

**Early Bird** rates will be available until 4pm on March 12. If you are interested in our **Package A** that provides access to all events including the Tuesday evening social

event, you will want to register as soon as possible. Package A is a hot ticket and tends to sell out quickly.

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## **2026 is an AMO Board Election Year! Choose your Caucus Lunch!**

When you log in to register for the conference, you will be given a choice to register for a caucus lunch on Monday August 17. **Why is this important?**

The caucus lunch you choose, is the caucus where you can cast your vote for the AMO Board election. For example, if you choose the small urban caucus, but want to vote for candidates in the northern caucus-you will not be able to! So take a moment and choose the right caucus for you.

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## **Are you registering for someone else?**

If you are registering for someone else, **make sure you know the caucus they want to vote in.** If people are registered in a caucus lunch not of their choice, when they are onsite at the conference-**they will not be able to change the caucus, they were registered in.**

[Visit our website for more information.](#)

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## **Registration Credentials**

If you require your information to login and register, please contact [amo@amo.on.ca](mailto:amo@amo.on.ca)

For Conference questions reach out to [events@amo.on.ca](mailto:events@amo.on.ca)

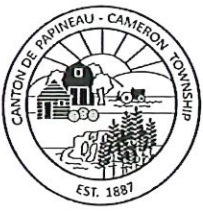
I'm a new paragraph block.

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Association of Municipalities of Ontario

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0  
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072  
E-mail: [admin@papineaucameron.ca](mailto:admin@papineaucameron.ca) Website: [www.papineaucameron.ca](http://www.papineaucameron.ca)

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February 26, 2026

The Ontario Veterinary College  
50 Stone Road East  
Guelph, ON N1G 2W1

**RE: Ontario Veterinary College expansion of enrollment capacity**

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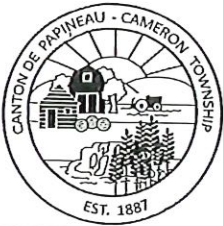
The Council of The Corporation of The Township of Papineau-Cameron met at their Regular Council Meeting on February 24, 2026 and passed the attached resolution 2026-50 that relates to the Ontario Veterinary College's enrollment capacity.

Yours truly,

Venessa Wilson  
Administrative Assistant

Encl: Resolution 2026-50, Township of Papineau-Cameron

Cc: The Ontario Ministry of Agriculture, Food and Agribusiness  
The Canadian Veterinary Medical Association  
The Honorable Victor Fedeli, MPP, Minister of Economic Development, Job Creation and Trade  
The Honorable Trevor Jones, MPP, Minister of Agriculture, Food and Agribusiness  
The Honorable Nolan Quinn, MPP, Minister of Colleges, Universities, Research Excellence and Security  
Association of Municipalities of Ontario  
All Ontario Municipalities



# THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0  
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072  
Website: www.papineaucameron.ca

DATE: **February 24, 2026**

RESOLUTION NUMBER: **2026-50**

MOVED BY:

*Shelley Belanger*

SECONDED BY:

*M Chenier*

**WHEREAS** large animal livestock owners in Northern Ontario have extremely limited access to large animal veterinary services;

**AND WHEREAS** the cost of large animal veterinary services in Northern Ontario is significantly higher due to long travel distances and the limited number of large animal veterinarians available to service the region;

**AND WHEREAS** it has come to the attention of the Council of Papineau-Cameron Township that three qualified individuals within our community have applied to the Ontario Veterinary College for large animal veterinary, but were denied admission due to limited enrollment capacity;

**THAT** the Council of Papineau-Cameron Township formally requests that the Ontario Veterinary College, the Ontario Ministry of Agriculture, Food and Agribusiness, and the Canadian Veterinary Medical Association consider expanding enrollment capacity at the Ontario Veterinary College to allow more qualified applicants to pursue certification as large animal veterinarians.

**AND FURTHER THAT** a copy of this resolution be forwarded to the Ontario Veterinary College, the Ontario Ministry of Agriculture, Food and Agribusiness, the Canadian Veterinary Medical Association, the Hon. Victor Fedeli MPP Minister of Economic Development, Job Creation and Trade, the Hon. Trevor Jones MPP Minister of Agriculture, Food and Agribusiness, the Hon. Nolan Quinn MPP Minister of Colleges, Universities, Research Excellence and Security, Association of Municipalities of Ontario, and Ontario Municipalities for their consideration and support.

CARRIED:

*Robert Corriveau*  
(Mayor)

NOT CARRIED:

(Mayor)

Recorded Vote (Upon Request of Councillor \_\_\_\_\_) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			

**COPY**

**Township of Southgate  
Administration Office**  
185667 Grey County Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

February 20, 2026

**Re: Township of Southgate – Support for Bill 21, Protect Our Food Act, 2025**

Please be advised that at the February 18, 2026, regular Council meeting, the Council of the Corporation of the Township of Southgate, approved the following:

No. 2026-073

**Moved By** Councillor Shipston

**Seconded By** Councillor Ferguson

**WHEREAS** arable land is a critical finite resource; and

**WHEREAS** Ontario loses as much as 319 acres of farmland a day; and

**WHEREAS** Ontario's farmland provides food, fiber and fuel to all of Ontario and beyond;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Southgate support Bill 21, Protect Our Food Act, 2025 and strongly urges the provincial government to support this and every measure to protect our farmland, to aggressively prevent further losses and to ensure the future of agriculture in Ontario for future generations; and

**That** a copy of this resolution be sent to the Premier of Ontario, the Minister of Agriculture, Food and Agribusiness, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Minister of Economic Development, Job Creation and Trade, MPP Paul Vickers, Senator Rob Black, the Ontario Federation of Agriculture, the Association of Municipalities of Ontario, and all Municipalities in Ontario.

If you have any questions, please contact our office at (519) 923-2110.

Sincerely,

*Lindsey Green*

Lindsey Green, Clerk  
Township of Southgate

CC: Honourable Doug Ford, Premier of Ontario

Honourable Trevor Jones, Minister of Agriculture Food and Agribusiness

Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks

Honourable Rob Flack, Minister of Housing and Municipal Affairs

Honourable Victor Fedeli, Minister of Economic Development, Job Creation and  
Trade

MPP Paul Vickers – Bruce – Grey – Owen Sound

Senator Rob Black

Ontario Federation of Agriculture

Association of Municipalities of Ontario

Municipalities in Ontario

**From:** [Jason Trottier](#)  
**To:** [clerks@greatersudbury.ca](mailto:clerks@greatersudbury.ca); [West Nipissing, Municipality of](#); [karen.mcisaac@northbay.ca](mailto:karen.mcisaac@northbay.ca); [Papineau-Cameron Clerk](#); ["Lesley Marshall"](#); [cao](#); ["Nicky Kunkel"](#); [Amy Leclerc](#); [clerk@temagami.ca](mailto:clerk@temagami.ca); [Mattawan](#); [clerk@burksfalls.ca](mailto:clerk@burksfalls.ca); [clerk@powassan.net](mailto:clerk@powassan.net); [info@southeriver.ca](mailto:info@southeriver.ca); [admin@sundridge.ca](mailto:admin@sundridge.ca); [clerk@armourtownship.ca](mailto:clerk@armourtownship.ca); [adminmachar@vianet.ca](mailto:adminmachar@vianet.ca); [Cindy Pigeau](mailto:Cindy Pigeau); [office@townshipofjoly.com](mailto:office@townshipofjoly.com); [Kris Croskery-Hodgins \(admin@nipissingtownship.com\)](#); [clerk@frenchriver.ca](mailto:clerk@frenchriver.ca); [clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca); [clerk@strongtownship.com](mailto:clerk@strongtownship.com); [mserre@markstay-warren.ca](mailto:mserre@markstay-warren.ca); [clerk@stcharlesontario.ca](mailto:clerk@stcharlesontario.ca)  
**Cc:** [Fire Chief](#); [Kim Rose](#); [Rick Champagne](#)  
**Subject:** Letter and Resolution of Support for Council  
**Date:** Thursday, March 5, 2026 10:45:35 AM  
**Attachments:** [image001.png](#)  
[Introductory Letter - East Ferris Fire and Emergency Services Training Centre.pdf](#)  
[Resolution - East Ferris Fire and Emergency Services Training Centre.docx](#)  
**Importance:** High

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Hello,

Please see attached letter from Mayor Rick Champagne. We request that this letter be added to the agenda for your next Council meeting. We understand that some municipalities may be closing agendas today for a meeting next week, and we thank you in advance for including this request on the agenda for next week's meeting on short notice.

We ask that you please forward this email to your Fire Chief so that they are aware of our initiative. Our Fire Chief, Steph Amyotte, will be in contacting them in the near future.

Best regards,  
Jason

**Jason Trottier, HBBA, MPA, CPA, CMA**  
*Chief Administrative Officer/Treasurer*



25 Taillefer Road, Corbeil, ON P0H 1K0

**T:** 705-752-2740 ext. 226 | **F:** 705-752-2452 | **W:** eastferris.ca

*Please note: My working hours may not reflect yours. Please do not feel obligated to answer outside your normal work hours.*

Note: This e-mail may contain privileged and/or confidential information and may be subject to legal privilege. Any distribution, use or copying of this e-mail or the information it contains by anyone other than the intended recipient is unauthorized. If you received this e-mail by error, please advise the sender immediately by e-mail or telephone, and delete the e-mail and attachments from any computer.



March 5, 2026

Dear Municipal Council,

Re: Support for East Ferris Regional Fire and Emergency Services Training Centre

The Municipality of East Ferris is moving forward with plans to construct a new fire hall that will also serve as a regional fire training centre. We are writing to inform you of this initiative and to respectfully request your support as we pursue funding through the Northern Ontario Heritage Fund Corporation (NOHFC) to assist with construction costs.

At present, the closest accredited and operational training facilities are in Huntsville, Haileybury, and Sault Ste. Marie, requiring significant travel time and expense for many departments across Nipissing, East Parry Sound, and Sudbury East Districts. This distance can limit participation, increase overtime and backfill costs, and create scheduling challenges for volunteer and staffed departments.

The proposed East Ferris facility will provide a centrally located, accessible training hub that allows firefighters to train closer to home. By reducing travel, departments can lower costs related to fuel, accommodation, and staff coverage, while increasing the frequency and consistency of hands-on training opportunities.

