

**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, MARCH 9TH, 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 9TH, 2015 @ 7:00 P.M.

1. Call to Order

2. Disclosure of Pecuniary Interest and Nature Thereof

3. Petitions & Delegations

3.1 Nico Walters – Re: New Sports Program at FJ McElligott High School

3.2 Denis Belanger – Re: Whispering Pines Apartments

3.3 Jacques Begin & Melanie Davis – Re: Active Living Implementation Plan

4. Correspondence

4.1 Ontario Association of Fire Chiefs – Re: OAFIC Municipal Officials Seminar
Fire Department Committee – Clerk

4.2 Blue Sky Net – Re: Beam Broadband for E-Business & Marketing
General Government Services Committee – Clerk

4.3 Township of Papineau Cameron – Re: 2013 Landfill Operations Cost Share
Environmental Services Committee – Clerk

4.4 Township of Papineau Cameron – Re: Highway 17 Planning Study
Transportation Services Committee – Clerk

4.5 Continuous Improvement Fund – Re: AMO/CIF 2015 Blue Box Outreach Sessions
Environmental Services Committee – Clerk

4.6 AMO – Re: Weekly Watchfile for February 26, 2015
General Government Services Committee – Clerk

4.7 City of Temiskaming Shores – Re: Designation of Ottawa River & Lake Temiskaming
as Part of the Canadian Heritage River System
General Government Services Committee – Clerk

4.8 OPSEU – Re: Calls for Paramedic Priority Response During Medical Emergencies
Health Services Committee – Clerk

4.9 AMO – Re: LAS 2015 Information/Education Seminars
General Government Services Committee – Clerk

Monday, March 9, 2015
Correspondence – Cont'd

- 4.10 Information & Privacy Commissioner of Ontario – Re: IPC Digest Winter 2015 Edition
Protection to Persons & Property Committee – Clerk
- 4.11 Ontario Farmland Trust – Re: 2015 Ontario Farmland Forum
General Government Committee – Clerk
- 4.12 MBEDC – Re: Resolution on Innergex Wind Project
Environmental Services Committee – Clerk
- 4.13 Jacques Begin – Re: TSSA Inspection Report for Waterfront Marina
Environmental Services Committee – Clerk
- 4.14 Town of Aurora – Re: Resolution for Bill 52 Protection of Public Participation Act
General Government Services Committee – Clerk
- 4.15 Accessibility Directorate of Ontario – Re: Reminder for 2015 Accessibility Reporting
Health Services Committee – Clerk
- 4.16 Ministry of Agriculture, Food & Rural Affairs – Re: OCIF Application Based Component
General Government Services Committee – Clerk
- 4.17 Mattawa Splash & Play Project – Re: Request for Financial Support
Finance Committee – Clerk
- 4.18 Ministry of Natural Resources & Forestry – Re: Open Invitation Forest Management
Planning in Ottawa Valley Forest
Planning & Development Services Committee – Clerk
- 4.19 FONOM – Re: Provincial Cabinet at ROMA/OGRA
General Government Services Committee – Clerk
- 4.20 AMO – Re: Members Update ROMA/OGRA Conference in Toronto
General Government Services Committee – Clerk
- 4.21 North East LHIN – Re: 2015 Patient Experience Survey
Health Services Committee – Clerk
- 4.22 Catherine Soplet – Re: ARC Review Process
General Government Services Committee – Clerk
- 4.23 NBPSDHU – Re: Board of Health Agendas
Health Services Committee – Clerk

Monday, March 9, 2015
Correspondence – Cont'd

- 4.24 FONOM – Re: Attorney General to Consider Proposed Changes to Bill 52
General Government Services Committee – Clerk
- 4.25 Michael Mantha, MPP – Re: Power Dam Special Payment Program
General Government Services Committee – Clerk
- 4.26 DNSSAB – Re: Board Minutes January 20, 2015
Social & Family Services Committee – Clerk
- 4.27 Continuous Improvement Fund – Re: CIF Launches 2015 REOI
General Government Services Committee – Clerk
- 4.28 FONOM – Re Bill 52 Won't Protect Real Victims of SLAPP Suits in Ontario
General Government Services Committee – Clerk
- 4.29 MCSCS – Re: EMCPA Regulations Non Compliant
Protection to Persons & Property Committee – Clerk

5. Questions/Comments (public & Council) about the Content of the Agenda

6. Municipal Report Number 707

- Minutes of Previous Meeting (s)
- Presentation of By-laws/Resolutions
- Adoption of Report

