

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, JUNE 23<sup>RD</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, JUNE 23<sup>RD</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 Heart & Stroke Big Bike Ride – Re: 2014 Big Bike Ride Update & Awards  
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism & Special Projects Committee
  - 4.2 AMO – Re: Post Election Members Update  
General Government Services Committee – Clerk
  - 4.3 FONOM – Re: Build on Relationship with Wynne Government  
General Government Services Committee – Clerk
  - 4.4 Art Gallery of Sudbury – Re: Summer Festival of the Seven Information  
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism & Special Projects Committee
  - 4.5 AMO – Re: Weekly Watchfile  
General Government Services Committee – Clerk
  - 4.6 Union Gas – Re: Application Seeking Approval of Rates for New Interruptible Natural Gas Electricity, Gas & Telephone Committee - Clerk
  - 4.7 AMO – Re: 2<sup>nd</sup> Annual Risk Management Symposium  
General Government Services Committee – Clerk
  - 4.8 Ecole Secondaire Catholique Elisabeth-Bruyere – Re: Letter of Appreciation  
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism & Special Projects Committee
  - 4.9 AMO – Re: Weekly Watchfile  
General Government Services Committee – Clerk
  - 4.10 Carole Corriveau – Re: Request for 8ft Fence  
Building Department Committee – Clerk

**Monday, June 23, 2014**  
**Correspondence – Cont'd**

- 5. Questions/Comments (public & Council) about the Content of the Agenda**
- 6. Municipal Report Number 691**
  - 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, June 23, 2014

Members of Council,

Attached please find Municipal Report Number 691 for consideration by Council.

Respectfully submitted

David J. Burke  
Acting Administrator/Clerk/Treasurer

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**INDEX**

<b><u>ITEM</u></b>	<b><u>PAGE</u></b>
<b>ADOPTION OF THE MINUTES</b>	<b>125</b>
<b>PLAYGROUND EQUIPMENT AT TIMMINS PARK</b>	<b>126</b>
<b>REQUEST FOR TENDER FOR LED LIGHTING SUPPLIES</b>	<b>127</b>
<b>MATTAWA VOYAGEUR DAYS REQUEST FOR LOAN</b>	<b>128</b>
<b>EXTENSION TO FEDNOR FUNDING FOR LIGHT INDUSTRIAL PARK PROJECT</b>	<b>129</b>
<b>RESCUE AGREEMENT WITH TRANS CANADA PIPELINE</b>	<b>130</b>
<b>2013 AUDITED FINANCIAL STATEMENTS</b>	<b>131</b>
<b>ESTABLISH TAX RATIOS</b>	<b>132</b>
<b>RATE OF TAXATION FOR 2014</b>	<b>133</b>
<b>TAX CAPPING OPTIONAL TOOLS</b>	<b>134</b>
<b>JOINT ELECTION AUDIT COMMITTEE</b>	<b>135</b>
<b>JOINT ELECTION AUDIT COMMITTEE MEMBERS</b>	<b>136</b>
<b>AMENDMENT TO TOWN OF MATTAWA COMMUNITY EMERGENCY PLAN BY-LAW</b>	<b>137</b>
<b>REQUEST FOR AN EIGHT FOOT FENCE IN FRONT YARD</b>	<b>138</b>

**Date: MONDAY, JUNE 23<sup>RD</sup>, 2014**

**Page No: 125**

**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 June 9, 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, June 9, 2014 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer  
Councillor N. Walters  
Councillor P. Dupras  
Councillor C. Lacelle  
Councillor L. Mick  
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
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 690

Page No. 120

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday May 26, 2014 be adopted as circulated.*

Carried

Page No. 121

*That the disbursements for the month of May 2014 in the amount of \$733,451.21 be adopted as submitted.*

Carried

Page No. 122

*That the Town of Mattawa authorizes the Mattawa Child Care Centre to conduct a BBQ/Bake sale at Annie's Park on Saturday June 21<sup>st</sup>, 2014 from 11:00am – 2:00pm in order to raise money for the Mattawa Child Care Centre.*

Carried

Resolution Number 14-21

Moved by Councillor C. Lacelle

Seconded by Councillor L. Mick

*That the Municipal Report Number 690 be adopted*

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, June 9th, 2014 adjourned at 7:40 p.m.

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Mayor

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Clerk

**THE CORPORATION OF THE TOWN OF MATTAWA**

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

**CHAIRPERSON: COUNCILLOR N. WALTERS**

**DEPT. HEAD: JACQUES BEGIN**

**TITLE: PLAYGROUND EQUIPMENT AT TIMMINS PARK**

☐ **Draft By-Law**

☒ **Item**

☐ **Policy Recommendation**

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

The Corporation Town of Mattawa has budgeted for the purchase of some new playground equipment to be installed in Timmins Park as soon as possible. Funding for this purchase will come from a transfer from reserves that has funds earmarked for this playground equipment with the balance being included in this year's operating budget.

Dave Henderson from Hendersonplay submitted a couple of design ideas which were provided to Council at the last meeting. This piece will be a great addition to the equipment at Timmins Park. Further, the child swing seats will be changed and a new child swing set will be purchased and installed.

**Recommendation:**

It is therefore recommended that the Corporation Town of Mattawa purchase new playground equipment for Timmins Park as per the attached sales quotes to this resolution in the amount of \$32,417.65.

Respectfully submitted

Councillor N. Walters



# Henderson

recreation equipment limited

Sales Order # 14-10427

Date: 06/16/14

Customer #: C14990  
Organization: Town of Mattawa  
Address: Box 390

Project Name: Timmins Park  
Site Address: Town of Mattawa  
Timmins Park  
160 Water St.

