

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, JULY 28<sup>TH</sup>, 2014  
7:00 P.M.**

**MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET  
MATTAWA, ONTARIO**

**THE CORPORATION OF THE TOWN OF MATTAWA**  
**A G E N D A**  
**MUNICIPAL COUNCIL CHAMBERS**  
**160 WATER STREET**  
**MATTAWA, ONTARIO**  
**MONDAY, JULY 28<sup>TH</sup>, 2014 @ 7:00 P.M.**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
- 4. Correspondence**
  - 4.1 FONOM – Re: Service for Municipalities  
General Government Services Committee – Clerk
  - 4.2 Ecole Secondaire Catholique Elisabeth-Bruyere – Re: Card of Thanks  
General Government Services Committee – Clerk
  - 4.3 DNSSAB – Re: Request for Support for Member of Communities Without Organization  
General Government Services Committee – Clerk
  - 4.4 Ty Backer – Re: Card of Thanks  
General Government Services Committee – Clerk
  - 4.5 OGRA – Re: Government RE-Introduces Budget  
General Government Services Committee – Clerk
  - 4.6 CanSIA – Re: Solar Canada 2014 Conference  
General Government Services Committee – Clerk
  - 4.7 Stewardship Ontario – Re: Interim Funding for Blue Box Recycling 2014 Program Year  
General Government Services Committee – Clerk
  - 4.8 Halton Region – Re: Correspondence for Protection of Public Participation Act  
General Government Services Committee – Clerk
  - 4.9 Ministry of Municipal Affairs & Housing – Re: Introduction of Newly Appointed Minister  
General Government Services Committee – Clerk
- 5. Questions/Comments (public & Council) about the Content of the Agenda**

**Monday, July 28, 2014**

**Correspondence – Cont'd**

- 6. Municipal Report Number 693**
  - Minutes of Previous Meeting (s)
  - Presentation of By-laws/Resolutions
  - Adoption of Report
- 7. Committee Reports**
- 8. Questions from the Floor**
- 9. New/Old Business**
- 10. 2/3 (Special Resolutions – not previously circulated)**
- 11. In Camera (Closed) None**
- 12. Return to Regular Session**
- 13. Adjournment**

Monday, July 28, 2014

Members of Council,

Attached please find Municipal Report Number 693 for consideration by Council.

Respectfully submitted

David J. Burke  
Acting Administrator/Clerk/Treasurer

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**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

**DEPT. HEAD: DAVID J. BURKE**

**TITLE: ADOPTION OF THE MINUTES**

Draft By-Law

Item

Policy Recommendation

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**Mayor D. Backer and Members of Council:**

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday July 14, 2014 be adopted as circulated.

Councillor L. Mick

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, July 14, 2014 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer  
Councillor N. Walters  
Councillor C. Lacelle  
Councillor L. Mick  
Councillor P. Dupras  
Councillor L. Ross  
Councillor M. L. Arrowsmith  
David J. Burke, Clerk  
Francine Desormeau, Deputy-Clerk

\*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. No Disclosure of Pecuniary Interest and Nature Thereof
3. Petitions & Delegations
  - 3.1 *Roger Janveaux made presentation to ask council to remove debt owing for crossing at Pine Street for VMUTS*
  - 3.2 *Neil Amhed with MMM presented Highway 17 Planning Study to four lane highway with revised route in 3 different locations*
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 692

Page No. 143

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday June 23, 2014 be adopted as circulated.*

Carried

Resolution Number 14-23

Moved by Councillor L. Mick

Seconded by Councillor L. Ross

- 2/3 *Be it resolved that page 144 be amended to include Norm Lefebvre*  
Carried

Page No. 144

*It is respectfully recommended that the Caretaker 2 Temporary Part-Time position be filled as per the amendment to this recommendation.*

Carried

Page No. 145

*It is therefore recommended that the canteen facilities at the Mike Rodden Arena and Community Centre be leased to Robbie Jones in the amount of \$100.00 per month. The signing by-law is attached.*

Carried

Page No. 146

*That the Town of Mattawa, in response to the invitation of the 24/7 Fitness Centre, purchase a \$500.00 + HST corporate Membership for 2014. Council encourages all employees and their families to join the facility at the reduced membership cost and benefit from the positive healthy experience the fitness centre can provide.*