7. Committee Reports

- 7.1 Jacques Begin – Re: Mattawa Waterfront Fuel System

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, March 9, 2015

Members of Council,

Attached please find Municipal Report Number 707 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

___X___ 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 February 23, 2015 and the Special Meeting of Wednesday, March 4, 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, February 23rd, 2015 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor Backer
Councillor C. Lacelle**
Councillor G. Thibert
Councillor G. Larose
Councillor L. Mick
Councillor C. Bastien Jr. via teleconference
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
2. No Disclosure of Pecuniary Interest and Nature Thereof – None Declared
3. Petitions & Delegations
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 706

Page No. 45

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

Carried

Page No. 46

That the Town of Mattawa authorizes Community Living Mattawa to conduct a barbecue on the sidewalk in front of Foodland on Friday May 15, 2015 from 10:00 am – 3:00 pm and on Friday September 4, 2015 from 10:00 am – 3:00 pm in order to raise money for a variety of Community Living Mattawa activities.

Carried

Page No. 47

It is therefore recommended that Rowan Thornborrow attend the Zumba Instructors training session in Vaughan Ontario April 10, 2015 at a cost of \$225.00 + tax plus mileage.

Carried

Page No. 48

It is therefore recommended that the Town of Mattawa approve By-law 15-11 authorizing the signing of a contract with the Municipality of Mattawan for the purpose of providing a one time fire plan review and fire inspection at Antoine Mountain.

Carried

Page No. 49

That the Town of Mattawa adopt By-Law 15-12 which establishes the water and sewer rates for flat rate water users and water users on meters and represents a zero percent rate increase for the year 2015.

Carried

Page No. 50

That the Town of Mattawa authorize Councillors Lorne Mick and Garry Thibert to attend the 2015 AMO/AGM Conference in Niagara Falls, Ontario August 16-19, 2015 at a total cost of approximately \$5,000.00. Normal Travel Policy will apply.

Carried

Page No. 51

That the Town of Mattawa authorize Councillors Garry Thibert, Dexture Sarrazin and Lorne Mick to attend the 2015 annual FONOM conference in the city of Greater Sudbury May 6-8, 2015 at an approximate total cost of \$4,200.00. Normal travel policy will apply.

Carried

Page No. 52

It is therefore recommended that the Corporation Town of Mattawa support the Mattawa Voyageur Days festival held July 23-26, 2015 with a cash sponsorship of \$5,000.00.

Carried as a recorded vote and the vote was as follows:

Voting for: Mayor Backer, Councillors C. Lacelle, G. Larose, L. Mick, C. Bastien Jr.

Voting against: Councillors G. Thibert, D. Sarrazin

Resolution Number 15-22

Moved by Councillor C. Lacelle

Seconded by Councillor L. Mick

That the Municipal Report Number 706 be adopted.

Carried

7. Committee Reports
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)

Resolution Number 15-23

Moved by Councillor G. Thibert

Seconded by Councillor C. Lacelle

- 2/3 *Be it resolved that the Town of Mattawa permits the installation of a web cam on the Mattawa Museum Explorer's Point which will showcase Explorer's Point Park, the Marina, special events and phenomenal scenery. All costs associated with the installation, operation and upkeep shall be that of the MBEDC.*

Carried

11. In Camera (Closed) Session

Resolution Number 15-24

Moved by Councillor C. Lacelle

Seconded by Councillor L. Mick

- 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

Resolution Number 15-25

Moved by Councillor C. Lacelle

Seconded by Councillor L. Mick

- 2/3 *That Council for the Corporation of the Town of Mattawa appoint Councillor Dexture Sarrazin to record minutes concerning Personal Matters about an identifiable individual, including municipal or local board employees;*

Carried

** Councillor Lacelle left meeting during the in camera session at 8:55 p.m

Resolution Numbers 15-26

Moved by Councillor G. Larose

Seconded by Councillor L. Mick

- 2/3 *That the special meeting reconvene from the In Camera session at 9:02 p.m.*

Carried

Mayor Backer stated that the in-camera session was concerning a personnel issue at the municipal office.

12. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, February 23rd, 2015 adjourned at 9:04 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the special meeting of Council held Wednesday, March 4, 2015 at 7:00 p.m. in the Municipal Council Chambers.

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

*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.

2. Meeting Called to Order
2. No Disclosure of Pecuniary Interest and Nature Thereof (None)
3. Committee Reports (None)
4. In Camera (Closed Session)

Resolution Number 15-27

Moved by Councillor C. Lacelle

Seconded by Councillor C. Bastien Jr.