Beyond cost savings, the centre will foster regional collaboration by creating a shared space for joint exercises, mutual aid training, specialized certifications, and knowledge exchange. Training together will strengthen inter-departmental relationships and improve coordinated emergency response across our region.

The value of this collaboration has already been demonstrated. During the summer 2025 storm that affected the Municipality of Calvin, neighbouring departments worked side-by-side under a declared state of emergency, responding quickly and effectively to save lives. This experience highlighted how well we function together when needed. The proposed training centre will allow us to build on that success in a proactive and planned way—training together before regional emergencies occur and ensuring we are even better prepared for future events.

We know this facility will be a long-term regional asset benefiting every firefighter and the communities we collectively serve.

As our NOHFC funding application timelines are time-sensitive, the Municipality of East Ferris kindly requests formal Council support at your earliest convenience. For your consideration, a sample resolution is attached. Completed resolutions may be forwarded to our Clerk, Kim Rose, at [kim.rose@eastferris.ca](mailto:kim.rose@eastferris.ca) no later than April 1st, 2026.

**T: 705-752-2740**

**E: [municipality@eastferris.ca](mailto:municipality@eastferris.ca)**

**25 Taillefer Road, Corbeil, ON. P0H 1K0**

**eastferris.ca**



Should you have any questions or wish to discuss this initiative further, our Fire Chief, Steph Amyotte, would be pleased to connect. He is available at [firechief@eastferris.ca](mailto:firechief@eastferris.ca) or (705) 752-2740 extension 224.

Thank you for your continued partnership and support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Champagne', is written over a light blue rectangular background.

Rick Champagne  
Mayor

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**WHEREAS** the Municipality of East Ferris is planning the construction of a new fire hall that will serve as a regional fire training centre for fire departments including from across the Nipissing, East Parry Sound, and East Sudbury districts;

**AND WHEREAS** the closest accredited and operational training facilities are currently located in Huntsville, Haileybury, and Sault Ste. Marie, requiring significant travel, increased costs, and reduced training frequency for volunteer and composite departments in our region;

**AND WHEREAS** the summer 2025 storm in the Municipality of Calvin demonstrated the effectiveness of regional collaboration under a declared state of emergency, highlighting the value of joint training and coordinated emergency response;

**AND WHEREAS** a regional training centre in East Ferris would allow firefighters to train closer to home, reduce operational costs, foster inter-departmental collaboration, and improve readiness for future emergencies;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of [Municipality Name] supports the Municipality of East Ferris in its application to the Northern Ontario Heritage Fund Corporation (NOHFC) for funding assistance to construct the East Ferris Regional Fire Training Centre;

**AND FURTHER THAT** that a copy of this resolution be forwarded to Municipality of East Ferris to demonstrate our municipality's support for this important regional initiative.

CARRIED

**Solicitor General**

Office of the Solicitor General  
 25 Grosvenor Street, 18<sup>th</sup> Floor  
 Toronto ON M7A 1Y6  
 Tel: 416 326-5000  
 Toll Free: 1 866 517-0571  
 Minister.SOLGEN@ontario.ca

**Solliciteur général**

Bureau du solliciteur général  
 25, rue Grosvenor, 18<sup>e</sup> étage  
 Toronto ON M7A 1Y6  
 Tél. : 416 326-5000  
 Sans frais : 1 866 517-0571  
 Minister.SOLGEN@ontario.ca

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
 777 Bay Street, 17<sup>th</sup> Floor  
 Toronto ON M7A 2J3  
 Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
 777, rue Bay, 17<sup>e</sup> étage  
 Toronto (Ontario) M7A 2J3  
 Tél. : 416 585-7000

234-2025-5952

132-2025-4900

**By email**

January 12, 2026

To Mayors and Chairs of Police Service Boards in Strong Mayor Power Municipalities,

We are writing to provide information on the powers and roles of municipalities, mayors, and police service boards in establishing a police service board budget, particularly in municipalities with Strong Mayor Powers.

In a strong mayor municipality, the Head of Council has the responsibility to prepare and propose the municipal budget on or before February 1 of each year, which would be subject to a council amendment, head of council veto and council override process.

This municipal budget includes estimates of amounts required during the year, including any amounts required for boards, such as the police service boards budget established in accordance with the *Community Safety and Policing Act, 2019* (CSPA). **The Head of Council's strong mayor budget powers do not include the power to limit police service board budget increases or veto estimates submitted by police service boards.**

The CSPA provides the purposes for which the funding is to be provided to a police service board, establishes a process for submitting budget estimates, municipal approval of such a budget, and the mechanisms available to address disagreements.

Under section 50 of the CSPA, a police service board must submit their operating and capital estimates to the municipality, which is then responsible for establishing an overall budget for the police service board. **Although municipalities are not required to adopt the board's estimates as submitted, they cannot approve or reject specific line items within the estimates.** Municipalities are required to provide police service boards with sufficient funding to comply with the CSPA and its regulations, as well as pay the expenses of the board's operation, excluding remuneration for board members.

There are dispute resolution mechanisms established under the CSPA to address situations in which a police service board is not satisfied that the budget is sufficient to permit the board to comply with the legislation and pay for the board's operation.

The CSPA provides two dispute resolution pathways: the board and municipality may jointly apply to the Commission Chair of the Ontario Police Arbitration and Adjudication Commission (OPAAC) to appoint a conciliation officer, or the board may give the municipality written notice referring the matter to arbitration.

In arbitration, a municipality can argue, among other things, that costs could be reduced if the board entered an agreement to receive services from another police service. If the municipality can show that the board could reasonably have obtained policing services under an agreement (under section 14 of the CSPA, with another police service board or the Commissioner of the Ontario Provincial Police) at a lower cost while still meeting applicable standards, the arbitrator cannot deem the budget insufficient to the extent of the amount that could have been saved by entering into the agreement.

For example, if a police service board seeks funding for a \$15 million policing budget, and the municipality can demonstrate that equivalent services meeting all standards could have been provided through a budget at \$13 million, where some services are provided pursuant to an agreement with another police service, in this case, the arbitrator could not find the budget insufficient to the extent of the additional \$2 million.

Following arbitration, the municipality shall amend the board's budget to reflect the arbitrator's decision.


Thank you for your continued leadership and commitment to protecting our communities. Please consider this information as you work toward establishing police service budgets. If you or your administrative staff require additional information, please contact Nicole Rogers, Manager, Community Safety Policy Unit, Ministry of the Solicitor General, at [Nicole.Rogers@ontario.ca](mailto:Nicole.Rogers@ontario.ca) or Shira Babins, Manager, Financial Analysis and Reporting Unit, Ministry of Municipal Affairs and Housing, at [Shira.Babins@ontario.ca](mailto:Shira.Babins@ontario.ca).

Your work and dedication are important in advancing shared priorities and strengthening public safety to protect Ontario.

Sincerely,



The Honourable Michael S. Kerzner  
Solicitor General



The Honourable Rob Flack  
Minister of Municipal Affairs and Housing

c: Chiefs of Police

Clerks and CAOs, Strong Mayor Powered Municipalities



## INFORMATION REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL  
**PREPARED BY:** AMY LECLERC, MUNICIPAL CLERK  
SABRINA POUILLAS, DEPUTY CLERK  
**TITLE:** TOWN OF MATTAWA ELECTION PROCEDURES POLICY  
**DATE:** MONDAY MARCH 9, 2026  
**REPORT NO:** 26-09R

---

### **BACKGROUND**

2026 is an election year and staff are working on getting all the policies and procedures up to date in order to run the municipal elections.

The Municipal Elections Act requires a municipality to establish rules and procedures for candidates running in a municipal election.

### **ANALYSIS AND DISCUSSION**

One of the policies that are a requirement is the Elections Procedures Policy. This policy assists the Clerk in running the elections as it sets out the processes that will be used. The Clerk, Deputy Clerk and appointed Election Officials will be following this policy.

The policy will also be provided to all candidates in the candidate package that staff are creating as well so they all know how the elections will be run in the Town of Mattawa.

This policy may be changed by the Clerk as necessary and deemed appropriate and the revised procedures will be provided to Council and candidates as well.

Some key points for the elections and within this policy are as follows:

- Our municipal website will be the only platform that is updated with all election information. If the Clerk so chooses the town's social media pages will be updated
- Nominations are set out from May 1, 2026 until August 21, 2026
- Advanced voting will be held on Saturday October 3 and Wednesday October 14, 2026 at the Municipal Office
- Election Day will be held on Monday October 26, 2026 at the Mike Rodden Arena & Community Centre
- Unofficial results will be posted once the count is completed by the election workers and verified by the Clerk
- Official results will be certified by the Clerk as soon as possible after Election Day

Since election day is on the 4<sup>th</sup> Monday in October and Council usually holds a meeting that evening that meeting will be cancelled by Council resolution. Staff is asking Council to consider cancelling all meetings in October to allow for the Clerk and Deputy Clerk to hold both advanced votes and get everything ready for the month of voting. Both will be extremely busy during this time making sure the voters list is up to date from both advanced votes and verifying all paperwork is in order. If an item of urgency needs to be discussed by Council during the month a special meeting can be called by the Mayor. We are asking that for this to be considered

Council place the cancellation of the Tuesday October 13, 2026 on old business until a decision can be made.

A requirement of this policy is that Council approve this by way of by-law.

**FINANCIAL CONSIDERATION**

Cost of the municipal elections will be included in the budget process.

**RELEVANT POLICY/LEGISLATION:**

Municipal Elections Act, 1996 and Municipal Act, 2001

**ATTACHMENTS:**

Town of Mattawa Election Procedures Policy

**RECOMMENDATION:**

It is recommended that Council approve the policy, direct staff to bring it forward at the next regular meeting, pass a motion to cancel the regular meeting of Council set for Monday October 26, 2026 and place the consideration to cancel the regular meeting of Tuesday October 13, 2026 on old business.

Motion # 1

**BE IT RESOLVED THAT** Council of the Town of Mattawa receives report # 26-09R titled Town of Mattawa Election Procedures Policy.

Motion # 2

**BE IT RESOLVED THAT** Council approves the Town of Mattawa Election Procedures Policy as presented.

**AND FURTHER THAT** Council directs the Clerk to bring forward a by-law for formal adoption at the next regular meeting.

Motion # 3

**BE IT RESOLVED THAT** Council cancel the Regular Meeting of Monday October 26, 2026 due to the 2026 Municipal Elections and that day being Election Day.