Carried

Page No. 147

*That the Custodial Contract for the municipal building at 160 Water Street be awarded to Ms. Stacey Gignac as per the cleaning contract specifications for a one year contract with an optional one year renewal commencing from July 15, 2014 to July 14, 2015.*

Carried

Page No. 148

*That the disbursements for the month of June 2014 in the amount of \$1,737,700.98 be adopted as submitted.*

Carried

Page No. 149

*That Council provide a grant to the Pinehill Cemetery Board in the amount of \$2000 which will assist with the 2014 cemetery operating costs.*

Carried

Resolution Number 14-24

Moved by Councillor L. Ross

Seconded by Councillor L. Mick

*That the Municipal Report Number 692 be adopted as amended.*

Carried

7. Committee Reports
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)
11. In Camera (Closed) Session – None
12. Return to Regular Session – N/A
13. Adjournment

The regular meeting of Council Monday, July 14<sup>th</sup>, 2014 adjourned at 8:12 p.m.

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Mayor

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Clerk



**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS**

**CHAIRPERSON: COUNCILLOR N. WALTERS**

**DEPT. HEAD: JACQUES BEGIN**

**TITLE: LED LIGHT TENDER**

Draft By-Law       Item       Policy Recommendation

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**Mayor D. Backer and Members of Council:**

The Corporation Town of Mattawa requested tenders for the supply of LED lighting system over the Arena floor/ice surface.

Two bids were received:

Westburne Ruddy Electric - \$22,592.09

Mesco Electronics Ltd - \$23,503.64

Staff contacted the low tender regarding delivery date. They informed staff that delivery would be between 3 and 4 weeks. However, we have 2 weddings, Aug 23 and 30 on the Arena floor. Therefore, installation would be done the first couple weeks of September prior to the ice season. This is not a problem for installation.

**Recommendation:**

It is therefore recommended that the tender from Westburne Ruddy Electric in the amount of \$22,592.09 be accepted. It is further recommended that the installation be carried out by Boreal Electric in the amount of \$13,531.44.

Respectfully submitted

Councillor N. Walters

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR P. DUPRAS

DEPT. HEAD: MARC MATHON

TITLE: MATTAWA WATERWORKS FINANCIAL PLAN

Draft By-Law

Item

Policy Recommendation

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### Mayor D. Backer and Members of Council:

At the November 11, 2013 regular Council meeting approval was granted to assign the task of the creation of a Financial Plan for the Mattawa Water Works as part of our requirements for our Drinking Water Licensing maintenance. Council assigned the task to Pahapil and Associates as part of their asset management work they have been doing with the Treasurer. The coordination of the creation of the plan was carried out between Pahapil and Administration and is being presented to Council by the Public Works Department for adoption.

Once adopted we need to submit it to the MOE as well as post it on the municipal website and make the public aware that it is available for their revue.

The plan requirement is important to show that the Town understands what kind of commitment is required to operate and maintain a complete water works system for the long term. It also forms part of the provincial government's full cost recovery initiative for water systems, including establishing reserves to cover the cost of replacing aging underground and above ground infrastructure.

### Recommendation:

That Council adopt the Mattawa Waterworks Financial Plan as prepared by Pahapil and Associates and direct administration to post it on the municipal website.

Respectfully submitted,  
Councillor P. Dupras

Schedule "A"

# **The Town of Mattawa**

## **Mattawa Waterworks Financial Plan**

*Prepared in accordance with  
The Safe Drinking Water Act  
and its associated regulations.*

### **Provincial reporting requirements**

Pursuant to Section 31(1) of the Safe Drinking Water Act, 2002 (the "SDWA"), Provincial licenses are required for the operation of municipal drinking water systems in Ontario. In obtaining these licenses, the Town of Mattawa is required to meet five conditions under Section 44(1) of the SDWA, including the preparation of a financial plan for the water system.