City: Mattawa, ON P0H 1V0

Telephone: Fax:

Contact: Jacques Begin

Telephone: 705-498-2397 cell

Sales Representative: Dave Henderson

External Document No.: JACQUES BEGIN

Location SIM

Requested Date:

Territory: 27

Item No.	Qty	Description	Colour Combination	Unit Price	Sub-Total
B301563R0	1	Play steel FIT		16,520.00	16,520.00
P1-CP064-13	1	Canoe Motion Toy (Town of Mattawa)		480.00	480.00
SA-SW360-00	1	Single Post Swing		980.00	980.00
SA-SS042-8-00		Slash Proof Baby Seat ( 8' topbar)			
SA-SP035-01	3	Trapeze Ring and quick Links	red		
		Onground Installation			
		12" depth of surface by others			
		Posts - BROWN			
		Accents - ORANGE			
		Plastics - GREEN			
		3/4: BROWN/TAN			

INSTALLATION	9,425.00
FREIGHT	
PST/QST	
GST/HST	3,562.65
TOTAL	30,967.65

# **Henderson®**

**Protecting Playground Fun**

June 27/2014

Corporation of the Town of Mattawa  
160 Water street  
Mattawa Ontario  
POH 1VO

Attention : Jacques Begin

Dear Jacques

Further to your recent request we respectfully submit the following for your consideration

1- SA-SW360-01 single post swing 5 round posts 8 feet high c/w 2- req. seats = \$1,450.00

Installation included in above costing  
Freight -no charge  
HST = Extra

Site preparation, protective surfacing and border edging are not included in above costing

Note to be shipped with plat structure

Sincerly

David Henderson Sales Manager x226

**THE CORPORATION OF THE TOWN OF MATTAWA**

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

**CHAIRPERSON: COUNCILLOR N. WALTERS**

**DEPT. HEAD: JACQUES BEGIN**

**TITLE: REQUEST FOR TENDER FOR LED LIGHTING SUPPLIES**

☐ Draft By-Law

☒ Item

☐ Policy Recommendation

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

The Corporation Town of Mattawa recently passed a resolution regarding energy savings plans for buildings and vehicles owned by the Town of Mattawa.

One relatively significant savings would be to change the lighting system in the Mike Rodden Arena and Community Centre. The first area to consider are the lights over the ice surface in the arena. Funds for this have been requested in the 2014 Municipal Budget.

Mattawa has 2 electricians and it would be important to request local tenders to at least carry out the work. The materials will come from out of town suppliers. One electrician will not be in a position to carry out the work due to his workload. However the other local electrician will provide an installation cost. Material tenders will be requested from electrical wholesalers out of North Bay.

**Recommendation:**

It is therefore recommended that the Corporation Town of Mattawa request tenders for the supply of an LED lighting system for the Mike Rodden Arena and Community Centre – ice surface area.

Respectfully submitted

Councillor N. Walters

**THE CORPORATION OF THE TOWN OF MATTAWA**

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

**CHAIRPERSON: COUNCILLOR N. WALTERS**

**DEPT. HEAD: JACQUES BEGIN**

**TITLE: MATTAWA VOYAGEUR DAYS REQUEST FOR LOAN**

     Draft By-Law                        X   Item                           Policy Recommendation

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

Mattawa Voyageur Days has been and continues to be a major economic driving force in the Town of Mattawa for many businesses and organizations. The Festival is also extremely important as a social for many local families and individuals. The Festival has run successfully for 17 years and has drawn thousands of people to Mattawa and has helped put Mattawa on the provincial and national map as a place to visit, live and invest.

This year's line-up is again very strong as expected by the many who have already purchased wristbands. Sales are already around 60% which is much slower than in the past 7 years. However, sales do continue and there is much talk from people "who have to get their wristbands".

As a result of slower sales, Mattawa Voyageur Days is experiencing a cash flow shortage. Bands' costs are very much higher than in the early years. Another loan will be needed so that the Committee can purchase American money and also to purchase the beverages which must be paid well in advance. The Committee will require an additional \$100,000.00 to offset these early purchases.

**Recommendation:**

It is therefore recommended that the Corporation Town of Mattawa loan an additional \$100,000.00 to the Mattawa Voyageur Days Committee for the 2014 Mattawa Voyageur Days Festival.

Respectfully submitted

Councillor N. Walters

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR P. DUPRAS

DEPT. HEAD: MARC MATHON

TITLE: EXTENSION TO FEDNOR FUNDING FOR LIGHT INDUSTRIAL  
PARK PROJECT

X  Draft By-Law                          Item                          Policy Recommendation

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

Council approved an amendment (Amendment #1) on November 13, 2013 for a date extension to the contribution agreement for the Light Industrial Park in order to complete the project by June 30, 2014.

Since then extended frost depth and the long winter combined with rock encounters the progress of sewer and water installation was significantly affected, delaying completion until beginning of June. As a result we have requested and received approval from our funding partners to amend the completion date once again to provide us with the time we need to plan and carry out the remaining work within budget.

As such it is requested that Council adopt and approve Amendment #2 to the original by-law to further extend the date of completion of our project to October 31<sup>st</sup>, 2014.

### Recommendation:

That Council authorize administration to amend the original contribution agreement with Industry Canada/Fednor for the Light Industrial Park Project in order to extend the completion date to October 31<sup>st</sup>, 2014.

Respectfully submitted,

Councilor P. Dupras

# **THE CORPORATION OF THE TOWN OF MATTAWA**

## **BY-LAW 14-20**

BEING a By-law to amend By-law 12-18 which is a funding agreement with HER MAJESTY THE QUEEN in right of Canada as represented by the Minister of Industry;

WHEREAS Council wishes to amend the agreement, known as Schedule "A" to By-law 12-18 for funding assistance for the establishment of a Light Industrial Park on municipally owned land;

AND WHEREAS the Minister of Industry through the FedNor Community Competitiveness-Implementation (Capital) Component Program originally allocated funding in the amount of \$370,000.00 for the development of land for the purpose of light industrial and commercial job creation opportunities;

AND WHEREAS, as a result in approval delays, the contribution agreement end date of July 31, 2013 was extended to June 30, 2014 by By-law 13-21 and will now be further extended to a completion date of October 31, 2014;

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

1. This By-law shall amend By-law 12-18 according to Amendment No. 2 attached and forming part of this amendment By-law.
2. That By-Law 13-12 hereby be repealed.
3. That this By-law shall come into full force upon the passing thereof.

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Industry Canada**

FedNor

19 Lisgar Street  
Suite 307  
Sudbury, Ontario  
P3E 3L4

Tel.: 1 877 333-6673  
Fax: 705 671-0717  
Web site: ic.gc.ca/FedNor

**Industrie Canada**

FedNor

19, rue Lisgar  
Bureau 307  
Sudbury (Ontario)  
P3E 3L4

Tél.: 1 877 333-6673  
Télééc. : 705 671-0717  
Site web: ic.gc.ca/FedNor

**JUN 16 2014**

Project Number: 851-509970

Mr. Dean Backer  
Mayor  
Corporation of the Town of Mattawa  
160 Water Street, P.O. Box 390  
Mattawa ON P0H 1V0

Dear Mr. Backer:

**Re: FedNor program Community Competitiveness-Implementation (Capital)  
component  
Amendment Number: 2**

As a result of your request for a date extension to the above project, FedNor is prepared to make the following amendment to our contribution agreement of October 29, 2012 and subsequent amendment #1:

Delete: Clause 2.1 The Recipient shall ensure that the project described in Annex 1 (the "Project") commences on or before December 1, 2012 (the "Commencement Date") and is completed on or before June 30, 2014 (the "Completion Date").

