

**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, MARCH 23RD, 2015
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, MARCH 23RD, 2015 @ 7:00 P.M.

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
 - 3.1 Anne Brule – Re: Youth Entrepreneurship Placement Program (YEPP)
- 4. Correspondence**
 - 4.1 AMO – Re: LAS LED Streetlight Upgrade Program
Environmental Services Committee – Clerk
 - 4.2 Ministry of Natural Resources – Re: Annual Work Schedules for 2015-2016
Environmental Services Committee – Clerk
 - 4.3 Ernie Hardeman – Re: New Bill on Affordable Housing & Accountability
General Government Services Committee – Clerk
 - 4.4 Minister Responsible for Seniors Affairs – Re: 2015 Senior of the Year Award
Social & Family Services Committee – Clerk
 - 4.5 Township of Papineau Cameron – Re: Shared Services
General Government Services Committee – Clerk
 - 4.6 Algonquin Nursing Home – Re: Emergency Measures Plan Agreement Renewal
Fire Department Committee – Fire Chief
 - 4.7 Vic Fedeli, MPP – Re: Mandatory Ontario Retirement Pension Plan for Workplaces
General Government Services Committee – Clerk
 - 4.8 Ministry of Natural Resources – Re: Forest Management Initiative in Algonquin Park
Environmental Services Committee – Clerk
 - 4.9 CIF – Re: Is Your Recycling Program Interested in Free Blue Boxes
Environmental Services Committee – Clerk
 - 4.10 CIF – Re: Request for Expressions of Interest Tips & Tools
General Government Services Committee – Clerk

Monday, March 23, 2015
Correspondence – Cont'd

- 4.11 AMO – Re: Weekly Watchfile for March 12, 2015
General Government Committee – Clerk
 - 4.12 AMO – Re: Upcoming LAS/NR Canada Municipal Finance Energy Workshops
General Government Services Committee – Clerk
 - 4.13 Communities In Bloom – Re: Invitation to Participate in Program
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism &
Special Projects Committee
 - 4.14 City of Woodstock – Re: Canada Post Community Box Initiative
General Government Services Committee – Clerk
 - 4.15 AMO – Re: MPAC Board Call for Expression of Interest
General Government Services Committee – Clerk
 - 4.16 Public Works Department – Re: 2014 Summary Waterworks Report
Environmental Services Committee – Clerk
 - 4.17 AMO – Re: Weekly Watchfile for March 5, 2015
General Government Services Committee – Clerk
 - 4.18 OGRA – Re: Memorandum of Understanding with Association of First Nations
Transportation Services Committee – Clerk
 - 4.19 Valerie Foote – Re: Message on Behalf of Ontario Medical Association
Health Services Committee – Clerk
 - 4.20 Conservation Authority – Re: North Bay Mattawa Source Protection Plan Approved
Conservation Authority Committee – Clerk
 - 4.21 Pauline & Jim Cunningham – Re: Purchase of Rankin Street Property
Planning & Development Services Committee – Clerk
- 5. Questions/Comments (public & Council) about the Content of the Agenda**
- 6. Municipal Report Number 708**
- Minutes of Previous Meeting (s)
 - Presentation of By-laws/Resolutions
 - Adoption of Report
- 7. Committee Reports**

Monday, March 23, 2015
Correspondence – Cont'd

- 8. Questions from the Floor**
- 9. New/Old Business**
- 10. 2/3 (Special Resolutions – not previously circulated)**
- 11. In Camera (Closed)**
 - 11.1 CEO Interview Process
- 12. Return to Regular Session**
- 13. Adjournment**

Monday, March 23, 2015

Members of Council,

Attached please find Municipal Report Number 708 for consideration by Council.

Respectfully submitted

Francine Desormeau
Clerk (Interim)

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THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: ADOPTION OF THE MINUTES

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday March 9, 2015 be adopted as circulated.

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, March 9th, 2015 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor Backer
Councillor G. Thibert
Councillor G. Larose
Councillor C. Bastien Jr.
Councillor D. Sarrazin
Francine Desormeau, Interim 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

Mayor Backer called for a moment of silence in honor of Bailey Maxwell.