- 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

Resolution Numbers 15-28

Moved by Councillor D. Sarrazin

Seconded by Councillor G. Thibert

- 2/3 *That the special meeting reconvene from the In Camera session at 8:23p.m.*
Carried

Mayor Backer stated the in-camera session was concerning the CEO selection process

5. Presentation of By-law/Resolutions/2/3 Special Resolutions: (None)

6. Return to Regular Session

7. Adjournment

The special meeting of Council Wednesday, March 4, 2015 adjourned at 8:25 p.m.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PERSONNEL

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: HIRING OF ADMINISTRATIVE ASSISTANT

____ Draft By-Law X Item ____ Policy Recommendation

Mayor D. Backer and Members of Council:

At the March 24th, 2014 regular meeting of Council a 2/3's Resolution was adopted hiring Amy Honen to fill the Administrative Assistant position in the General Government Department on a six month contract. On September 8, 2014, Council agreed to extend Ms. Honen's contract for an additional six months.

Ms. Honen has been a valuable addition to the Municipal Office and it is recommended that she be hired on a permanent full-time basis as Administrative Assistant and a formal job description is attached.

Recommendation:

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.

Respectfully submitted

Councillor C. Lacelle



ADMINISTRATIVE ASSISTANT

CORPORATION TOWN OF MATTAWA

PURPOSE OF THE POSITION

The Administrative Assistant is responsible for providing administrative, clerical and counter services in order to ensure effective and efficient operations.

SCOPE

The Administrative Assistant reports to Senior Staff and is responsible for providing administrative, clerical, and counter services. Providing these services in an effective and efficient manner will ensure that municipal operations are maintained in an effective and efficient manner.

RESPONSIBILITIES

1. Provide Receptionist Services
 - Greet and assist customers
 - Process payments
 - Answer telephones
 - Direct calls and respond to inquiries
 - Assist General Office Clerk with front receptionist duties as required
2. Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner
 - Type correspondence, reports and other documents
 - Maintain office files
 - Collect and Distribute mail
 - Print emails and distribute accordingly
 - Take minutes at meetings when required
3. Provide support to Clerk's office to ensure that Council is provided with the resources to make effective decisions
 - Maintain confidential records and files
 - Assist with maintenance of council records
 - Research and assist with the preparation of resolutions, policies and procedures
 - Assist with preparation of correspondence
 - Assist with preparation of documents and reports
 - Assist with preparation of Council agendas

4. Provide support to Finance Department

- Assist with filing of payments
- Other duties as requested

5. Perform other related duties as required

CERTIFICATION

Employee Signature		Administrator/Clerk/Treasurer	
Print Name	Date	Print Name	Date
I certify that I have read and understood the Responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
<i>The above statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.</i>			

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PERSONNEL

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: SALARY ADJUSTMENTS FOR MUNICIPAL OFFICE STAFF

____ Draft By-Law X Item ____ Policy Recommendation

Mayor D. Backer and Members of Council:

In spring of 2014, the General Government and Finance Departments were reorganized due to the retirement of the Administrator/Clerk/Treasurer, Mr. Wayne Belter. And further in December 2014, the Acting Administrator/Clerk/Treasurer Mr. David Burke also retired. These retirements have left a void in the Municipal Office and senior staff has had to assume some additional duties and responsibilities in these departments. Council spoke of this, evaluated the additional work load and all agreed that a salary adjustment was in order for both employees.

Lucie Viel, Accounting Clerk (Deputy-Treasurer), assumed additional responsibilities in the Finance Department upon the retirement of the Acting Administrator/Clerk/Treasurer's retirement of December 31, 2014 therefore a salary adjustment of five percent is in order effective January 1, 2015.

Francine Desormeau whom was appointed Interim Clerk at the Special Meeting of January 19, 2015, assumed additional responsibilities in the Finance, General Government and Planning Departments therefore her salary will be adjusted by an increase of twenty percent effective of that date.

Accounting Clerk (Deputy-Treasurer) Ms. Lucie Viel	\$55,713.57
Interim Clerk Ms. Francine Desormeau	\$53,684.59

Therefore, it is recommended that:

Recommendation:

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.

Respectfully submitted
Councillor C. Lacelle

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: SOCIAL AND FAMILY SERVICES

CHAIRPERSON: COUNCILLOR C. BASTIEN, JR.