**AND FURTHER THAT** Council considers the cancellation of the Regular Meeting of Tuesday October 13, 2026 and place it on Old Business for further discussion.



# 2026 Municipal Elections Procedures

This document is in English only.  
This document is available in alternate formats upon request.

# **1. Definitions and Interpretations**

## **Definitions**

“**Acclamation**” means the election to office of certified candidates at close of Nomination Day if there are no more candidates than offices.

“**Act**” means the Municipal Elections Act, 1996, S.O. 1996, C.32, as amended.

“**Advance Vote**” means the location, dates and hours for casting a ballot prior to Voting Day.

“**Ballot**” means the part of a printed ballot card on which indicates the office to be voted on, the names of the candidates, and containing the spaces in which the elector is to mark their vote.

“**Ballot box**” means a container, in a form approved by the Clerk, intended to contain the voted ballot cards.

“**Ballot card**” means a paper card, in a form approved by the Clerk, listing the ballots to be voted on in the election.

“**Campaign Expenses**” means the amounts spent by a candidate on their campaign, subject to some exceptions.

“**Campaign Period**” means the time during which a candidate can incur expenses related to an election campaign.

“**Candidate**” means a person who has been nominated under Section 33 of the Act.

“**Certified Candidate**” means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.

“**Clerk**” means the Clerk of the Town of Mattawa who is responsible for conducting this election under the authority of the Act.

“**Council**” means the Council of the Corporation of the Town of Mattawa.

“**Election day**” means the fourth Monday in October in a municipal election year or another day as designated by the appropriate authority.

“**Election Official**” means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath (s.15(4)).

“**Elector**” means a Canadian citizen, 18 years of age or older, a resident of the municipality, or an owner or tenant of land (or spouse of) in the municipality, and who is not otherwise disqualified.

“**Language**” means procedures and forms will be provided in English only.

**“Municipal Office”** means the Town of Mattawa administration building located at 160 Water Street.

**“Nomination Day”** means the last day for a candidate to file a nomination or withdraw a nomination. For a regular election Nomination Day is the third Friday in August in the year of the election.

**“Preliminary List of Electors”** means an initial list compiled by the Municipal Property Assessment Corporation (MPAC) of persons with a right to vote in the municipality.

**“Proof of Identification”** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

**“Proxy”** means an elector who has been appointed to vote on behalf of another elector.

**“Regular Office Hours”** means Monday to Thursday, 9:00 a.m. to 5:00 p.m. and Friday, 9:00 a.m. to 4:00 p.m. (excludes statutory holidays)

**“Restrictive Period”** means the period of time after either nomination day or voting day during which Council may be restricted from certain actions.

**“Scrutineer”** means an individual, appointed in writing by a certified candidate to be present during the vote and vote count (including any recount).

**“Voters’ List”** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.

**“Voting Day”** means the day of the election. For a regular election, Voting Day is the fourth Monday in October in the year of the election.

### **Language (s.9)**

Procedures and forms will be provided in English only.

### **Interpretation**

Any reference to a time means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.

References to the Act or sections of the Act provided in these procedures are provided for convenience reference only. Please refer to the legislation for specific reference.

### **Procedures Subject to Change**

These procedures may be amended, as necessary and deemed appropriate, by the Clerk. All updated versions of the procedures will be posted on the Town of Mattawa website and provided to all registered candidates.

These procedures have been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Act.

The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Municipal Elections Act.

Where these procedures do not provide for any matter, the election shall be conducted as fair as is consistent and practical within the principles of the Municipal Elections Act with the same being determined and established by the Clerk.

## **2. Election Principles**

The Clerk is committed to conducting an election that upholds the following election principles:

- fair and consistent treatment of electors and candidates;
- certainty that election results truly reflect electorate vote;
- secrecy, confidentiality and privacy of voters is paramount;
- the intention of voter in marking the ballot should be the primary consideration in any counting decision;
- voter accessibility, convenience, integrity and scrutiny of the election process takes priority over administrative convenience and efficiency.

### **Commitment to Accessibility**

The Clerk is committed to conducting an election that accommodates persons with disabilities, wherever possible. The Clerk will ensure that the Municipal Office and Voting Locations meet municipal accessibility standards.

### **Accessibility Plan and Report (s. 12.1)**

Prior to Voting Day, the Clerk must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within 90 days after Voting Day in a regular election but no later than January 25, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

## **3. Authority of the Clerk**

### **Duties and Powers of Clerk (s.11, 12, 15)**

The Clerk is responsible for conducting the election, including:

- preparing for the election;
- preparing for and conducting a recount in the election;
- maintaining peace and order throughout the election;
- in a regular election, preparing and submitting the accessibility report;
- providing for any matter or procedure that is not in the Act or is, in the Clerk's opinion,

necessary or desirable for conducting the election.

This document sets out the procedures established by the Clerk for the 2026 municipal election. These procedures will be posted online and provided to all candidates.

The Clerk has authority to require a person to:

- use forms, oaths and statutory declarations;
- provide proof of identity, qualification or any other matter.

### **Election Officials - Appointment and Training (s. 15)**

The Clerk may appoint election officials and delegate any of the Clerk's powers and duties to election officials using "Appointment and Oath of Deputy Returning Officer" Form EL10 and "Appointment and Oath of an Election Official" Form EL11. The Clerk with the assistance of the Deputy Clerk will provide training to any Election Officials as required. The Clerk may continue to exercise the delegated powers and duties, despite the delegation.

## **4. Public Information**

### **Municipal Website (www.mattawa.ca)**

The Town of Mattawa website will be the main place for election information for the media, candidates, voters and the public, including:

- key election dates and times;
- election policies and procedures;
- election results;
- candidate financial statements;
- any other information that may be helpful.

In addition to the election website, the Clerk may provide election information by posting information in municipal facilities, advertising with local media, social media and/or public and candidate information sessions. The Clerk may partner with other municipalities to provide election information.

## **5. Nominations**

### **Offices for Nomination**

The Clerk will accept nominations for the following offices with the number of vacancies shown in brackets below:

- (1) Mayor
- (6) Councillors

Nominations for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- (1) School Board Trustee – English Public
- (1) School Board Trustee – English Separate
- (1) School Board Trustee – French Public
- (1) School Board Trustee – French Separate

### **Nomination Period (s. 31)**

The Clerk shall give notice for nominations in the local newspaper, at the Municipal office and website prior to May 1, 2026, stating the offices for which a person may be nominated.

Nominations must be filed during the period:

- May 1, 2026 to August 20, 2026 during regular office hours, and
- August 21, 2026 between 9:00 a.m. and 2:00 p.m. (Nomination Day).
- If a person is present at the clerk's office on Nomination Day at 2:00 pm, the MEA provides that they may file the nomination as soon as possible after 2:00 pm.

### **Nomination Procedure**

Nominations must be made at the Municipal Office:

- using the prescribed "Nomination Paper" Form 1;
- in person by:
  - the nominee, or
  - the nominee's agent with the nominee's original signature and the declaration of qualification completed by the Clerk, or Commissioner
- with the prescribed nomination filing fee (Cash, Interac, Visa and Mastercard accepted):
  - \$200 for Head of Council;
  - \$100 for Councillor;
- with proof of identity and residence as prescribed in O. Reg. 304/13.

### **Permitted Expenses and Contributions (s. 33.0.1, 33.0.2, 88.20(9))**

The Clerk shall calculate the preliminary permitted amount of Candidate's expenses, the permitted amount of contributions to a Candidate's own campaign for each office, and Certificate of Maximum Expenses for Parties and provide these amounts to Candidates upon filing their nomination papers with the Clerk.

On or before September 15, 2026, the Clerk will determine number of eligible electors for each office and calculate the maximum amount of campaign expenses for each office and provide this amount to candidates using the "Certificate of Maximum Campaign Expenses" Form 37(A), Form 37(B) and Form 37(c).

The Clerk will deliver the final certificate of expenses to each candidate on or before September 30, 2026.

The Clerk's calculation is final.

### **Withdrawal of Nomination (s. 36)**

Candidates may withdraw their Nomination by filing in person a written withdrawal on "Withdrawal of Nomination" Form 2 with the Clerk before 2:00 pm on Nomination Day, August 21, 2026, if the person was nominated on or before Nomination Day.

### **Certification or Rejection of Nomination Papers (s. 35)**

On or before August 24, 2026, at 4:00 p.m., the Clerk will review each nomination received. The Clerk will certify the nomination by signing the nomination paper if satisfied that the person being nominated is qualified and the nomination complies with the Act.

The Clerk will reject a nomination if the person being nominated is not qualified to be nominated, or the nomination does not comply with the Act.

The Clerk's decision to certify or reject a nomination is final.

### **Official List of Candidates**

The final list of certified candidates will be circulated on the municipal website and posted at the Municipal Office by August 26, 2026.

### **Declaration and Notice of Election (s. 40)**

**If after 4:00 p.m. on August 24, 2026**, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following on the election website and any other method chosen by the Clerk:

- the way electors may cast their ballot;
- the dates and times of the voting period;
- any extended office hours available at the Municipal Office.

### **Acclamations (s. 37(1))**

If after 4:00 p.m. on August 24, 2026, the number of certified candidates for an office is the same as, or fewer than the number to be elected, the Clerk will declare the candidate(s) elected by acclamation and post a "Declaration of Acclamation to Office" on Form EL20 at the Municipal Office and on the municipal website. There shall be no election conducted for any offices which have been acclaimed.

### **Fewer Nominations than Offices (s. 33(5))**

If at 4:00 p.m. on August 24, 2026, the number of certified nominations filed for an office is

fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on August 26, 2026. The Clerk shall post a "Notice of Additional Nominations" Form EL17(B) at the municipal office and on the municipal website.

Withdrawal of additional nominations must take place prior to 2:00 pm on August 26, 2026, following the Withdrawal of Nomination procedure above. At 2:00 p.m. on August 26, 2026, the Clerk will certify or reject any additional Nomination Papers that have been filed.

### **Additional Nominations (s. 33(5), 35(1), 37(2), 37(4))**

If between 9:00 a.m. and 2:00 p.m. on August 26, 2026, there are more certified Nominations than vacancies for an office, an election shall be conducted with the persons who have filed certified Nomination Papers.

If at 4:00 p.m. on August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk will declare the candidate(s) elected by acclamation and post a "Declaration of Acclamation to Office" on Form EL20 at the Municipal Office and online.