2. No Disclosure of Pecuniary Interest and Nature Thereof – None Declared

3. Petitions & Delegations

3.1 Mr. Nico Walters made a presentation to Council asking for financial sponsorship towards a new baseball program at F. J. McElligott Secondary School.

3.2 Mr. Denis Belanger made a presentation to Council with his concerns regarding the new Whispering Pines Apartments Complex on Turcotte Park Road.

3.3 Mr. Jacques Begin & Ms. Melanie Davis (North Bay Parry Sound District Health Unit) made presentation to Council on the new Active Living Implementation Plan initiative.

4. Correspondence

5. No Questions/Comments about the Content of the Agenda

6. Municipal Report Number 707

Page No. 59

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday February 23, 2015 and the Special Meeting of Wednesday, March 4, 2015 be adopted as circulated.

Carried

Page No. 60

That the Town of Mattawa hire Amy Honen as Administrative Assistant, formal job description attached, on a permanent full-time basis (35 hours per week) with full benefits at an annual salary of \$31,193.34 effective March 9, 2015.

Carried

Resolution Number 15-29

Moved by Councillor C. Bastien, Jr.

Seconded by Councillor G. Thibert

- 2/3 *That Page 61 be amended by adding “until such a time that a joint job evaluation is conducted in the future.”*

Carried

Page No. 61

That the Accounting Clerk (Deputy-Treasurer) annual salary be increased by five percent (\$55,713.57) effective January 1, 2015 and that the Clerk (Interim) annual salary be increased by twenty percent (\$53,684.59) effective January 19, 2015.

Carried as amended

Resolution Number 15-30

Moved by Councillor C. Bastien, Jr.

Seconded by Councillor G. Thibert

- 2/3 *That Page 62 be amended by adding “AND that the Town of Mattawa is unanimous in rejecting such a proposal for our region and that the Town of Mattawa write the Minister of Environment, Minister of Energy and the Premier with their concerns with such a proposal for the region.”*

Carried

Page No. 62

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Mattawa does hereby endorse the Mattawa Bonfield Economic Development Corporation’s (MBEDC) resolution and position regarding the proposed Innergex “Nodinosi” 150 Megawatt Industrial Wind Turbine Proposal for Orlig & Mattawan Townships, District of Nipissing.

Carried as amended

Resolution Number 15-31

Moved by Councillor C. Bastien, Jr.

Seconded by Councillor G. Larose

- 2/3 *Be it resolved that By-Law Number 15-13 (Page 63) be amended to read “AND WHEREAS a Public Meeting under the Municipal Act in the matter of the fees and charges for inspections or the issuance of permits for fire purposes was held on the 2nd day of February, 2015.”*

Carried

Page No. 63

It is therefore recommended that the Town of Mattawa amend By-law 13-06 which will set specific fees for services rendered when required within the Fire Department.

Carried as amended

Page No. 64

That the disbursements for the month of February 2015 in the amount of \$1,034,332.74 be adopted as submitted.

Carried

Resolution Number 15-32

Moved by Councillor C. Lacelle

Seconded by Councillor L. Mick

That the Municipal Report Number 707 be adopted as amended

Carried

7. Committee Reports
- 7.1 Jacques Begin – Re: Mattawa Waterfront Fuel System Update
8. Questions from the Floor
9. New/Old Business
10. In Camera (Closed) Session

Resolution Number 15-33

Moved by Councillor C. Bastien, Jr.

Seconded by Councillor G. Larose

- 2/3 *That this Council proceed in Camera to address a matter pertaining to Personal Matters about an identifiable individual, including municipal or local board employees;*

Carried

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Resolution Numbers 15-34
Moved by Councillor C. Bastien, Jr.
Seconded by Councillor G. Thibert

2/3 *That the special meeting reconvene from the In Camera session at 9:20 p.m.*
Carried

Mayor Backer stated that the in-camera session was concerning the CEO interview process.

12. 2/3 (Special Resolutions – not previously circulated)

Resolution Number 15-35
Moved by Councillor C. Bastien, Jr.
Seconded by Councillor G. Larose

2/3 *Council authorizes the change in start time for the public meetings for the selection of the new CEO position scheduled for Tuesday, March 24, 2015 and Thursday, March 26, 2015 which will commence at 4:30 p.m. each day.*
Carried

11. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, March 9th, 2015 adjourned at 9:24 p.m.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: WORLD AUTISM AWARENESS DAY

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

In the correspondence section of the February 9, 2015 regular meeting of Council, a letter from Autism Ontario (4.9) requested the municipality officially recognize April 2, 2015 as World Autism Awareness Day and participate in their 2015 “Raise the Flag” campaign.