The form and content of financial plans for municipal water systems are prescribed under Ontario Regulation 453/07 (the "Regulation"). Under the terms of the Regulation, the Town is required to prepare a financial plan that:

- I. Is approved through a Council resolution that indicates that the drinking water system is financially viable
- II. Extends over a minimum of six years and includes a statement that the financial impacts of the drinking water system have been considered
- III. For each year of the financial plan, includes details of the proposed or projected financial operations of the system itemized by:
  - Total revenues, further broken down into water rates, user charges and other revenues
  - Total expenses, further broken down into amortization expenses, interest expenses and other expenses
  - Annual surplus or deficit
  - Accumulated surplus or deficit
- IV. Includes details of the proposed or projected financial position of the system, itemized by:
  - Total financial assets
  - Total liabilities
  - Net debt
  - Non-financial assets
  - Changes in tangible capital assets

V. Details the proposed or projected gross cash receipts and cash payments itemized by:

- Operating transactions
- Capital transactions
- Investing transactions
- Financing transactions
- Changes in cash and cash equivalents in the period
- Cash and cash equivalents at the beginning and end of year

The disclosure requirements prescribed in the Regulation are consistent with the financial statement requirements as outlined in the Public Sector Accounting Handbook of the Canadian Institute of Chartered Accountants, which comprise:

- A statement of operations
- A statement of financial position
- A statement of cash flows
- A statement of changes in net financial assets

The Regulation requires a six year financial plan for water. However to be consistent with the principle of adopting an integrated approach to financial planning, the financial plan for Water has been prepared to match the overall Capital Asset Plan for the Town which incorporates a ten year period.

**Public Notice**

In connection with its financial plan, the Town is also required to ensure an appropriate level of public communication by:

- Making the financial plans available, on request, to members of the public at no charge
- Making the financial plans available to members of the public at no charge through the internet (if the municipality maintains a website)
- Providing notice as deemed appropriate to advise the public of the availability of the financial plans.

**THE CORPORATION OF THE TOWN OF MATTAWA**  
**Water System**  
**Statement of Projected Financial Position**

	2014	2015	2016	2017
<b>Financial Assets</b>				
Accounts Receivable Water (net)	71,250	73,744	76,325	78,996
<b>Total Financial Assets</b>	<b>71,250</b>	<b>73,744</b>	<b>76,325</b>	<b>78,996</b>
<b>Financial Liabilities</b>				
Long-term debt	900,000	840,000	994,000	1,127,733
<b>Total financial liabilities</b>	<b>900,000</b>	<b>840,000</b>	<b>994,000</b>	<b>1,127,733</b>
<b>Net financial liability</b>	<b>-</b>	<b>766,256</b>	<b>-</b>	<b>1,048,737</b>
<b>Non-Financial Assets</b>				
Tangible capital assets (net)	3,877,278	4,137,901	4,281,706	4,296,731
<b>Total non-financial assets</b>	<b>3,877,278</b>	<b>4,137,901</b>	<b>4,281,706</b>	<b>4,296,731</b>
<b>Accumulated Surplus</b>	<b>\$ 3,048,528</b>	<b>\$ 3,371,645</b>	<b>\$ 3,364,031</b>	<b>\$ 3,247,994</b>

	2018	2019	2020	2021	2022	2023	2024
	81,761	84,623	87,584	90,650	93,823	97,106	100,505
	<b>81,761</b>	<b>84,623</b>	<b>87,584</b>	<b>90,650</b>	<b>93,823</b>	<b>97,106</b>	<b>100,505</b>
	1,052,551	982,381	916,889	855,763	798,712	745,465	695,767
	<b>1,052,551</b>	<b>982,381</b>	<b>916,889</b>	<b>855,763</b>	<b>798,712</b>	<b>745,465</b>	<b>695,767</b>
	-	<b>970,790</b>	-	<b>829,305</b>	-	<b>704,890</b>	-
							<b>648,358</b>
	4,448,329	4,353,211	4,272,726	4,177,124	4,081,405	3,985,570	3,889,619
	<b>4,448,329</b>	<b>4,353,211</b>	<b>4,272,726</b>	<b>4,177,124</b>	<b>4,081,405</b>	<b>3,985,570</b>	<b>3,889,619</b>
	\$ 3,477,539	\$ 3,455,452	\$ 3,443,421	\$ 3,412,011	\$ 3,376,516	\$ 3,337,212	\$ 3,294,357