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: INNERGEX NODINOSI INDUSTRIAL WIND TURBINE PROPOSAL

____ Draft By-Law X Item ____ Policy Recommendation

Mayor D. Backer and Members of Council:

WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project would provide minimal short term employment opportunities for local residents and businesses while potentially jeopardizing other economic assets which provide stability, prosperity and social benefits to the local community and Province of Ontario;

AND WHEREAS MBEDC research indicates that electricity rates in the Province of Ontario are much higher than neighboring jurisdictions due to in part the significant electrical supply cost of Industrial Wind Turbine Projects;

AND WHEREAS MBEDC research indicates that the proposed area is identified as having the lowest wind resource watts / sq meter as per the Canadian Wind Atlas;

AND WHEREAS MBEDC research indicates that the Innergex “Nodinosi” project will impede on the communities’ ability to attract electricity generation opportunities relating to biomass co-generation which is a priority sector of investment in the regions strategic plan;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project has the potential to negatively impact the ongoing ability for sustainable forestry practices;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project jeopardizes significant economic job sustaining and creating drivers such as the Voyageur Multi Use Trail System, Bonfield Snowmobile Club, Mattawa & Area Snowmobile Club, North Bay Snowmobilers Club, Samuel de Champlain Provincial Park, Canadian Ecology Centre Trail Systems and Nature’s Harmony Eco-Lodge among others;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ needs review and approval under the ‘negative effect on heritage landscapes’ by the Canadian Heritage River System;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project puts at risk the natural, cultural heritage and historic ambiance of the Mattawa River Provincial Park, Samuel de Champlain Provincial Park and Voyageur Multi-Use Trails System all of which are major economic drivers;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project has the potential to negatively impact property values in Bonfield, Calvin, Papineau-Cameron, Mattawa and Mattawan;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project has the potential to negatively affect the MBEDC’s ability to market the region as a great place to live, work and play;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project has the potential to cause undeniable environmental damage to a valuable economic asset area;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project will cause visual pollution to residents, tourists and business owners in the Mattawa-Bonfield region;

AND WHEREAS MBEDC research indicates that the Innergex ‘Nodinosi’ project has the potential to create new health hazards affecting the quality of life for residents, agricultural stock and wildlife in the region;

AND WHEREAS the Innergex “Nodinosi” project is opposed by the Antoine First Nation as per the Public Consultation Presentation (February 23rd 2015) & Media Articles (North Bay Nugget, Bay Today, Nipissing News & Mattawa Recorder) by Chief Dave Joannis.

AND WHEREAS the Innergex “Nodinosi” project is opposed by the Mattawa/North Bay Algonquin First Nation as per letter from Chief Clifford Bastien Jr. February 20th 2015.

AND WHEREAS the Innergex ‘Nodinosi’ project is opposed by the Lake Talon Conservation Association as per the LTCA Presentation Document dated February 23rd 2015.

Recommendation:

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 Olrig & Mattawan Townships, District of Nipissing.

Respectfully submitted

Councillor C. Bastien, Jr.

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FIRE DEPARTMENT

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: CHAD BELANGER, FIRE CHIEF

TITLE: USER FEE BY-LAW

X Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

Over the years we have responded to hundreds of false alarms and in the future we will respond to false alarms as they are part of the business in firefighting. What is not part of the business however is responding to repeated false alarms to the same address and for the same alarm simply because the issue has not been dealt with and these calls are generally between midnight and 2 am. There has on occasion been up to 5 false alarms in a row simply because the maintenance on the alarm system has not been completed or they know what the issue is with the system but have not had time to fix it.

Every time that pager goes off 20 firefighters respond to the fire hall in their own vehicles and then the Department responds with three trucks. These false alarms consume both fuel and man hours which takes money out of our budget. Having the option of charging a set fee for these alarms would replenish our budget through the coffers of the offending party instead of the individual taxpayers.

We would also have the option of charging a fee for inspections and legal inquiries. Municipal staff as well as the Fire Chief is constantly responding to inquiries regarding fire code issues during the sale of properties in the municipality. When a business requests an inspection there should be a fee associated. This by-law has been in effect in North Bay with great success since 2007.

By-law 13-06 was adopted in February 2013, which authorized the fees and charges set by the Town of Mattawa. This By-law, if approved, will amend Schedule "A" to By-law 13-06 which will add new fees to this set schedule.

Recommendation:

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.