If the number of Nomination Papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, the municipality shall fill the vacancy by appointing a person in accordance with s.263(1)(a) of the Municipal Act, 2001.

### **Death or Ineligibility of a Candidate (s.39)**

If a certified candidate dies or becomes ineligible before the close of voting and the result would be:

- an acclamation for an office, the election to such office is void and a by-election for such office shall be held; or
- one fewer candidate and no acclamation, the Candidate's name will be removed from the ballot.

## **6. Campaigning**

Campaigning is permitted no earlier than the filing of Nomination Papers by the candidate. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

Please refer to the Use of Municipal Resources for Election Purposes Policy.

### **Municipal Employee Communication with Candidates**

If a candidate has questions they are to send an email to the Clerk with an and all questions. The Clerk will respond to the email with a document showcasing both the question and the answer to all candidates. This will ensure fairness and transparency.

## **Use of Municipal Logo or Other Insignia**

The use of the municipal logo or other insignia for campaign purposes is strictly prohibited.

## **Municipally Owned/Leased Facilities**

Election campaigning or the distribution/posting of election campaign material at municipally owned or leased facilities is not permitted, with the exception of road allowances. For an update list of municipally owned/lease facilities please reach out to the Clerk.

## **Vandalism**

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the Ontario Provincial Police by the complainant. The Town of Mattawa, or any of its municipal officers, employees or agents will not be responsible for damage to election signs.

## **7. Campaign Expenses and Contributions**

All those who register should pay careful attention to campaign finance rules and may wish to seek their own advice and counsel regarding campaign finances.

A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.

The nomination fee is not an expense. The nomination fee is refundable if the financial statement is filed on time.

A campaign bank account **must** be opened for purposes of an election campaign. Throughout the campaign, all contributions of money and payments for expenses must be deposited in the campaign account.

Financial statements (Financial Statement – Auditor’s Report Form 4) must be filed with the Clerk on or before 2:00 p.m. on March 26, 2027. Failure to file by the deadline or by the end of the grace period (if applicable) triggers the automatic penalty of being ineligible to hold an elected office to which the Municipal Elections Act, 1996, as amended, applies until after the next election.

All candidates, including those who withdrew and those who were acclaimed, must file a financial statement.

The Clerk must keep the financial statements that are filed by the candidates until after the new Council has taken office following the next regular municipal election.

The Clerk is required to make the financial statements available to the public on the municipal website. The Clerk is also required to make public a report on the municipal website setting out all candidates and indicating whether each candidate complies with the filing requirements as soon as possible after April 30, 2027 or within 90 days of a by-election.

## **Notice**

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give to every candidate whose nomination was filed, by registered mail, notice of all the filing requirements and penalties set out in s.88.23 (2) and 92 (1). The notice shall be given on “Notice to Candidate of Filing Requirements” Form EL42(A).

At least 30 days before filing date, but no later than March 1, 2027, the Clerk shall give to every registered third party, by registered mail, notice of all the filing requirements and penalties set out in the Act. The notice shall be given on “Notice to Registered Third Party of Filing Requirements” Form EL42(A).

A “Notice of Default” Form EL43(A) shall be given to the candidate by registered mail and to the municipal council in the event that a candidate has not submitted the “Financial Statement” Form 4 by 2:00 p.m. on March 26, 2027.

A “Notice of Default” Form EL43(B) shall be given to the registered third party by registered mail and to the municipal council in the event that a third party has not submitted the “Financial Statement” Form EL43(B) by 2:00 p.m. on March 26, 2027.

## **Refund of Nomination Filing Fee (s.34)**

Candidates are entitled to receive a refund of their nomination fee if the documents required under section 88.25 of the Municipal Elections Act, 1996 are filed on or before 2:00 pm on the filing date.

Refunds will be processed upon completion of the Financial Statement and verified by the Clerk.

## **8. Registered Third Party**

Third party includes an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate or a “yes” or “no” answer to a question.

All third parties must register with the Clerk of the municipality to which they intend to advertise.

Only the following persons and entities are eligible to register as third party advertisers with the Clerk:

- an individual who is normally a resident in Ontario
- a corporation that carries on business in Ontario
- a trade union that holds bargaining rights for employees in Ontario

Registrations for third party advertisers can be filed on or after May 1, 2026, until the Friday before voting day (October 23, 2026) during regular office hours.

There is no fee for registering as a third party advertiser.

The Clerk must provide the third party advertiser with an estimate of their general spending limit and their spending limit on parties and expressions of appreciation.

## **9. Voters' List**

### **Voter Qualifications (s. 17(2))**

A person is entitled to be an elector if, on Voting Day he/she:

- is a Canadian citizen;
- is at least 18 years old;
- resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, of such a person;
- is not prohibited from voting.

### **Preliminary List of Electors**

Elections Ontario provides the Preliminary List of Electors to the Clerk on the agreed upon date or between July 31 and August 31, 2022 which contains:

- the name and address of each elector;
- information about which offices each elector is entitled to vote for, such as school support;
- the elector's voting subdivision.

Where a voter qualifies at more than one location in the municipality, the voter may only vote once and the Voters' List will reflect the place where the voter resides.

An elector's name may be on the Voters' List of more than one municipality and may be eligible to vote in both municipalities.

### **Voters' List**

The Clerk may correct any obvious errors in the PLE prior to August 31, 2026 using any information that is in the Municipality's custody or control (s. 22(2)). The Clerk shall notify Elections Canada of any corrections. The corrected PLE becomes the Voters' List.

The Clerk will maintain the Voters' List electronically.

### **Amending the Voters' List (s. 24, 25, 26)**

The period for revisions to the Voters' List is from September 1, 2026 until the close of voting on October 26, 2026. Persons, upon application in writing on the prescribed form to the Clerk, may have their name added, removed or information added or amended on the Voters' List.

Applications to remove another person's name from the Voters' List must be made in writing on the prescribed form to the Clerk from the period September 1, 2026 until close on October 26, 2026.

Revisions to the Voters' List will be conducted at the Municipal Office during regular office hours, during Advance Voting and at the voting stations on Election Day until 8:00 p.m. Additional dates may be determined by the Clerk.

- An elector applying to amend their information may use Form 15: "Application to Amend Voters' List" and provide proof of identity and residence as set out in O. Reg. 304/13.
- Any person applying to remove a deceased person's name from the voters' list may use Form 16: "Application for Removal of Another's Name from the Voters List."

The Clerk, on their own initiative, can remove a person's name from the Voter's List until the close of voting on Voting Day if the Clerk is satisfied that the person has died.

The Clerk may approve or deny applications for amend the Voters' List and the Clerk's decision is final.

### **Candidate Copies and Proper Use of Voters' List (s. 88(10) and (11))**

The Act states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

The voters' list shall then be reproduced in paper and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to one (1) copy and will be required to sign the "Declaration of Proper Use of the Voters' List" Form EL14. Candidate copies shall be returned to the Clerk following the election.

### **Proxy Voting**

If a person is unable to vote for any reason during the advance voting period or on Voting Day, then they may appoint a proxy to vote on their behalf by completing an Appointment of Voting Proxy Form 3. Any person whose name is on the Voters' List or who has been added by revision may vote by proxy.

A person shall not appoint a voting proxy until the time for withdrawal of nominations has expired for all offices and the time when the Clerk has certified all persons qualified to be nominated.

To be appointed as a voting proxy, that person must be an eligible elector in that municipality and a person may not appoint more than one voting proxy.

A person may act as a voting proxy for one person who is not a family member or any/all of their immediate family members. Immediate family means spouse, sibling, parent, child, grandparent or grandchild of the person making the appointment.

The person appointed a voting proxy shall complete an application in the prescribed form including a statutory declaration that the person is the person appointed as voting proxy and shall bring the form in person to the Clerk at the Clerk's office (or any place designated by

the Clerk).

The Clerk shall, if satisfied that the person who appointed the voting proxy is qualified to appoint a proxy and the person so appointed is qualified to act as a proxy voter, give a certificate in the prescribed form.

The Clerk is able to delegate authority for the issuance of voting proxy.

## **10. Scrutineers**

### **Rights and Prohibitions**

Each scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form.

### **Appointment by Candidate and Qualification**

A candidate may appoint scrutineers to represent them at:

- voting station(s)
- during the receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer” Form EL12(A) and must be signed by the candidate in person at the Municipal Office. The candidate shall provide this signed form to their scrutineer.

### **Number per Candidate**

Not more than one scrutineer representing each candidate (per ballot box) may be permitted at one time at the voting station(s).

### **Evidence of Appointment**

A person appointed as a scrutineer, may be asked before being admitted to the voting station(s) in their capacity as a scrutineer, to show their applicable appointment form and provide proof of identity to the Election official. The scrutineer or Candidate must take an “Oral Oath of Secrecy” Form EL12(B) upon request.

### **Conduct**

Scrutineers may not:

- speak to electors or interfere with the voting process;
- wear or display any campaign material inside the Municipal Office, e.g. buttons, flyers, etc.
- display any campaign literature, signs or material on the property of the voting place.
- use a cell phone to receive or make calls within the voting place.

## **11. Voting Procedures**

## **Voting Station**

The Town hereby states that the voting stations will be located at the Mike Rodden Arena and Community Centre and Algonquin Nursing Home on Election Day. In the event that the Mike Rodden Arena and Community Centre is unavailable for use on voting day the Clerk will designate a new voting area.

## **Advance Voting**

At least one Advance Voting Day is required and shall not be held more than 30 days before Voting Day.

The advance voting will be conducted at the S.F Monestime Council Chambers located at 160 Water Street in Mattawa on the following dates;

- Saturday, October 3<sup>rd</sup>, 2026 from 10:00 a.m. to 4:00 p.m.; and
- Wednesday, October 14<sup>th</sup>, 2026 from 2:00 p.m. to 7:00 p.m.

The votes received in the advanced vote will be locked at the Municipal Office until regular voting day and will be counted by the DRO that worked the advanced before their regular votes on Election Day.

## **Voting Hours on Election Day**

Election Day is Monday October 26, 2026. The Voting station located at the Mike Rodden Arena and Community Centre shall open promptly at 10:00 a.m. and remain continuously open until 8:00 p.m.

The Voting Station at the Algonquin Nursing Home shall open promptly at 10:00 a.m. and remain open until 2:00 p.m. reducing the regular voting hours. The Deputy Returning Officer shall arrive at the Mike Rodden Arena and Community Centre promptly at 8:00 p.m. for the counting of the votes.