Substitute: Clause 2.1 The Recipient shall ensure that the project described in Annex 1 (the "Project") commences on or before December 1, 2012 (the "Commencement Date") and is completed on or before October 31, 2014 (the "Completion Date").

Delete: Annex 1 THE PROJECT - STATEMENT OF WORK

Timing: Project to commence on or before December 1, 2012 and be completed on or before June 30, 2014.

Substitute: Annex 1 THE PROJECT - STATEMENT OF WORK

Timing: Project to commence on or before December 1, 2012 and be completed on or before October 31, 2014.

**Canada**

All other terms and conditions of our Contribution agreement remain unchanged.

This amendment is open for acceptance for a period of 30 days following the date on the first page, after which it will be null and void. This amendment shall be effective the date the duplicate copy of this amendment, unconditionally accepted and duly executed by the Recipient, is received by FedNor.

If further information is required, please contact Guy Paquette at (705) 494-4221 or toll-free at 1-877-333-6673 ext. 250.

Yours sincerely,



Aime J. Dimatteo  
Director General  
FedNor

**Corporation of the Town of Mattawa**

**Project Number: 851-509970**

**Amendment Number: 2**

The foregoing is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Per: \_\_\_\_\_

Signature of Recipient

\_\_\_\_\_  
Title

Per: \_\_\_\_\_

Signature of Recipient

\_\_\_\_\_  
Title



Date: MONDAY JUNE 23<sup>RD</sup>, 2014

Page No: 130

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FIRE DEPARTMENT

CHAIRPERSON: COUNCILLOR M. L. ARROWSMITH

DEPT. HEAD: CHAD BELANGER

TITLE: RESCUE AGREEMENT WITH TRANS CANADA PIPELINE

  X   Draft By-Law                             Item                             Policy Recommendation

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

Pursuant to many discussions with Town Staff and Trans Canada Pipeline our Fire Chief, Chad Belanger, proposed a rescue services agreement for their Tower Trail facility in Deux Rivieres. This proposal offered rescue services in exchange for a contribution to a new rescue unit. Trans Canada Pipeline agreed and offered \$30,000.00 towards the acquisition of such a unit.

Over the past year this agreement has been reviewed by the Town and Trans Canada Pipeline and the agreement is now ready for approval. Once approved an operational guideline will be produced for calls to the Tower Trail facility. Basically we would respond in the same manner as any highway call, which is 4 Firefighters and 1 Rescue Unit.

### Recommendation:

It is therefore recommended that Mattawa enter into a five year agreement with Trans Canada Pipeline for rescue services to the Tower Trail facility in Deux Rivieres.

Respectfully submitted,

Councillor M. L. Arrowsmith

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NUMBER 14-21**

BEING a by-law authorizing the signing of an agreement with:

TRANS CANADA PIPELINE LTD  
Hereinafter referred to as the "TRANS CANADA"

and the

CORPORATION OF THE TOWN OF MATTAWA  
Hereinafter referred to as the "TOWN"

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 Town of Mattawa Fire Department will provide rescue services to Trans Canada Pipeline Ltd at the Tower site located in Deux Rivieres in exchange for a \$30,000.00 donation towards the purchase of a rescue unit.

NOW THEREFORE, the Council of the Corporation Town of Mattawa enacts the following:

1. The Mayor and Clerk 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 Schedule "A".
2. That this Agreement shall be effective and shall remain in effect for a period of (5) five years.

READ PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**PARTNERSHIP AGREEMENT  
between  
TRANSCANADA PIPELINES LIMITED  
and  
CORPORATION OF THE TOWN OF MATTAWA**

This Agreement is made and entered into by and between **TRANSCANADA PIPELINES LIMITED** (hereinafter referred to as "TransCanada" or the "Corporation") and the **CORPORATION OF THE TOWN OF MATTAWA** (hereinafter referred to as "the Town of Mattawa").

NOW, THEREFORE, in consideration of the premises and the mutual agreements contained herein and the mutual benefits to be derived from this Partnership Agreement, the parties hereby agree as follows:

**1. Project Background:**

The Town of Mattawa has a small volunteer department of 20 firefighters that provides fire protection to a community of approximately 2,100 people. They also provide ice water rescue within the community as well as vehicle extrication including Highway 17 east between the Renfrew County Line and Bisset Creek.

Within the department they have a firefighters' association through which they fundraise throughout the year in order to purchase equipment and training. However, due to a number of factors including the Town of Mattawa's small population and very little industry, the fire department's operating budget is very small. Also, the Town of Mattawa's fire and emergency response apparatus are aging; one of the two rescue units currently used for highway vehicle rescue and extrication is 24 years old. The municipality received a 10 year old decommissioned ambulance from the District of Nipissing Social Services Administration Board since making the original application to TransCanada and have converted the new unit to a rescue unit to complement the existing older rescue vehicle the original application intended to replace.

**2. Purpose of Donation:**

The Town of Mattawa is looking in the future at the purchase of a new rescue vehicle in order to continue providing vehicle extrication and rescue along a section of the Trans Canada Highway 17 east of Mattawa. A new unit would allow the team to continue to offer rescue, CPR and First Aid to TransCanada employees at Station 1206 - Deux Rivières, 88 Tower Trail Road, Head Clara & Maria Township, Highway 17.

A new rescue vehicle could also be used as the command station and rehab vehicle; in the current situation, if fighting fire during periods of extreme cold or heat. A new rescue unit would provide a place to rest where they can get out of the elements. It is

intended the \$30,000 donation will be put in reserve until Council approves the purchase of a new rescue vehicle to replace the two existing units.

**3. Payment of Donation:**

TransCanada provided a total of \$30,000 toward the community engagement initiative in November 2012.

The Town of Mattawa will use its best efforts to allocate the money according to the intent of this Agreement as outlined above. However, in the event that it is no longer practical to perform the original objectives, the Town of Mattawa agrees that, subject to TransCanada receiving timely notice of the Town of Mattawa's intentions, the Town of Mattawa may, at its discretion use the money for such other purposes as will, in its opinion, honour as nearly as practical, the original intent of TransCanada or pool the money with other similar funds.