**THE CORPORATION OF THE TOWN OF MATTAWA**

**Water System**

**Statement of Projected Changes in Net Water Assets**

	2014	2015	2016	2017
<b>Opening Balance</b>	4,658,622	4,658,622	5,514,028	5,753,728
<b>Work In Progress</b>	81,877	511,406		
<b>Capital Requirements</b>	429,529	344,000	239,700	112,800
<b>Amortization</b>				
Accumulated Amortization	1,215,107	1,292,750	1,376,127	1,472,022
Amortization	77,643	83,377	95,895	97,775
<b>Total Amortization</b>	<b>1,292,750</b>	<b>1,376,127</b>	<b>1,472,022</b>	<b>1,569,797</b>
<b>Net Water Assets</b>	<b>\$ 3,877,278</b>	<b>\$ 4,137,901</b>	<b>\$ 4,281,706</b>	<b>\$ 4,296,731</b>



	2018	2019	2020	2021	2022	2023	2024
	5,866,528	6,120,128	6,127,128	6,149,128	6,156,128	6,163,128	6,170,128
	253,600	7,000	22,000	7,000	7,000	7,000	7,000
	1,569,797	1,671,799	1,773,917	1,876,402	1,979,004	2,081,723	2,184,558
	102,002	102,118	102,485	102,602	102,718	102,835	102,952
	<b>1,671,799</b>	<b>1,773,917</b>	<b>1,876,402</b>	<b>1,979,004</b>	<b>2,081,723</b>	<b>2,184,558</b>	<b>2,287,509</b>
<b>\$</b>	<b>4,448,329</b>	<b>\$ 4,353,211</b>	<b>\$ 4,272,726</b>	<b>\$ 4,177,124</b>	<b>\$ 4,081,405</b>	<b>\$ 3,985,570</b>	<b>\$ 3,889,619</b>

**THE CORPORATION OF THE TOWN OF MATTAWA**  
**Water System**  
**Statement of Projected Operations**

	<b>Opening</b>			<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Revenue</b>						
Water charges(Flat rate and metered)			475,000	491,625	508,832	
Capital Grants			352,107	-	-	
<b>Total revenues</b>			<b>827,107</b>	<b>491,625</b>	<b>508,832</b>	
<b>Expenses</b>						
Water Operations			353,800	362,910	372,255	
Interest			27,200	23,716	27,000	
Amortization			77,643	83,377	95,895	
<b>Total Expenses</b>			<b>458,643</b>	<b>470,003</b>	<b>495,150</b>	
<b>Annual surplus / Deficit</b>			<b>368,464</b>	<b>21,622</b>	<b>13,682</b>	

* Amortization	77,643	83,377	95,895
* Capital Requirements (Per Municipal Capital Plan) Subject to Change	-	344,000	239,700
Capital Grants (Assumption-Subject to Change)			200,000
Debt Financing	-		210,000
Debt Repayment	60,000	56,000	66,267
Reserve Transfers	93,422	350,936	51,570
** Adjusted Annual Surplus / (Deficit)	<b>50,000</b>	<b>55,935</b>	<b>55,180</b>

\* Per Municipal Asset Management Plan to be amended annually

\*\* Adjusted surplus represents proforma accounting surplus adding back amortization and adjusting for actual capital expenditures / financing / and

	2017	2018	2019	2020	2021	2022	2023	2024
	526,641	545,073	564,151	583,896	604,333	625,484	647,376	670,034
	<b>526,641</b>	<b>545,073</b>	<b>564,151</b>	<b>583,896</b>	<b>604,333</b>	<b>625,484</b>	<b>647,376</b>	<b>670,034</b>
	381,841	391,673	401,759	412,104	422,716	433,601	444,766	456,219
	29,000	26,000	24,000	22,000	20,000	18,000	16,000	14,000
	97,775	102,002	102,118	102,485	102,602	102,718	102,835	102,952
	<b>508,616</b>	<b>519,675</b>	<b>527,877</b>	<b>536,589</b>	<b>545,318</b>	<b>554,319</b>	<b>563,601</b>	<b>573,170</b>
	<b>18,025</b>	<b>25,398</b>	<b>36,274</b>	<b>47,307</b>	<b>59,015</b>	<b>71,165</b>	<b>83,775</b>	<b>96,864</b>
	97,775	102,002	102,118	102,485	102,602	102,718	102,835	102,952
-	112,800	-	7,000	22,000	7,000	7,000	7,000	7,000
	100,000	225,000						
	200,000							
-	75,182	70,170	65,492	61,126	57,051	53,247	49,698	30,000
	27,974	32,858						
	55,792	61,488	65,900	66,666	97,566	113,636	129,913	162,816

debt repayment