## **Voter Identification**

All electors at the voting place must show proof of name and qualifying address before receiving a ballot. If the elector does not have identification with them, they will be required to complete the prescribed form and take a statutory declaration stating that they are the elector who is showing on the Voter's List.

Voters are not required to show photo identification, only identification showing name and qualifying address. As per Ontario Regulation 304/13, there is only one list and only one item of acceptable identification is required. That one item must be an original, certified or notarial copy and shall show the person's name and qualifying address.

All acceptable proof of identification is as follows:

- An Ontario driver's licence

- An Ontario health card (photo card)
- An Ontario photo card
- An Ontario motor vehicle permit (vehicle portion)
- A cancelled personalized cheque
- A mortgage statement, lease or rental agreement relating to property in Ontario
- An insurance policy or insurance statement
- A loan agreement or other financial agreement with a financial institution
- A document issued or certified by a court in Ontario
- Any other document from the Government of Canada, Ontario or a municipality in Ontario or from an agency of such a government
- Any document from a Band Council in Ontario established under the Indian Act (Canada)
- An income tax assessment notice
- A Child Tax Benefit Statement
- A statement of Employment Insurance Benefits Paid T4E
- A statement of Old Age Security T4A (OAS)
- A statement of Canada Pension Plan Benefits T4A (P)
- A Canada Pension Plan Statement of Contributions
- A statement of direct deposit for Ontario Works
- A statement of direct deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board Statement of Benefits T5007
- A property tax assessment
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
- A hospital card or record
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- A cheque stub, T4 statement or pay receipt issued by an employer
- A transcript or report card from a post-secondary school.

### **Ballot Cards**

The Clerk shall be responsible for ensuring that ballot cards are produced in accordance with this section. Sufficient ballot cards shall be printed to ensure that there are ballot cards available for each elector who wishes to vote.

Each ballot card shall:

- set out the offices to be voted on in the election; the candidates for each office;

- contain a brief explanatory note stating the maximum number of candidates for each office for which an elector can vote without making the ballot void; and
- provide a space for the elector to mark the elector's vote on each ballot.

The ballot cards shall be assembled in the following order:

- Candidates for the office of mayor;
- Candidates for the office of councillor;
- Candidates for the offices of public school trustees;

Candidates names shall be listed on the ballot card alphabetically by last name and in the same manner as listed on their Candidate's Nomination Paper Form 1. Each last name will be capitalized and bolded.

### **Before Opening of the Voting Station**

The Deputy Returning Officer and other election officials shall arrive at least one hour before the voting station opens. Detailed procedures shall be part of the Deputy Returning Officer and election officials training.

During the fifteen minutes prior to the opening of the voting station, scrutineers are entitled to inspect ballots and other papers, but must not impede the opening of the voting station.

### **Issuing Ballots**

Each elector shall be given one ballot card which has been initialed by the Deputy Returning Officer. Upon receiving the ballot card, the elector shall forthwith proceed to the voting compartment to vote.

The elector shall:

- only mark the ballot card in the voting compartment; and
- only use the marking device provided in the voting compartment to mark the ballot card.

The elector shall mark the ballot card as follows:

- marking an X in the square corresponding with the choice of the elector's candidate, or if there is more than one vacancy, the candidates of the elector's choice;

After the elector has finished marking the ballot card, the elector shall forthwith:

- Fold the ballot card in the same way it was received without showing the markings on the ballot card to anyone and showing the Deputy Returning Officers initials; and
- leave the voting compartment and deliver the ballot card to the Deputy Returning Officer supervising the ballot box.

The Deputy Returning Officer supervising the ballot box shall insert the marked ballot card into the ballot box without exposing the marks made on the ballot card by the elector.

When the elector's ballot card has been accepted and deposited into the ballot box, the elector shall forthwith leave the voting station.

The voting procedure prescribed in this section shall apply during an advance vote and an incapacitated elector vote in so far as is practicable and modified as may be necessary at the discretion of the Returning Officer.

## **12. Close of Voting and Results**

### **Close of Voting on Election Day**

Promptly at 8:00 p.m. on Election Day, the Presiding Deputy Returning Officer shall declare the voting station closed. If, when the voting station is declared closed, there is an elector in the voting station who wishes to vote, they shall be permitted to do so. No other person shall be allowed to enter the voting station for that purpose.

### **Counting of Ballots**

Immediately after the close of the voting station and all electors have left the voting station, the Deputy Returning Officers shall open the ballot box for their voting place and proceed to count the number of votes for each candidate.

A Deputy Returning Officer that presided at a voting station shall:

- complete the ballot count following the close of the station and personally deliver it to the Returning Officer or designate; and
- seal the unused ballots, voting registers and all statements required under the *Act* in an empty ballot box and return them to the Returning Officer or designate.

### **Rejected Ballots**

The Deputy Returning Officers shall reject from the count all ballots, and votes in a ballot, that do not comply with the prescribed rules. (O Reg 101/97)

The Deputy Returning Officer shall reject from the count:

- All votes on a ballot, if the ballot:
  - Was not supplied by the Deputy Returning Officer, or
  - Contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her;
- All votes on a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- Any vote on a ballot, if the vote is not marked inside the space provided for marking the ballot.

The Deputy Returning Officer shall:

- Decide all objects to the acceptance or rejection of a ballot;
- Prepare a list in which the objects are summarized and individually numbered;
- The summary should include the statement “Objected to by (candidate name or scrutineer) (Form EL30);
- Write the number of each object on the back of the relevant ballot and initial the number; and
- Count the ballots as required by legislation and make decisions relate to the ballots as noted above.

As soon as possible after counting the votes, the Deputy Returning Officers shall:

- Organize the return of the ballots for the Clerk by sorting in envelopes A, B, C, as follows:
  - Envelope A – Other Ballots (including cancelled ballots and forfeited/declined ballots);
  - Envelope B – Unused Ballots
  - Envelope C – Used Ballots (including the used ballots counted in whole or in part; the totally rejected ballots and the used but totally unmarked ballots).
- Prepare a statement, in duplicate, showing the results of the election at the voting place (Form EL31);
- Place the ballots and other materials and documents identified by the Clerk, except the original Deputy Returning Officer ‘Statement of Election Results’ in the ballot box;
- Seal the ballot box; and
- Deliver ballot box and original statement of results to the Clerk at the Municipal Office.

A scrutineer or a certified candidate is entitled to receive a copy of the statement of results from the Clerk, on request, but not from the Deputy Returning Officers.

### **Compiling and Posting Results (s.55)**

The Clerk shall check the statements of the Deputy Returning Officers’ for the official totals one paperwork is complete.

The Clerk may open the ballot box if he or she considers it necessary in order to interpret the statement of results. The Deputy Returning Officers shall be present.

The Clerk shall produce the results report. The results report shall be signed by all persons present at the time.

The Clerk may permit candidates or their scrutineers to be present when the results report is produced under the following conditions:

- Proof of identity is provided on request;
- The Clerk may remove anyone who is creating a disturbance.

### **Release of Unofficial Results**

Unofficial results shall be released no earlier than 8:15 p.m. on Voting Day.

Results will be released on the election website and at the Municipal Office by the Clerk on Voting Day.

### **Notice of Official Results**

As soon as possible after Voting Day, the Clerk shall issue the Official Results and post the results on the municipal website.

## **13. Recount Procedures**

### **Recount Required (s. 56, 57)**

A recount is required to be conducted within 15 days of: the results if any of the following:

- a tie vote where a candidate cannot be declared elected (automatic);
- where a candidate is within 5 votes from another and in the last available seat on council.
- a resolution of Council or local board (for Council or local board offices);
- an order of the Minister (for questions submitted by the Minister); or
- an order of the Superior Court of Justice.

### **Costs of Recount (s. 7(3), 7(4))**

The costs to conduct a recount will be paid by the Town of Mattawa unless any of the cases in section 7 (3) of the Act apply, in which case the Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall pay the costs as soon as possible.

### **Council, Local Board or Minister Request for Recount (s. 57)**

Within 30 days after the Clerk's declaration of the results under s.55(4) and, a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

### **Application to Superior Court of Justice (s. 58)**

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

### **Persons Entitled to be Present at a Recount (s. 61)**

The following persons are entitled to be present at a recount:

- the Clerk, Election Officials and any person with the Clerk's permission;
- every certified candidate for the office involved, or their scrutineer;

- the applicant who applied for the recount, if any;
- legal counsel for any of the above.

### **Notice of Recount (s. 56, 57, 58 and O. Reg. 101/97)**

The Clerk shall give notice by registered mail or personal service of the recount date, time and place using the “Notice of Recount” to:

- all certified candidates for the office which is the subject of the recount;
- the Council or local/school board when a resolution was passed;
- the Minister when an order has been made;
- the applicant in the case of a court order.

### **Conducting a Recount (s. 56, 59, 60, 61, 62)**

The following votes will be included in a recount:

- in a recount for a tied vote, the votes for candidates who are tied
- in a recount for the candidate in the sixth seat and one just below within 5 votes, will be for both the sixth seat and unsuccessful candidate in the 7<sup>th</sup> place.
- in a recount for a council or local board resolution or a court order, the votes for candidates named in the resolution or the order
- votes for any other candidate for the office whose vote total was, in the Clerk’s opinion, close enough to be affected by the recount

The Clerk shall conduct a recount in the same manner as the original count unless ordered otherwise by a judge. Once the recount has started, it must continue until complete. When the recount is complete, the Clerk announces the results in front of anyone authorized to attend the recount.

### **Continuing Tie Vote After Recount (s. 62(3))**

In a case of a tied vote following the recount, the elected candidate will be determined by the following process conducted by the Clerk:

- the name of each candidate is written on equal-sized pieces of paper and put the paper in a container selected by the Clerk
- the Clerk announces “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw from the container”
- the Clerk draws a paper from the container and announces the candidate’s name

### **Declaration of Recount Results (s. 62(4))**

The Clerk will declare the successful candidate(s) elected 16 days after the recount unless the recount was court ordered and provide notice using “Declaration of Recount Results” by:

- posting at the Municipal Office and on the Town website;
- sending to everyone who was given notice of the recount.

## **14. Compliance Audit Committee (s. 81)**

The Clerk will establish administrative practices and procedures for the Compliance Audit Committee and shall carry out duties required under the Act to implement the committee's decisions.