**4. Term of Agreement:**

This Agreement shall be effective as of signing and shall continue for 5 years.

**5. Tax Receipt:**

The Town of Mattawa will issue a receipt to TransCanada for the amount of the gift for a given year.

**6. Commitment of the Town of Mattawa:**

The Town of Mattawa will provide TransCanada with the following benefits:

- a. Rescue service will be provided for TransCanada's Station 1206 - Deux Rivieres, 88 Tower Trail Road, Head Clara & Maria Township, Highway 17 for 5 years.
- b. The Town of Mattawa will affix signage on the rescue vehicles reading "Supported by TransCanada."
- c. The Town of Mattawa will write and send one (1) news release when the agreement is finalized, which shall be approved by TransCanada.
- d. Recognition of TransCanada as a lead sponsor in the Town of Mattawa fire department fundraising materials;
- e. Logo recognition on the Town of Mattawa's website.
- f. Photo Op presentation at Council or with local media.
- g. Permission for TransCanada to use the Town of Mattawa's name/logo on TransCanada's blog, social media, website, or other company materials.
- h. Access to relevant Town of Mattawa photos for promotional material and/or Annual Report.
- i. All photography and video content provided to TransCanada come with rights to publish on TransCanada's blog, website, internal employee magazine, annual report, and any other company printed or online materials.
- j. The Town of Mattawa will not publicly comment on TransCanada's operations or business projects.

**7. Use of TransCanada Name and Logo:**

TransCanada will supply the Town of Mattawa with a logo and the brand standards for their use. All naming recognition is to reflect 'TRANSCANADA CORPORATION'. Any use of the TransCanada Logo or corporate name must conform to the approved logo standards and must be reviewed by TransCanada prior to release as per Section 9 in this Agreement.

**8. Use of the Town of Mattawa Name and Logo:**

The Town of Mattawa will supply TransCanada with a logo for their use. Any use of the Town of Mattawa logo will conform to the approved logo standards and will be reviewed by the Town of Mattawa prior to release.

**9. Approval Process: Promotional Material**

All promotional material that the Town of Mattawa intends to use and that refers to TransCanada or uses the TransCanada logo shall be submitted to TransCanada's key contact (as provided in section 11 below) for approval. Approval of promotional materials will be provided within five (5) working days after receipt by TransCanada. Any changes required will be reviewed within five (5) working days after receipt by TransCanada. The same process will apply to any materials created by TransCanada and referencing the Town of Mattawa.

**10. Indemnification:**

Each party hereto shall indemnify and hold the other party and its employees, directors and officers (hereinafter the "Indemnified Party") harmless from any and all losses, claims, actions, damages, and expenses arising out of or resulting from a breach of this Agreement by the indemnifying party or any of its officers, directors or employees under this Agreement. In the event that any suit based upon any such breach is brought against the Indemnified Party, the indemnifying party, upon notice of the commencement thereof, shall defend the same at its sole cost and expense; and if final judgment be adverse to the Indemnified Party or the Indemnified Party and the indemnifying party jointly, the indemnifying party shall be severally liable for such judgment and shall forthwith ensure that the judgment is satisfied.

**11. Notices:**

Any notice or communication to be given by one party to the other under this Agreement must be in writing; and if given by registered or certified mail, such notice or communication shall be deemed to have been given and received when a registered or certified letter containing such notice or communication, properly addressed, with postage prepaid, is deposited in the Canadian mail, but if given otherwise than by registered or certified mail, it shall be deemed to have been given when received by the party to whom it is addressed. Such notices or communications shall be delivered or sent as follows:

To: TRANSCANADA PIPELINES LIMITED

Attention: Gretchen Gordon  
11200 Weston Road

**PO Box 790**  
**Maple, ON L6A 1S7**  
Canada T2P 5H1  
Phone: 905.832.7333  
Email: [gretchen\\_gordon@transcanada.com](mailto:gretchen_gordon@transcanada.com)

To: CORPORATION OF THE TOWN OF MATTAWA  
Attention: David J. Burke  
160 Water Street – P.O. Box 390  
Mattawa, Ontario, P0H 1V0  
Phone: 705.744.5611  
Email: [david.burke@mattawa.ca](mailto:david.burke@mattawa.ca)

**12. Amendments:**

No addition to, deletion from or other modification of any of the provisions of this Agreement shall be valid unless made in writing and signed by an authorized representative of each of the parties hereto.

**13. Jurisdiction:**

This Agreement shall be construed pursuant to the laws of the Province of Ontario.

**14. Waivers:**

No waiver of full performance by either party shall be construed or operate as a waiver of any subsequent default of any of the terms, covenants and conditions of this Agreement. The payment or acceptance of fees or changes for any period after default shall not be deemed a waiver of any right or acceptance of defective performance.

**15. Confidentiality:**

The terms and conditions of this Agreement shall not be disclosed to any third parties without prior written consent of both parties.

**16. Entire Agreement:**

The parties to this Agreement acknowledge that it is a negotiated agreement, and that they have had the opportunity to have this Agreement reviewed by their respective legal counsel. This Agreement constitutes the entire agreement between the parties hereto respecting the subject matter hereof, and there are no understandings or agreements between them respecting the subject matter hereof, written or oral, other than as set forth herein.

In Witness whereof, the parties hereto have executed this Agreement by having their duly authorized representative(s) sign his/her/their name(s) in the respective spaces provided below this \_\_\_\_\_ day of \_\_\_\_\_, 2014:

**For: TRANSCANADA PIPELINES LIMITED**

\_\_\_\_\_  
**Sean McMaster**  
Executive Vice President, Stakeholder Relations  
Pipelines

\_\_\_\_\_  
**Karl Johansson**  
Executive Vice President and President, Natural  
Gas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For: CORPORATION OF THE TOWN OF MATTAWA**

\_\_\_\_\_  
**Dean Backer**  
Mayor

\_\_\_\_\_  
**David J. Burke**  
Administrator/Clerk/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Appendix “A” Detailed Project Description and/or the Full Proposal**

We have this – no need to provide.