This is a very worthwhile cause as there are people and families personally affected in our municipality by the Autism Spectrum Disorder (ASD). Therefore it is recommended:

Recommendation:

That the Town of Mattawa participate in Autism Ontario’s “Raise the Flag” campaign and proclaims April 2, 2015 as World Autism Awareness Day.

Respectfully submitted

Councillor L. Mick

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS

CHAIRPERSON: COUNCILLOR D. SARRAZIN

DEPT. HEAD: JACQUES BEGIN

**TITLE: MATTAWA WATERFRONT FUEL SYSTEM REPORT
RECOMMENDATIONS**

Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

The Corporation Town of Mattawa has been in discussions with TSSA regarding the fuel delivery system at the Mattawa Waterfront. TSSA issued a number of non-compliance orders including an order to remove the existing gas holding tank and pipes to the docks.

After much discussion and conference calls, a report on “next step” was provided at the March 9, 2015 meeting of Council. The report lays out details and recommendations on tasks to be completed. The report will be submitted to TSSA for consideration once each task is completed.

Attached to this resolution is the report from Morrison Hershfield Limited which forms part of this resolution to complete the work for the Mattawa Waterfront fuel delivery.

Recommendation:

It is therefore recommended that the attached Waterfront Marina Fuel System report which includes the fee structure from Morrison Hershfield be accepted and that the work as stated in the report commence immediately.

Respectfully recommended

Councillor D. Sarrazin

COMPLIANCE UPGRADE ACTION PLAN



PROJECT:	Mattawa Waterfront Fuel System	REVISION:	1
CLIENT:	Corporation of the Town of Mattawa	MH PROJECT No.:	1140791
TO:	Mr. Jacques Begin, Recreation Director	DATE:	Mar. 9, 2015

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Introduction

The following is a proposed action plan to bring the Mattawa Waterfront Fuel System into compliance with TSSA requirements so that it can be utilized for the 2015 and 2016 summers. This action plan is based upon the following:

1. Assessment report written by Morrison Hershfield (MH) on September 10, 2014.
2. Subsequent correspondence between MH, the Town of Mattawa, and TSSA inspector Mr. Jean-Marc LeBlond – specifically a conference call that occurred on February 24, 2015.
3. Follow-up inspection report issued by TSSA on February 24, 2015. The report granted the Town of Mattawa until May 25, 2015 to present a Work Plan of the upgrades to the facility.

Tasks

The following are the sequential work tasks to be executed with anticipated dates of completion. Estimated costs of each task are also included.

Task & Cost	Description	Completion Date
1 Storage Tank \$500	<ol style="list-style-type: none"> a) Investigate the possibility of getting the tank manufacturer to re-certify the tank for below ground installation. There is an estimated 50% probability of getting the tank recertified. b) Should the manufacturer not recertify the tank, a TSSA variance will be applied for to permit the tank installation as is. This variance application comes with an estimated 50% probability of being granted. 	<p>March 20, 2015</p> <p>Application submitted by March 27, 2015</p>
2 Piping \$1000	<ol style="list-style-type: none"> a) Provided that either option a) or b) of Task 1 are successful, a pressure test is to be conducted on the existing piping to determine the current condition of the pipe. b) If the pressure test is successful, apply for a TSSA variance to permit adding cathodic protection to the piping as a means of corrosion control. 	<p>Test conducted by April 17, 2015</p> <p>Application submitted by April 24, 2015</p>
3 Leak detection at dispenser \$250	Apply for a TSSA variance to permit use of the fuel system without leak detection in the sump at the fuel dispenser. It is expected that the variance would be granted for 2 years only.	Application submitted by April 24, 2015

4	Leak detection at the pump \$2500	The mechanical leak detection device at the submersible pump must be upgraded to an electronic detection device. MH will develop a Scope of Work for a contractor to execute this work and evaluate bids as necessary.	Scope of Work developed by May 15, 2015
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MH will complete and submit all variance applications and correspond with TSSA with necessary input from the Town of Mattawa. Variance application fees are to be paid by the Town. The schedule of work is based upon requesting Rush Review Services from TSSA, which comes at a 100% premium on the standard application fee, but guarantees a response time of under 10 business days.