The Clerk may participate in a joint Compliance Audit Committee for more than one municipality.

Members of a compliance audit committee cannot be a candidate or a member or employee of a council or school board or registered third party advertisers.

A compliance audit committee must contain no fewer than three and no more than seven members.

A compliance audit committee has a term of office that is the same as council – four years.

Electors will be able to apply for a compliance audit of a candidate or third party advertiser's campaign finances.

Application must be submitted in writing with reasons to the Clerk within 90 days of financial statement filing date. The Clerk sends the application to the compliance audit committee within 10 days of receipt.

## **15. Election Records**

### **Candidates**

All Voter information obtained by the candidate during the Municipal Election shall be destroyed by the candidate after the election except for copies of the Voter's List which shall be returned to the Clerk following the election. The candidate may also return other election documents to the Clerk for destruction.

### **Clerk – Disposition of Records (s. 88)**

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under s.55, the Clerk shall destroy the ballots in the presence of two witnesses who shall complete the "Witness Statements as to Destruction of Records" Form EL33. The Clerk may also destroy any other documents and materials related to the election. The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

The Clerk shall retain candidates' financial statements and auditor's reports until the members of the council or local board elected at the next regular election have taken office.

## **16. Emergencies**

### **Emergency Declaration (s. 53)**

The Clerk may declare an emergency if, in the Clerk's opinion, any circumstances have arisen that are likely to undermine the integrity of the election or prevent the election being conducted in accordance with the Act. The Clerk may determine what constitutes an emergency or circumstances that and may make any arrangements deemed necessary for the conduct of the election in an emergency.

On declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside due to unreasonableness.

### **Notice of Emergency**

The Clerk shall provide notice of such emergency to the best of their ability and in keeping with the circumstance. If required, the Clerk may consider alternate options for any part of the election process.

### **Unforeseen Cases**

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an update to these procedures and circulated to all candidates and posted on the website.

## **17. Offences and Penalties**

Penalty provisions for a traditional voting method shall apply and are therefore enforceable and subject to the penalties set out in the Act.

To ensure the integrity of the election the Clerk shall report all knowledge or suspicion of offences and corrupt practices to authorities for investigation and prosecution.

### **Offences and Corrupt practices (s. 89, 90, 92, 94.1)**

Offences and corrupt practices include:

- voting without being entitled to do so
- voting more times than the Act allows
- inducing a person to vote when that person is not entitled to do so
- publishing a false statement of a candidate's withdrawal
- furnishing false or misleading information to a person whom the Act authorizes to obtain information
- without authority, supplying a ballot or voter credentials to anyone

- soliciting, accepting, stealing or dealing with a ballot or voter credentials without authority
- a candidate or registered third party:
- incurring expenses exceeding the amount set out in the “Certificate of Maximum Campaign Expenses” Form EL38
- filing a financial statement or auditor’s report or return surplus expenses that are incorrect or do not comply with the Act

The Act provides that a person who is convicted of an offence or corrupt practice may be subject to any or all of the following penalties:

- a maximum fine of \$25,000
- a maximum imprisonment of six months
- vacating or forfeiting an office to which the person was elected
- being ineligible to be nominated for, or elected or appointed to, any office for the next two regular elections

## **18. Index of Forms**

All and any forms may be created, revised, changed or removed at the discretion of the Clerk’s with the exception of the ministry prescribed forms.

The Ministry of Municipal Affairs prescribes the following forms: Form 1 “Nomination Paper”, Form 4 “Campaign Financial Statement”, Form 5 “Financial Statement – Subsequent Expenses” and Form 6 “Notice of Extension of Campaign Period.” These forms can be found at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca).

- Form 1 “Nomination Paper”
- Form 3 “Appointment of Voting Proxy”
- Form 4 “Campaign Financial Statement”
- Form 5 “Financial Statement – Subsequent Expense”
- Form 6 “Notice of Extension of Campaign Period”
- Form 7 “Notice of Registration Third Party”
- Form EL07 “List of Certified Candidates”
- Form EL08 “Certificate of Election Results”
- Form EL09 “Final Summary of Election Results”
- Form EL10 “Appointment and Oath of Deputy Returning Officer”
- Form EL11 “Appointment and Oath of an Election Official”
- Form EL12(A) “Appointment of Scrutineer – Candidate”
- Form EL12(B) “Oral Oath of Secrecy”
- Form EL13 “Appointment of Scrutineer”
- Form EL14 “Candidate’s Declaration – Proper Use of Voters’ List”
- Form EL15 “Application to Amend the Voters’ List”
- Form EL16 “Application for Removal of Another’s Name from the Voters’ List
- Form EL17(A) “Notice of Nomination for Office”

Form EL17(B) "Notice of Additional Nominations"  
Form EL19 "Withdrawal of Nomination"  
Form EL20 "Declaration of Acclamation to Office"  
Form EL21 "Notice of Death/Ineligibility of Candidate"  
Form EL22 "Certificate of the Voters' List"  
Form EL24 "Notice of Election Information"  
Form EL26 "Oath of Qualification"  
Form EL32 "Declaration of Election Candidate"  
Form EL36 "Disclaimer to Right of Offence"  
Form EL37(A) "Certificate of Maximum Campaign Expenses – Candidate"  
Form EL37(B) "Certificate of Maximum Amount of Contributions – Own Campaign"  
Form EL37(C) "Certificate of Maximum Amount of Expenses for Parties ect. – Candidate"  
Form EL38 "Witness Statements as to Destruction of Ballots"  
Form EL39 "Notice of Recount"  
Form EL40 "Recount Results"  
Form EL41 "Declaration of Recount Results"  
Form EL42(A) "Notice to Candidates of Filing Requirements"  
Form EL42(B) "Notice to Registered Third Party of Filing Requirements"  
Form EL43(A) "Notice of Default – Candidates"  
Form EL43(B) "Notice of Default – Registered Third Party"  
Form EL51(A) "Certificate of Maximum Amount of Campaign Expenses – Registered Third Party"  
Form EL51(B) "Certificate of Maximum Amount of Expenses for Parties ect. – Registered Third Party"  
Form EL52 "Consent to Release Personal Information"



## INFORMATION REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL

**PREPARED BY:** AMY LECLERC, MUNICIPAL CLERK  
SABRINA POUILLAS, DEPUTY CLERK

**TITLE:** USE OF MUNICIPAL RESOURCES FOR ELECTION PURPOSES  
POLICY

**DATE:** MONDAY MARCH 9, 2026

**REPORT NO:** 26-10R

---

### **BACKGROUND**

The Municipal Elections Act requires a municipality to establish rules and procedures for candidates running in a municipal election.

### **ANALYSIS AND DISCUSSION**

The Use of Municipal Resources for Election Purposes policy is one policy that staff created to assist with a fair and transparent election process. This policy protects the interest of current and future members of Council as well as staff.

Public funds and resources are not to be used for any election related purposes making this policy compliant with the Municipal Elections Act.

### **FINANCIAL CONSIDERATION**

#### **RELEVANT POLICY/LEGISLATION:**

Municipal Elections Act, 1996 and Municipal Act, 2001

#### **ATTACHMENTS:**

Use of Municipal Resources for Election Purposes Policy

#### **RECOMMENDATION:**

It is recommended that approve the policy and direct staff to bring it forward at the next regular meeting.

**BE IT RESOLVED THAT** Council of the Town of Mattawa receives report # 26-10R titled Use of Municipal Resources for Election Purpose Policy.

**BE IT RESOLVED THAT** Council approves the Use of Municipal for Election Purposes Policy as presented.

**AND FURTHER THAT** Council directs the Clerk to bring forward a by-law for formal adoption at the next regular meeting.



# TOWN OF MATTAWA

## USE OF MUNICIPAL RESOURCES FOR ELECTION PURPOSES POLICY

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### 1. Policy Statement

The Municipal Elections Act, 1996, the Election Finances Act and the Canada Elections Act prohibit a Municipality from making contributions in any form to a candidate or registered third party.

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interest of the current and future members of Council as well as staff.

### 2. Purpose

The purpose of this policy is to clarify that all election candidates, including sitting Members of Council and municipal staff are required to follow the provisions of the *Municipal Elections Act, 1996*, as amended, and that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the Town of Mattawa for any election campaign or campaign-related activities;
- No candidate shall undertake campaign-related activities on municipal property;
- No candidate shall use the services of persons during hours in which those persons receive compensation from the municipality.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the municipality's resources for their election campaign would be viewed as a contribution by the Town of Mattawa (the municipality) to the Member, which is a violation of the Act.

In accordance with the *Municipal Elections Act, 1996*, as amended, the Clerk is delegated the responsibilities related to the provisions of this policy.

### 3. Definitions

**“Acclaimed”** means a Candidate elected by acclamation pursuant to section 37 of the Act.

**“Act”** means the Municipal Elections Act, 1996, S.O. 1996, C.32, as amended.

**“Campaigning”** means a municipal election related activity for the purpose of supporting or opposing the election of a Candidate and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

**“Campaign Material”** means any material used to solicit votes for a Candidate(s) or question during the Election period including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all online including websites or social media.

**“Campaign Period”** means in the case of a regular municipal election the date a candidate files their nomination through to Voting Day in a municipal election year or in the event of a by-election.

**“Candidate”** means a person who has been nominated under section 33 of the Act.

**“Clerk”** means the Municipal Clerk of the Town of Mattawa or their designate, or a returning officer appointed under section 7(1) of the Municipal Elections Act, 1996, S.O. 1996, c.32.

**“Corporate/Municipal Resource”** means items, staff, services, or resources which are the property of the Town of Mattawa including, but not limited to: materials, equipment, vehicles, facilities, land, technology (Computer, smartphones, tablets, etc.), intellectual property, images, logos, and supplies. Working hours, the time where the Municipality pays its employees to complete certain duties or tasks, is also considered to be a Corporate Resource.

**“Council”** means the Council of the Corporation of the Town of Mattawa.

**“Employee”** means for the purpose of this Policy any individual working for, or receiving compensation from the Town of Mattawa; including those in part-time, seasonal or contract positions.

**“Election”** means municipal election including by-elections.

**“Election Period”** means the official Campaign period of an election for

- A municipal or school board elections; the Election Period commences on the first day prescribed for the filing of nominations in accordance with the Municipal Election Act and ends on voting day.
- A municipal or school board by-election; the period commences on the first day nominations may be filed and ends on voting day.