**Date: MONDAY JUNE 23<sup>RD</sup>, 2013**

**Page No: 131**

## **THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: FINANCE**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

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

**TITLE: 2013 AUDITED FINANCIAL STATEMENTS**

☐ **Draft By-Law**

☒ **Item**

☐ **Policy Recommendation**

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

The financial picture of the municipality at the end of 2013 grew stronger according to our municipal auditors with continued investment in our infrastructure, consistent revenues and increased reserves. The Auditors presented the financial statements to Council at the June 10<sup>th</sup>, 2014 Committee of the Whole meeting. They briefly discussed our strong position with reference to our reserves and explained the Capital Asset valuation summary for 2013.

The municipality's consolidated financial statements were given to Council and the auditors acknowledged and encouraged Council's continued strong financial leadership which ensures our municipality continues to be successful in these challenging times.

### **Recommendation:**

That the financial reports for 2013 as submitted and presented to Council June 10<sup>th</sup>, 2014 by the Auditors, Pahapill and Associates, Chartered Accountants, were reviewed by the Treasurer and will be dated June 23, 2014.

Respectfully submitted,

Councillor C. Lacelle

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: FINANCE**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

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

**TITLE: ESTABLISH TAX RATIOS**

  **X**   **Draft By-Law**                             **Item**                             **Policy Recommendation**

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

The Municipal Act requires municipalities to adopt tax ratio by-laws each year. We are now required to set the tax ratio for 2014 and it is recommended, as Council has done since 1998 when this new Provincial system was implemented to adopt the ratios the Province has recommended since 1998. The tax ratios will remain the same for 2014 as they were last year by passing the attached By-law.

**Recommendation:**

That By-law 14-22 be adopted which will establish tax ratios for the Town of Mattawa for 2014.

Respectfully recommended

Councillor C. Lacelle

# **THE CORPORATION OF THE TOWN OF MATTAWA**

## **BY-LAW 14-22**

BEING a by-law for establishing tax ratios.

WHEREAS pursuant to Section 308(3) of the Municipal Act, S. O. 2001, c. 25, as amended, the Council of the municipality shall pass a by-law establishing the tax ratios for the year for the municipality.

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

The tax ratios for the municipality are as follows for 2014

Residential/Farm	1.0000
Multi-Residential	1.4053
Commercial	1.5976
Industrial	2.1688
Pipeline	1.1764
Farmlands	0.2500
Managed Forests	0.2500

READ, PASSES AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: DAVID J. BURKE

TITLE: RATE OF TAXATION FOR 2014

X  Draft By-Law                          Item                          Policy Recommendation

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

The review of the 2014 budget is now complete. Council carefully reviewed every expenditure and revenue under our control, which has resulted in a 0.23% (less than ¼ of a percent) increase on our residential tax rate. The 2014 budget was increased by 6% over what we budgeted in 2013.

Council was able to achieve this modest increase for municipal purposes by carefully weighing the needs of the Town, in concert with the Province's laws and regulations keeping in mind Council's priority of maintaining our current level of service to the residents of Mattawa. Some of the highlights this year, installment payment for the Ontario Infrastructure loan of \$102,000.00 for the Highway 17 sewer, water and sidewalk rehabilitation project completed in 2012. These payments will continue for another thirteen years. Considerable expenditures will be allocated to the landfill, water and sewer systems to ensure this infrastructure is maintained and compliant with Provincial requirements. Council's commitment to "One Kids Place" of \$25,000 per year with 2014 being our last year. Our 28 year old rescue van will be replaced with a new one, the arena lighting will be replaced with energy efficient LED lights, and new playground equipment will be installed in Timmins Park.

We are seeing increases in such areas as Policing costs, all aspects of energy costs and increased labour costs will challenge municipalities in the future. Positive aspects about the 2014 Budget include continuation of improvements to our water and sewer system and increased reserves.

Continued hard work on Councils' part to be abreast of the times will require us to continue working as a team to ensure our future.

### Recommendation:

That the attached By-law 14-23 be approved to adopt the estimates of all sums required and to strike the rate of taxation for the Corporation of the Town of Mattawa for the year 2014 is hereby adopted.

Respectfully recommended  
Councillor C. Lacelle

# THE CORPORATION OF THE TOWN OF MATTAWA

## BY-LAW NUMBER 14-23

BEING a by-law to set the tax rates and to provide for the levy and collection of municipal and education taxes for the year 2014.

WHEREAS it is deemed necessary to set the tax rates for the year 2014, and to provide accordingly for the levy and collection of the taxes required for the general purposes of the municipality in the amount of \$2,256,975.25.

AND WHEREAS it is deemed necessary to set the tax rates for year 2014, and to provide accordingly for the levy and collection of the taxes required for Provincial/Educational purposes in the amount of \$363,531.57.

AND WHEREAS the whole of the assessment on real property, business and ROW (Acres) in the Town of Mattawa, according to the 2013 assessment roll as returned and revised pursuant to the provisions of the Assessment Act, is in the amount of \$101,330,207.00 assessment and 25.17 Acres (ROW) upon which the rate of taxation for Municipal and Education purposes for the year 2014 shall be fixed and levied pursuant to the provisions of the Municipal Act, S.O. 2001, c. 25, Part VIII.

THEREFORE the Council of the Corporation of the Town of Mattawa enacts as follows:

1. There shall be levied and collected upon the whole of the assessment of real property, business and ROW (Acres) in the Town of Mattawa according to the 2013 assessment roll, as returned and revised, upon which the taxes for the year 2014 shall be levied, and upon all ratable property upon which taxes for such year may be levied, taxes in the amount of \$2,620,506.83 which amount shall be levied upon the assessments of the real property in each of the following classes at the rates shown below:

TAX RATE SUMMARY - 2014			
RESIDENTIAL	0.020006769798	0.00203	0.022036769798
MULTI-RES	0.028115513597	0.00203	0.030145513597
COMM - OCCUPIED	0.031962815429	0.01220000	0.044162815429
COMM - VAC UNITS	0.022373970800	0.00854	0.030913970800
COMM - VAC LAND	0.022373970800	0.00854	0.030913970800
INDUSTRIAL - OCCUPIED	0.043390682337	0.01220000	0.055590682337
INDUSTRIAL - EXCESS LAND/VACANT	0.028203943519	0.00793	0.036133943519
PIPELINE	0.023535963990	0.01126246	0.034798423990
RAILWAY (R-O-W) - ACRES	38.89	24.78	63.67

2. In addition, there shall be levied and collected such sums to be raised in accordance with the provisions of By-Law Numbers 77-4, 85-11, 86-7, 92-10, and 93-33 for sewer rates.
3. That all taxes levied respectively as aforesaid and other rates payable as taxes, shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
4. a) That all property taxes and all rates and charges, payable as taxes, included in the tax roll for the year 2014 shall be payable upon the following dates:

50% thereof on the 31<sup>st</sup> day of July, 2014  
50% thereof on the 30<sup>th</sup> day of September 2014

b) That there shall be imposed on all installments of taxes payable and remaining unpaid on the dates specified in subsection (a), one and one quarter per cent (1.25%) on the first day of each calendar month which such default continues, but not after the end of the year 2014.
5. That the Treasurer is hereby authorized to accept part payment from time to time on account of taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under sections 4(b) in respect of non-payment of any taxes or any class of taxes or any installment thereof.
6. That the Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxed, a notice specifying the amount of taxes payable by such person and be given authority to solely use her discretion and may allow on the full installment of taxes, a period of grace if warranted without additional penalty, on payment received after due date as mentioned in paragraph 4.
7. Notwithstanding the provisions of this by-law providing for payment of taxes or installments thereof without an additional percentage charge on or before the dates hereinbefore set forth, all taxes for the year 2014, including local improvement rates and other rates payable as taxes, shall be deemed to have been imposed and to be due on and from the first day of January, 2015.
8. That nothing herein contained shall prevent the Treasurer from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the Statutes and by-laws governing the collection of taxes.
9. In the event of conflict between the provisions of this by-law and any other by-law, the provisions of this by-law prevail.
10. This by-law shall come into force and take effect on the day of the final passing thereof.

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: DAVID J. BURKE

TITLE: TAX CAPPING OPTIONAL TOOLS

☒ Draft By-Law

☐ Item

☐ Policy Recommendation

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

The Town for the past fifteen years, except for 2013, has been subjected to shortfalls in the provincially mandated capping (10-5-5) tax process. In addition the Provincial wide reassessment in 2003, 2008 and 2012 resulted in major shifts both up and down in assessments in Mattawa and the Province developed a system to lessen the tax impact by allowing for a maximum increase of 10% to a tax bill and the remaining taxes not collected had to be absorbed by the remaining taxpayers.

In 2005 the Province also provided municipalities with optional tools to lessen this impact and Council incorporated these tools into the budget process. The capping limit was increased to 10% from 5% and secondly, the cap is allowed to be calculated with reference to the previous year's current value assessment (CVA) tax to a maximum of 5%. Thirdly, a maximum threshold of \$250.00 can be implemented whereby properties with capping decreases of less than this amount can be clawed back.

The taxes had to be absorbed by the same class of Assessment but in Mattawa's case there was not enough room in the tax class to make up the tax loss, specifically commercial. Council passed on the tax adjustments to the tax class and had to absorb the amount above the cap limit.

This year, as last year, because all Commercial, Industrial and Multi-Residential tax class properties have now reached "cap status" there is no financial dollar impact.

We still need to pass this By-law in case there are assessment appeals that could be impacted by the capping rules.

### Recommendation:

That the above report and By-law Number 14-24 be adopted to provide optional tools for the purposes of administering limits for the commercial, industrial and multi-residential property classes.

Respectfully recommended  
Councillor C. Lacelle



# **THE CORPORATION OF THE TOWN OF MATTAWA**

## **BY-LAW NUMBER 14-24**

BEING A BY-LAW to adopt Optional Tools for the Purposes of Administering Limits for the Commercial, Industrial and Multi-Residential Property Classes.

WHEREAS the Corporation of the Town of Mattawa (hereinafter referred to as "The Municipality" may, in accordance with section 329.1 of the Municipal Act, 2001, S.O. 2001 c.25, as amended (hereinafter referred to as "The Act")) modify the provisions and limits set out in section 329 of The Act, with respect to the calculation of taxes for municipal and school purposes payable in respect of property in the commercial, industrial and multi-residential property class;

AND WHEREAS the municipality must similarly modify the provisions and limits set out in section 332 of The Act with respect to the "tenant cap" calculations;

AND WHEREAS this by-law shall only apply to properties in any of the Commercial, Industrial and Multi-Residential property classes to which Part IX of the Act applies;

AND WHEREAS for the purposes of this by-law the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class;

AND WHEREAS "uncapped taxes" means, the taxes for municipality and school purposes that would be levied for the taxation year but for the application of Part IX of The Act.

AND WHEREAS The Council may pass a by-law to apply any one or any combination of the following options:

- a) Increase the annual cap from 5% of last year's capped taxes up to a maximum of 10% of last year's capped taxes; and/or
- b) Set an upper limit on annual increases at the greater of the amount calculated under (a) and up to 5% of the previous year's annualized CVA tax; and/or
- c) Up to a maximum \$250 threshold may be set for increasing properties, decreasing properties or both;

AND WHEREAS a by-law passed to adopt the provisions of subsection 329.1 paragraphs 1 and 2 of the Act provides that such provisions shall also apply to section 332 of the Act with respect to the "tenant cap" calculations;

AND WHEREAS the Council has reviewed the provisions of Section 329.1 of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of administering limits for the Commercial, Industrial and Multi-Residential property classes:

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

1. That paragraphs 1, 2, and 3, of subsection 329.1 (1) of the Act shall apply to the Commercial, Industrial and Multi-Residential property classes for 2013.
2. That:
  - (i) In determining the amount of taxes for municipal and school purposes for the year under subsection 329(1) and the amount of the tenant's cap under subsection 332(5), the greater of the amounts determined under paragraphs a) and b) as set out below shall apply in determining the amount to be added under paragraph 2 of subsection 329(1), and the increasing amount under paragraph 2 of subsection 332(5),
    - (a) The percentage set out in Subsection 329(1) paragraph 2 and in Subsection 332(5) paragraph 2 shall be ten percent (10%), and
    - (b) The amount of the uncapped taxes for the previous year multiplied by five percent (5%).
  - (ii) The amount of the taxes for municipal and school purposes for a property for a taxation year shall be the amount of the uncapped taxes for the property for the year if the amount of the uncapped taxes exceeds the amount of the taxes for municipal and school purposes for the property for the taxation year as determined under section 329, as modified under section 329.1 of the Act and this by-law, by two hundred and fifty dollars (\$250.00).
3. That this by-law shall be deemed to come into force and take effect on the day of the final passing thereof.

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: DAVID J. BURKE

TITLE: JOINT ELECTION AUDIT COMMITTEE

  X   Draft By-Law                             Item                             Policy Recommendation

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

Amendments to the Municipal Elections Act states that every Council shall establish a Compliance Audit Committee which would be empowered to consider compliance audit issues that could arise with respect to the 2014 municipal elections and any by-elections that could occur during the term of Council.