Alternative Solutions

Should any of the above work tasks prove unsuccessful, a number of different scenarios will present themselves. These scenarios are outlined below, each with a proposed solution and estimated cost.

- A) Scenario: Storage tank not re-certified for below ground installation and variance not granted.
Solution: Temporarily remove the tank assembly and store it on the property. Install a granular base in the location that the tank was and pour a concrete pad at present grade level. Mount the existing tank assembly on the new pad. Prior to the tank being re-instated it is recommended that it be inspected for damages and corrosion, and flushed of any possible fuel contaminants.
Cost: \$35,000

- B) Scenario: Pressure test on piping fails.
Solution: Identify the location of the leak. If it is localized, repair the leak and re-test piping. If the leak is not localized, the buried piping will need to be replaced with double walled flexible pipe complete with the necessary accessories as outlined in MH's assessment report from September 10, 2014.
Cost: \$45,000

- C) Scenario: Pressure test on piping succeeds but variance to add cathodic protection not granted.
Solution: Remove all buried piping and replace with double walled flexible pipe complete with the necessary accessories as outlined in MH's assessment report from September 10, 2014.
Cost: \$45,000

- D) Scenario: Variance to permit use without leak detection at the fuel dispenser is not granted.
Solution: Install a stand-alone leak detection sensor in the sump.
Cost: \$1,500

- E) Scenario: The Town elects not to proceed with any upgrades.
Solution: Remove fuel tank and system and conduct environmental assessment.
Cost: \$17,000



Consultant Fees

We are offering to execute the services outlined in the Tasks section above at the hourly rates below, up to a maximum upset limit of \$4,500.

Junior Engineer/Designer - \$110/hour
Senior engineer - \$175/hour

The Town of Mattawa is expected to pay all TSSA variance application fees and all contractor costs (pressure testing, leak detector upgrades, etc.). The above mentioned upset limit fee and hourly rates exclude HST.

It is recommended that the Town also carry a \$500 allowance for TSSA correspondence fees, should TSSA choose to invoice the Town or MH for correspondence with their inspector or officials.

Should the Town be forced to undergo alternative solutions to remedy the fuel system, a separate consulting fee would need to be arranged.

We sincerely look forward to continuing to work with the Town of Mattawa to bring the waterfront fuel system back into operation ahead of the upcoming season.

Morrison Hershfield Limited



THE CORPORATION TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: MARC MATHON

TITLE: 2014 SUMMARY WATERWORKS REPORT

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

As part of the water regulations we are required to confirm that the 2014 Summary Waterworks Report has been presented to Council. A copy of the 2014 Summary Waterworks Report has been distributed to all Councillors and published in the Correspondence Section of this meeting's package. A copy of this report is available for viewing by the public at the front counter at the Town Hall, where copies of same are also available at no charge upon request.

Recommendation:

It is recommended that Council formally accept the 2014 Summary Waterworks Report as submitted by the Public Works Department.

Respectfully submitted

Councillor G. Thibert

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: MUNICIPAL INSURANCE RENEWAL

Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

The municipality's insurance policy expires May 16, 2015 and as per the tender policy Council is requested to give authorization to staff to request proposals for insurance coverage.

Staff contacted neighbouring municipalities and sourced a number of insurance companies that are qualified to submit an insurance quotation for municipalities. The following companies are qualified to submit an insurance proposal: Municipal Insurance Services, BFL Canada, Blue Sky Insurance Brokers, Frank Cowan Company and AON Reed Stenhouse.

Recommendation:

That Council of the Town of Mattawa authorizes Administration to request proposals for municipal insurance coverage for the years 2015-2016 from Municipal Insurance Services, BFL Canada, Blue Sky Insurance Brokers, Frank Cowan Company and AON Reed Stenhouse. A notice will also be posted on the website advising that the Municipality is seeking proposals for municipal insurance coverage. The deadline for submission of proposals will be Friday May 1, 2015.

Respectfully submitted

Councillor C. Lacelle