**“Member”** means a member of the Council of the Corporation of the Town of Mattawa and includes the Mayor of the municipality.

**“Municipal Facility/Building”** means any building or facility owned or operated by the Town of Mattawa.

**“Municipal Office”** means the Town of Mattawa administration building located at 160 Water Street.

**“Registered Third Party”** shall have the same meaning as “Registered Third Party” as found in section of the Municipal Elections Act, 1996 or the term “Third Party” as defined in section 1 of the Elections Finances Act (Ontario) and Canada Elections Act, as the context requires.

**“Nomination Day”** means the last day for a candidate to file a nomination or withdraw a nomination. For a regular election Nomination Day is the third Friday in August in the year of the election.

**“Registered Third Party”** shall have the same meaning as “Registered Third Party” as found in section of the Municipal Elections Act, 1996 or the term “Third Party” as defined in section 1 of the Elections Finances Act (Ontario) and Canada Elections Act, as the context requires.

**“Municipality”** means the Corporation of the Town of Mattawa.

**“Voting Day”** means the day of the election. For a regular election, Voting Day is the fourth Monday in October in the year of the election.

## **4. General Provisions**

- 4.1 Municipal resources, assets and funding shall not be used for any election campaign-related purposes.

- 4.2 Staff shall not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time or vacation leave.
- 4.3 Candidates shall not use any municipally-provided facilities for any election campaign-related purposes. Neither election campaign-related signs nor any other election campaign-related material will be displayed in any municipally-provided facilities. No candidate shall undertake election campaign-related activities on municipal property, with the exception of participation in election campaign-related events made available to all candidates that may be held in municipal facilities (*i.e.*, an all-candidates meeting).
- 4.4 Candidates shall not display election campaign-related signs or materials in their motor vehicle while it is parked on municipal property.
- 4.5 The following shall be discontinued for Members of Council from the day prior to Nomination Day until Voting Day:
  - a. All forms of advertising, including in municipal publications;
  - b. All printing, photocopying and distribution; and,
  - c. The ordering of stationary.
- 4.6 Members of Council shall not:
  - a. Print or distribute any material paid for by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
  - b. Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a candidate in any election; and,
  - c. Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs or otherwise identifies registered candidates for municipal elections.
- 4.7 Candidates shall not print or distribute any election campaign-related material using municipal funds.
- 4.8 Any material printed or distributed by the Town of Mattawa, candidates are not permitted to:
  - a. Illustrate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;
  - b. Identify where they or any other individual will be running for office; or,
  - c. Profile or make reference to candidates in any election.
- 4.9 Websites or domain names that are funded by the municipality shall not include any election campaign-related material.
- 4.10 All Council biographies will be removed from the Town's website effective the first day of the nomination period. During the election period, Mayor and Council information on the Town's website will be reduced to council-related contact information only.

- 4.11 The municipality's voicemail system shall not be used to record election campaign-related messages or the computer network (including the municipality's email system) to distribute election campaign-related correspondence.
- 4.12 The municipality's logo, crest, coat of arms, slogan, etc., shall not be printed or distributed on any election campaign materials or included on any election campaign-related website, except in the case of a link to the municipality's website to obtain information about the municipal election.
- 4.13 Photographs produced for and owned by the municipality shall not be used for any election campaign purposes.
- 4.14 Distribution lists or contact lists developed utilizing municipal resources or through contact in a Member of Council's role shall not be utilized for election campaign purposes.
- 4.15 Photos taken utilizing municipal cameras or sent through municipal email accounts shall not be utilized for election campaign purposes.
- 4.16 Candidates or Registered Third Parties are prohibited from using the Town's Municipal Office for any election-related purpose.
- 4.17 Candidates or Registered Third Parties that have rented a Municipal Facility/Building for campaigning purposes the distribution or display of campaign materials is only permitted during the rental period and only with the rented area.
- 4.18 Members of Council shall not use the services of the Town Integrity Commissioner during the Election Period for the purposes of seeking advice related to their Campaign.

## **5. Limitation**

Nothing in this policy shall preclude a Member of Council from performing their duties as a councillor nor inhibit them from representing the interests of the constituents who elected them.

Official minutes of municipal Council and Committee of the Whole meetings are exempt from this policy.

## **6. Responsibilities**

Candidates and Registered Third Parties are to adhere to the guidelines and parameters established by this policy.

The Municipal Clerk is to administer this policy and provide any related procedures as deemed necessary or desirable for conducting an election.

Members of Council, Members of Local Agencies, Boards and Committees, and Town Employees are to ensure that Corporate Resources, as identified by this Policy, are not used for campaigning.



## INFORMATION REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL  
**PREPARED BY:** DEXTURE SARRAZIN, DIRECTOR OF COMMUNITY SERVICES  
**TITLE:** TRANSITION OF GRASS CUTTING SERVICES TO IN-HOUSE OPERATIONS AND PURCHASE OF LAWN EQUIPMENT  
**DATE:** MONDAY MARCH 9, 2026  
**REPORT NO:** 26-11R

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### **BACKGROUND**

For the past 3 years, grass cutting has been done by a third-party contractor for which expired last season. The purpose of this report is to inform Council of staff's intention to align itself with the direction provided in the strategic plan and to take care of the lawn maintenance using its own forces.

### **ANALYSIS AND DISCUSSION**

Despite having had a third-party contractor at a cost of \$24,000/yr, municipal staff continue to complete a significant amount of grass cutting and grounds maintenance throughout the municipality as part of their regular duties.

Staff have reviewed current operations and determined that grass cutting services can be fully absorbed within existing staffing resources with the addition of appropriate equipment.

### **Proposed Change**

Staff propose the following:

- The grass cutting contract expired at the end of the 2025 season therefore we will not be renewing in 2026.
- Grass cutting and grounds maintenance will be completed **in-house** by municipal staff.
- To support this transition, the Town will purchase:
  - One (1) lawn tractor mower
  - One (1) push mower
  - Trimmers and associated accessories

The total estimated cost for this equipment is **\$20,000**, and after performing product sourcing due diligence, it has been determined that the equipment can be purchased locally, supporting local businesses.

### **FINANCIAL CONSIDERATION**

- **Current annual contract cost:** approximately **\$24,000**
- **One-time equipment purchase:** **\$20,000**
- **Ongoing savings:** elimination of the annual contracted service cost

The proposed equipment purchase represents a **one-time capital investment** that will be offset by the elimination of recurring annual contract expenses. Over time, this approach is expected to provide cost savings and greater operational flexibility.

No additional staffing is required, as the work will be completed within existing staffing levels.

### **Operational Benefits**

Transitioning grass cutting services in-house provides several operational advantages, including:

- Greater control over scheduling and service levels
- Increased flexibility to respond to weather and operational priorities
- Better integration with other public works and parks maintenance activities
- Reduced reliance on external contractors
- Long-term cost savings

### **RELEVANT POLICY/LEGISLATION:**

### **ATTACHMENTS:**

### **RECOMMENDATION:**

It is recommended that Council for the Town of Mattawa receives and accepts this report and further that Council approves the purchase of lawn cutting equipment to a maximum of \$20,000 such that lawn maintenance can be done by the Town's own forces.

Motion # 1

**BE IT RESOLVED THAT** Council of the Town of Mattawa receives report # 26-11R titled Transition of Grass Cutting Services to In-House Operations and Purchase of Lawn Equipment.

Motion # 2

**BE IT RESOLVED THAT** Council approves the purchase of lawn cutting equipment to a maximum of \$20,000 and approve the transition of lawn maintenance as it can be completed by municipal employees for all properties owned by the Town of Mattawa.

DATE: MONDAY MARCH 9, 2026

10.1

**THE CORPORATION TOWN OF MATTAWA**

**MOVED BY COUNCILLOR** \_\_\_\_\_

**SECONDED BY COUNCILLOR** \_\_\_\_\_

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**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopt By-Law 26-07 being a by-law authorizing the signing of an agreement with Jp2g Consultants Inc. to provide Engineering Support on municipal infrastructure related matters and Planning Support on land use planning matters.

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NUMBER 26-07**

**BEING** a by-law authorizing the signing of an agreement with Jp2g Consultants Inc. to provide Engineering Support on municipal infrastructure related matters and Planning Support on land use planning matters.

**WHEREAS** Subsection 8 of the Ontario Municipal Act 2001, S. O. 2001, c. 25 empowers and authorizes a municipality to enter into an agreement to enable them to govern their affairs as they consider appropriate.

**AND WHEREAS** the firm, Jp2g Consultants Inc. has agreed to provide such support services on a “call up” basis in accordance with the provisions in the attached Standing Offer Agreement (SOA), attached as per Appendix “A” to this By-law.

**NOW THEREFORE**, the Council of the Corporation Town of Mattawa enacts as follows:

1. **THAT** The Mayor and CAO/Treasurer are hereby authorized to execute the aforesaid Agreement on behalf of the Council of the Corporation of the Town of Mattawa, in accordance with the terms and conditions referred to in this agreement attached to this By-law and known as Appendix “A”.
2. **THAT** this Agreement shall be effective and shall remain in effect and force in accordance with the terms of the agreement subject to any amendments thereto or the termination of the said agreement.

READ A FIRST and SECOND time, this 9<sup>th</sup> day of March, 2026.

READ A THIRD time and FINALLY PASSED this 9<sup>th</sup> day of March, 2026.