The municipalities of Calvin and Mattawan, the Township of Papineau-Cameron and ourselves joined together for the 2010 elections and formed a committee to be compliant with the Elections Act. Municipal clerks from all four municipalities met recently and agreed to join together again and re-appoint the same committee for this year's election.

The four municipal clerks will form the committee, should an application be received and the municipality where the application is received will conduct the inquiry with the assistance of the other three clerks who will form the committee.

Because the municipalities and the election process normally doesn't involve compliance audit issues there is not much likelihood of implementation but the Act must be adhered to.

For these reasons the following is recommended:

### Recommendation:

That the Town of Mattawa adopts By-law 14-25 which is a By-law establishing a Joint Election Audit Committee.

Respectfully submitted

Councillor L. Mick

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NO. 14-25**

BEING A BY-LAW TO AUTHORIZE THE ESTABLISHMENT OF THE JOINT ELECTION COMPLIANCE AUDIT COMMITTEE

WHEREAS Section 81.1 (1) of the *Municipal Elections Act, 1996*, as amended, states that a council or local board shall, before October 1<sup>st</sup> of an election year, establish a committee for the purpose of Section 81 of *the Act*; and

WHEREAS the Councils of the Municipality of Calvin, the Municipality of Mattawan, the Township of Papineau-Cameron and the Town of Mattawa deem it advisable to establish the Joint Election Compliance Audit Committee and to set out the terms of reference of the committee.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MATTAWA ENACTS AS FOLLOWS:

1. That the Council of the Corporation of the Town of Mattawa hereby adopts the Terms of Reference for the Joint Election Compliance Audit Committee, hereto attached as Schedule "A" and forming part of this by-law, to meet the requirements of Section 81.1 (1) of the *Municipal Elections Act, 1996*, as amended.
2. That this by-law shall come into full force and effect upon the date of the final passing thereof.

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# 2014 JOINT ELECTION COMPLIANCE AUDIT COMMITTEE

## TERMS OF REFERENCE

### 1. Name

The name of the Committee is the "2014 Joint Election Compliance Audit Committee"

### 2. Municipal Representation

The Joint Committee will represent the following four (4) municipalities

- a) The Town of Mattawa
- b) The Municipality of Mattawan
- c) The Township of Papineau-Cameron
- d) The Municipality of Calvin

### 3. Duration/Term of Appointment

The Committee must be established before October 1, 2014. Members will be appointed for the period from December 1, 2014 to November 30, 2018 to deal with applications from the 2014 election and any by-elections during the term of Council.

### 4. Mandate

The powers and functions of the Committee are set out in sections 81 and 81.1 of the *Municipal Elections Act, 1996*. The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

- a) consider a compliance audit application within 30 days of receiving it from the Clerk and decide whether it should be granted or rejected;
- b) appoint an auditor if the application is granted;
- c) receive the auditor's report;
- d) determine whether to recover the costs of conducting the compliance audit from the applicant if the auditor's report indicates there were no apparent contraventions and no reasonable grounds for the application, or whether to commence legal proceedings if it is determined that there has been an apparent contravention.

### 5. Membership

Committee members shall be appointed by the Councils of all four (4) of the joint municipalities by By-law. The Committee shall firstly be composed of three (3) members consisting of three members of the public if possible, and if not possible, then secondly, the Committee shall be composed of four (4) members made up of the four municipal clerks. Should a municipality receive a compliance audit application, then the three (3) clerks who are members from the other municipalities shall form the Committee for that particular application. The clerk whose municipality has received a compliance audit application shall be excused from the Committee while that application is in process and shall in no way address that application, but shall act as Secretary to the Committee.

## **6. Membership Selection**

Members will be selected based on one or more the following criteria:

- a) proven analytical and problem solving skills;
- b) experience working on a committee, task force or similar setting;
- c) excellent oral and communication skills;
- d) knowledge and understanding of municipal election campaign financing rules;
- d) accounting, legal or academic professional.

Members will not be considered who:

- a) are employees or officers of the municipality or local board;
- b) are members of the council or local board;
- c) are candidates in the election for which the committee is established or family members or employees of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship
- d) intends to volunteer or seek employment to assist any candidate in the election for which the committee is established.

## **7. Chair**

The Committee, once appointed and upon its first meeting, shall appoint executive positions as it deems necessary to ensure its operations but shall include as a minimum, a Chair and Vice-Chair. The Clerk of the municipality where an application to conduct a compliance audit has been received shall act as Secretary to this Committee.

## **8. Meetings and Scheduling of Meetings**

Meetings will be called by the Clerk who has received an application to conduct a compliance audit. Should the Committee be comprised of three (3) Clerks, then the Clerk who has received the application shall act as Secretary to the Committee. The date and time of the meeting will be determined by the applicable Clerk. The Chair, upon notice by the Clerk, shall then cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the meeting. Quorum for meetings shall consist of a majority of the members of the Committee.

## **9. Procedures**

Meetings of the Committee will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001*. Meeting Notices, Agendas and Minutes will be posted on the website of the municipality that has received the application to conduct a compliance audit.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations which result.

Meetings of the Committee shall be governed by the applicable municipality's Procedural By-law, Roberts Rules of Order and Legislation.

## **10. Closed Meetings**

The Committee may, upon affirmative majority vote of its members, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or

legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison/secretary, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meeting may only be held in accordance with the *Municipal Act, 2001*, Section 239.

#### **11. Conflicts of Interest**

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest in writing to the Secretary and absent him/herself from the meeting/s for the duration of the discussion and voting (if any) with respect to the matter.

#### **12. Errors/Omissions**

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

#### **13. Staff/Administration Assigned**

The Clerk's Department that has received the application will provide support in the form of advice. The Clerk will act as the main contact between the Committee and Council and will report on Committee activity as required to the appropriate individuals and Council.

Any responsibilities not clearly identified or defined within these Terms of Reference shall be in accordance with the *Municipal Elections Act, 1996*.

#### **14. Meeting Attendance**

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

#### **15. Location of Meetings**

The location of Committee meetings shall be set by the Committee.

#### **16. Budget**

The municipality conducting the compliance audit is responsible to pay for any audit costs relating to decisions of the Committee.

The expenses of the Committee shall be the responsibility of the Clerk who has received the application for compliance audit, under the applicable municipal Election Budget.