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Mayor

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Clerk

**Appendix "A"**  
**to By-law 26-07**

**STANDING OFFER AGREEMENT (SOA)**  
**FOR CONSULTING ENGINEERING AND PLANNING SERVICES**  
**JANUARY 1, 2026 TO DECEMBER 31, 2028**



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**CLIENT/CONSULTANT AGREEMENT  
FOR MUNICIPAL WORKS  
SHORT FORM (2011)**

**MEMORANDUM OF AGREEMENT BETWEEN**

**THE CORPORATION OF THE Town of Mattawa (Client)**

**And**

**Jp2g Consultants Inc., Engineers · Planners · Project Managers (Consultant)**

**Dated January 6, 2026**

WHEREAS the Town of Mattawa hereinafter referred to as the Client requires Engineering Support from time to time on municipal infrastructure related matters and Planning Support on land use planning matters and whereas the Client intends to commission these services on a Standing Offer Agreement (SOA) basis, the parties hereto agree as follows

1. The primary services required shall be municipal engineering support and land use planning support to be provided on a “call up” basis in accordance with the provisions of this Standing Offer Agreement (SOA).
2. The main point of contact for implementation of this Standing Offer Agreement will be

Town of Mattawa  
160 Water Street  
P.O. Box 390  
Mattawa, Ontario P0H 1V0  
Paul Laperriere, CPA/CA  
CAO/Treasurer  
Telephone: (705) 744-5611, Ext. 101  
e-mail: [cao@mattawa.ca](mailto:cao@mattawa.ca)

Jp2g Consultants Inc.  
Engineers · Planners · Project Managers  
12 International Drive  
Pembroke, Ontario K8A 6W5  
J. E. Hunton, MCIP, RPP  
Senior Vice President  
Telephone: (613) 735-2507, Ext. 122  
e-mail: [james.hunton@jp2g.com](mailto:james.hunton@jp2g.com)

3. Engineering and/or Land Use Planning Services will be commissioned on a “call up” basis initiated by and at the sole discretion of the Town of Mattawa wherein the Consultant will provide a response in writing outlining scope of work, proposed methodology/schedule and budget based on staffing rates provided in Clause 9 and Schedule A hereto.

The response to the “call up” shall be approved in writing by the Client before any work is initiated.

4. The Client hereby retains the services of the Consultant in connection with Town of Mattawa municipal infrastructure matters and/or land use planning matters on an as required “call up” basis for the period January 1, 2026 to December 31, 2028 and the Consultant hereby agrees to provide the services set out in Section 5 below.

5. The services (“Services”) to be provided by the Consultant on a “call up” basis shall consist of the following:

- Assistance for Infrastructure Funding Applications and/or Presentations to Funding Agencies
- Engineering Analysis of existing or proposed Municipal Infrastructure including Environmental Assessments as required
- Analysis and Recommendations pertaining to municipal operational matters
- Technical Support for review of development projects including site plan application review
- Development Application peer review
- Civil, Mechanical, Electrical, Structural Engineering Analysis and Design
- Construction Administration/Site Review
- Project Management
- Preparation and/or Review of Official Plan Amendments
- Preparation and/or Review of Zoning By-law Amendments
- Planning Review and Report on Site Plan Applications, Severance Applications, Plan of Subdivision Applications
- Preparation or Review of Planning Reports as required/requested

6. The Client shall pay the Consultant based on monthly invoices.
7. The Client may terminate all or any part of the above noted work program by giving the Consultant notice in writing to that effect. In the event of termination or partial termination the Consultant shall be paid for work performed in accordance with the approved call ups to the point of termination.
8. In order to provide data for the calculation of fees on a monthly invoice basis, the Consultant shall keep a detailed record of the hours worked by staff employed for each call up. The Client may inspect timesheets and record of expenses and disbursements of the Consultant during regular office hours with respect to any item which the Client is required to pay on a time scale or disbursement basis as a result of this Agreement. The Consultant, when requested by the Client, shall provide copies of receipts with respect to any disbursement for which the Consultant claims payment under this Agreement.

When a call up is requested by the Client, the Consultant shall provide, in addition to the requirements of Clause 3, the following information for approval by the Client:

- (a) An estimate of the total fees to be paid for the Services which will include normal disbursements, subconsultants as noted on an approved Work Program or Work Breakdown Structure and HST.
- (b) A Staff list showing the number, classifications and hourly rate rates for staff including Principals and Executives on each project call up for which the Consultant will seek payment on a time basis to budget limits as per 5 (a) above. Such list shall designate the member of the Consultant's staff who is to be the point of contact between the

Consultant and the Client for a particular call up. The Client will likewise indicate the Town's point of contact on a project specific basis. See Schedule A hereto for Jp2g Consultants Inc. staff list and 2026 rate schedule.

Monthly invoices shall include fees calculated on a time basis, subconsultant fees, reimbursable expenses and HST.

9. Jp2g staff rate ranges for the purposes of this Standing Offer Agreement January 1, 2026 to December 31, 2028 shall be as follows:

<u>Project Staff Category</u>	<u>Primary Contact</u>	<u>Hourly Rate</u>
Principals/Executives/Directors	Hunton	\$240 - \$295
Senior Project Manager	Schulz	\$235
Senior Engineer	Sapinski	\$160 - \$210
Junior/Intermediate Engineer		\$125 - \$140
Engineering Intern		\$100 - \$115
Senior Planner	Hommik	\$195
Junior Planner	Curry	\$100
Intermediate/Senior Designer		\$110 - \$130
Project Coordinator		\$85 - \$100
Site Supervisors	Novack	\$75 - \$120
Survey Crew		\$1,750 - \$2,000 per day

The January 1, 2026 Employee List and Standard Rate Table for Jp2g Consultants Inc. is attached as Schedule A hereto. Potential Mattawa assignments are highlighted in yellow.

Hourly rates will be adjusted in accordance with the Consumer Price Index for Ontario on June 30, 2026, June 30, 2027 and June 30, 2028.

10. Reimbursable Expenses: In addition to the fee, the Consultant shall be reimbursed at cost for all expenses properly incurred in connection with the Project, including but not limited to: vehicle use charges, travelling and living expenses, long distance telephone charges, facsimile transmission charges, printing and reproductions, progress photography, advertising for tenders, special delivery and express charges, chemical and physical tests.
11. The Consultant shall submit an invoice to the Client for all Services completed in the immediately preceding month. Unless otherwise set out in the letter of engagement, payment shall be due 30 days following date of invoice.
12. The Consultant may engage others as sub-consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of not more than 5% of the cost of such services to cover office administration costs when claiming reimbursement from the Client plus the cost of the additional insurance incurred by the Consultant for the specialized services.
13. The Client will accept the insurance coverage amount specified in this clause section (a) as the aggregate limit of liability of the Consultant and its employees for the Client's damages.
  - (a) Comprehensive General Liability and Automobile Insurance  
The Insurance Coverage shall be \$5,000,000 per occurrence and in the aggregate for general liability and \$5,000,000 for automobile insurance. When requested, the Consultant shall provide the Client with proof of Comprehensive General Liability and Automobile Insurance (Inclusive Limits) for both owned and non-owned vehicles.

(b) Professional Liability Insurance

The Insurance Coverage shall be in the amount of \$5,000,000 per claim and \$5,000,000 in the aggregate. When requested, the Consultant shall provide to the Client proof of Professional Liability Insurance carried by the Consultant, and in accordance with the Professional Engineers Act (RSO 1990, Chapter P. 28) and regulations therein.


14. Unless otherwise provided in this Agreement, where the work of the Consultant is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Consultant, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not be obtained by direct contact by the Consultant with such other authority, department of government or agency. Costs for all application fees shall be borne by the Client unless otherwise provided for by the consultant.
15. The Consultant shall indemnify and save harmless the Client from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Client, his employees, officers or agents may suffer, to the extent the Consultant is legally liable as a result of the negligent acts of the Consultant, his employees, officers or agents in the performance of this Agreement.

The signatories shall have the authority to bind their corporation, company or firm,  
as the case may be, for purposes of this agreement

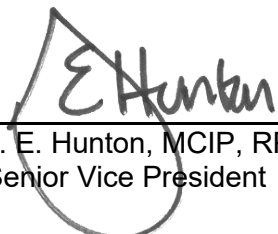
Client

Consultant

\_\_\_\_\_  
Raymond Bélanger, Mayor

  
\_\_\_\_\_  
N. Caldwell, P. Eng., PMP  
Chief Executive Officer

\_\_\_\_\_  
Paul Laperriere, CPA/CA  
CAO/Treasurer

  
\_\_\_\_\_  
J. E. Hunton, MCIP, RPP  
Senior Vice President

Dated \_\_\_\_\_

Dated January 6, 2026

DATE: MONDAY MARCH 9, 2026

10.2

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopt By-Law 26-08 being a by-law to amend By-law 26-05 sale of part of Rankin Street.

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NUMBER 26-08**

**BEING** a by-law to amend By-law 26-05 to sell part of Rankin Street.

**WHEREAS** the Corporation of the Town of Mattawa has deemed it necessary and expedient to close, stop up and declare the lands to be surplus and to sell part of Rankin Street more particularly described below;

**AND WHEREAS** By-law 26-05 was adopted by Council of the Town of Mattawa at their regular meeting on Monday February 23, 2026 which said By-law had the address incorreced under Part 1.

**AND WHEREAS** By-law 26-05 under Part 2 authorized the Mayor and Clerk to sign all documents which will be amended to authorize the Mayor and CAO/Treasurer.

**NOW THEREFORE** Council for the Corporation of the Town of Mattawa enacts as follows:

1. **THAT** By-law 26-05 be amended to show the following description:

ALL AND SINGULAR THAT certain parcel or tract of land and premises, situated, lying and being in the Town of Mattawa, in the District of Nipissing, being part of Rankin Street as shown on Plan 36R-15401 and designated thereon as Part 1 are hereby closed and stopped up.

2. **THAT** By-law 26-05 be further amended to authorize the Mayor and the CAO/Treasurer of the Town of Mattawa to sign documents and receive money as required to carry out the intent of the By-law.
3. **THIS** By-law comes into force and effect upon a certified copy of the By-law being registered in the Land Titles Office for the District of Nipissing.

READ A FIRST and SECOND time, this 9<sup>th</sup> day of March, 2026.

READ A THIRD time and FINALLY PASSED this 9<sup>th</sup> day of March, 2026.

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Mayor

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Clerk

DATE: MONDAY MARCH 9, 2026

14.0

**THE CORPORATION TOWN OF MATTAWA**

**MOVED BY COUNCILLOR \_\_\_\_\_**

**SECONDED BY COUNCILLOR \_\_\_\_\_**

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**BE IT RESOLVED THAT** Council proceed In Camera (Closed) session pursuant to section 239(2) of the Municipal Act, 2001, as amended at \_\_\_\_\_ p.m. in order to address the following:

- Item #14.2 Rosemount Valley Suites Update under a proposed or pending acquisition or disposition of land by the municipality or local board;
- Item #14.3 Vianet Services under a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- Item #14.4 Cassellholme Update under litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

DATE: MONDAY MARCH 9, 2026

15.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** the regular meeting reconvene at \_\_\_\_\_ p.m.

DATE: MONDAY MARCH 9, 2026

17.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** this regular meeting adjourn at \_\_\_\_\_ p.m.