#### **17. Volunteer Positions**

There shall be no remuneration paid to members of the Committee.

## **18. Dissolution**

The mandate of the Joint Election Compliance Audit Committee will be considered to be complete at the end of each term of Council at which time, a successor Committee shall be appointed.

## **19. Expulsion of Member**

The Committee and/or Clerk may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act* and the *Municipal Elections Act*; disrupting the work of the Committee or other legal issues.



## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: DAVID J. BURKE

TITLE: JOINT ELECTION AUDIT COMMITTEE MEMBERS

  X   Draft By-Law                             Item                             Policy Recommendation

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

As part of the requirements to the Municipal Elections Act, election audit committee members must be appointed to the Compliance Audit Committee.

Applications for committee members were sought in the 2010 municipal elections and none were received thus the reason for appointing the three clerks from the other municipalities at the last election.

At a recent meeting held with the clerks of the municipalities of Calvin, Mattawan, Papineau-Cameron and David Burke, Acting Administrator/Clerk/Treasurer, all agreed to re-appoint the three clerks from the municipalities other than the municipality receiving a compliance audit application.

For these reasons, the following is recommended:

### **Recommendation:**

That the Town of Mattawa approves By-law 14-26 which is a By-law appointing committee members to the 2014 Joint Election Compliance Audit Committee for the Town of Mattawa.

Respectfully submitted

Councillor L. Mick

**THE CORPORATION OF THE TOWN OF MATTAWA  
BY-LAW NO. 14-26**

BEING A BY-LAW TO APPOINT COMMITTEE MEMBERS TO THE 2014 JOINT ELECTION COMPLIANCE AUDIT COMMITTEE FOR THE CORPORATION OF THE TOWN OF MATTAWA

WHEREAS Schedule "A" of By-law No. 14-26 established the Terms of Reference for the 2014 Joint Election Compliance Audit Committee;

AND WHEREAS Section 5 of the Terms of Reference states that the Committee shall firstly be composed of three (3) members of the public if possible and, if not possible, then the Committee shall be composed of three (3) Clerks from the municipalities other than the municipality receiving a compliance audit application;

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

1. That the following three (3) Municipal Clerks, their designates or their successors, be and are hereby appointed to the 2014 Joint Election Compliance Audit Committee for the Corporation of the Town of Mattawa for the term commencing December 1, 2014 and ending November 30, 2018:
  - a) Municipal Clerk – Municipality of Calvin
  - b) Municipal Clerk – Municipality of Mattawan
  - c) Municipal Clerk – Township of Papineau-Cameron
  
2. That this by-law shall come into full force and effect upon the date of the final passing thereof

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: BY-LAW DEPARTMENT

CHAIRPERSON: COUNCILLOR L. ROSS

DEPT. HEAD: DAVID J. BURKE

TITLE: AMENDMENT TO TOWN OF MATTAWA COMMUNITY  
EMERGENCY PLAN BY-LAW

  X   Draft By-law             Item             Policy Recommendation

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

Greg Rochon, Emergency Response Manager for the North Bay Parry Sound district Health Unit has informed Wayne Chaput, CEMC for the Town of Mattawa that their roles and responsibilities in an emergency has changed. The Town of Mattawa Community Emergency Plan By-Law No. 04-24 which was adopted on December 13, 2004 will have to be amended in order to reflect these new changes, specifically to Section 12 of the By-Law.

### Recommendation:

That the Town of Mattawa adopts By-Law 14-27 which will amend the Town of Mattawa Community Emergency Plan By-Law No. 04-24, specifically section 12, in order to update the North Bay Parry Sound District Health Unit's roles and responsibilities in an emergency.

Respectfully submitted

Councilor L. Ross

**THE CORPORATION OF THE TOWN OF MATTAWA  
BY-LAW NO. 14-27**

**BEING** a By-Law to amend By-Law # 04-24, which is a By-Law to formulate a plan for the protection of property and the health and safety and welfare of the inhabitants in an emergency within the Town of Mattawa.

**WHEREAS** the Emergency Management and Civil Protection Act, R.S.O. 1990, CHAPTER E.9 as amended provides for the formulation and implementation of Emergency Plans by the Council of the municipality;

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

1. That Section 12 of By-Law No. 2004-24 is hereby deleted and the following be inserted in lieu thereof:

**12. RESPONSIBILITY OF THE DISTRICT HEALTH UNIT**

12.5 The responsibilities of the District Health Unit in a Peacetime Emergency will be as follows:

- 12.5.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 12.5.2 Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);
- 12.5.3 Liaises with Ontario Ministry of Health and Long Term-Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 12.5.4 Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long Term-Care directives;
- 12.5.5 Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound;
- 12.5.6 Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in the North Bay and Parry Sound District;
- 12.5.7 Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 12.5.8 Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
  - a) Overcrowding, sewage and waste disposal;
  - b) Monitoring of water supply, air quality, sanitation;

- c) Food handling, storage, preparation, distribution and service;
- 12.5.9 Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- 12.5.1 Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 12.5.2 Provides instruction and health information through public service announcements and information networks;
- 12.5.3 Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 12.5.4 In the event of mass casualties, the health unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- 12.5.5 Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

2. This By-Law shall come into effect upon being passed.

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Mayor

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Clerk

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE:** BY-LAW & BUILDING DEPARTMENT

**CHAIRPERSON:** COUNCILLOR L. ROSS

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

**TITLE:** REQUEST FOR AN EIGHT FOOT FENCE IN FRONT YARD

       Draft By-law                        X   Item                             Policy Recommendation

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

Carole Corriveau and Troy Hughson applied to the municipality in June (Correspondence 4.10 of this Agenda) to build an eight foot fence approximately 32 feet long to replace a brick wall/fence that is in disrepair along the side yard facing North. Fence By-Law # 93-35, Section 7 (b) (i) does not permit a fence to be constructed higher than 5 feet for a residential property.

The reason for the request is for privacy issues.

The fence By-Law permits Council to make exceptions to the height requirements. In the past Council has granted similar requests. For these reasons the following is recommended:

**Recommendation:**

That Council authorizes and permits Carole Corriveau and Troy Hughson to build an eight foot fence approximately 32 feet long, along the side yard facing North on the property known as 530 Brydges Street.

Respectfully submitted

Councilor L. Ross

CAROLE CORRIVEAU & TROY HUGHSON  
530 BRYDGES STREET  
ROLL # 4821010002079000000  
PLAN 2 PART LOTS 153 TO 155