Respectfully submitted
Councillor C. Lacelle

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW 15-13

BEING A BY-LAW TO AUTHORIZE USER FEES FOR MATTAWA FIRE & EMERGENCY SERVICES

WHEREAS Section 391 of the *Municipal Act, 2001* (S.O. 2001, c.25) authorizes municipalities and local boards to pass by-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of the municipality or the Local board and for the use of its property;

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 22nd day of September, 2014.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MATTAWA DOES HEREBY ENACT AS FOLLOWS:

1. In this by-law:
 - 1.1 “False Alarm” means an alarm signal where a fire department response, in the opinion of the Mattawa Fire Chief, is not required.
 - 1.2 “Non-Resident” means a person who is not a resident of the Town of Mattawa.
 - 1.3 “Owner” means:
 - (a) for property, the person for the time being managing or receiving the rent of the land or premises in connection with which the word is used whether on his own account or as agent or trustee of any other person or who would so receive the rent if such land and premises were it, and shall also include a lessee or occupant of the property who, under the terms of the lease, is required to repair and maintain the property in accordance with standards for maintenance and occupancy of property;
 - (b) for vehicles, the person registered as owner.
 - 1.4 “Property” means the property defined by the municipal address by the 9-1-1 Dispatch System.
 - 1.5 “Resident” means a natural person whose name is included on the Town of Mattawa Voters’ List, pursuant to the *Municipal Elections Act*, as updated from time to time by the Town Clerk, in the absence of evidence satisfactory to the Town Solicitor to the contrary.
2. The fees and charges set out on the attached Schedule are hereby imposed and ratified.

3. (a) All fees and charges set out in this by-law for permits and inspection fees, opening burning permits, fire apparatus stand-by and miscellaneous fee shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
- (b) All fees and charges set out in this by-law for emergency response shall be due within thirty (30) days of the issue of an invoice from The Corporation of the Town of Mattawa.
4. (a) In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
- (b) In default of payment of any charge levied herein, by the required due date for the payment thereof, a percentage charge of one and one-quarter per cent (1 1/4 %) is hereby imposed as a penalty for non-payment of such charge thereof, and such penalty shall be added to the charge as aforesaid or any instalment or part thereof remaining unpaid on the first day of each calendar month thereafter in which default continues.
5. Council does hereby delegate to the Fire Chief and to the Deputy Fire Chief of The Corporation of the Town of Mattawa, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
6. This by-law shall come into force and effect as of March 9th, 2015.
7. This by-law shall amend Schedule "A" of By-law 13-06.

READ, PASSED AND ADOPTED this _____ day of _____, 2015.

Mayor

Clerk



**Schedule "A" to By-law 13-06 to establish fees and charges
Effective February 25, 2013 unless stated otherwise**

Administration/Clerk/Services

Description of Service/Document	Fee
Photocopies (per page 8.5X11 – 8.5X14)	\$.50
Photocopies (per page 11X17)	\$1.00
Facsimile Transmission – local	\$1.00
Facsimile Transmission – long distance	\$2.00
Facsimile Transmission – incoming	\$1.00
Burial Permit Fee (Form 19)	\$40.00
Council Chambers Room Rental Fee – per day	\$100.00*

*plus HST

Financial Services

Description of Service/Document	Fee
Tax or Water Certificate (per certificate)	\$40.00
Tax or Water Account Research Fee (per year)	\$20.00
Proof of Payment of Taxes or Water	\$10.00
Property Tax Sale Registration Fee	\$1,000.00
Non Sufficient (NSF) cheque	\$40.00
Building Department Work Order Inquiries – Written	\$40.00
Zoning Department Inquiries - Written	\$40.00
Fire Department Inquiries – Written	\$40.00
Fire Department Burning Permit Fee – Annual	\$20.00

Water & Sewer Department Services

Description of Service/Document	Fee
Water on or off Service Fee	\$30.00*
Water on or off Service Fee (after hours)	\$60.00*
Water Service Connection – New connection	\$2,000.00*
Sewer Service Connection – New connection	\$2,000.00*

*plus HST

Planning & Development Department Services

Description of Service/Document	Fee
Minor Variance (Committee of Adjustment) Application	\$325.00
Rezoning Application	\$500.00
Official Plan Amendment Application	\$750.00
Copy of Zoning By-law	\$10.00
Copy of Official Plan	\$10.00

Fees and charges include HST where applicable unless indicated otherwise

Recreation and Cultural Services Department

Description of Service/Document	Fee
Hall/Community Centre: - Effective July 1, 2013	
Hall Rental per day	\$220.00
Hall and Kitchen Rental per day	\$320.00
Hall, Bar and Kitchen Rental per day	\$565.00
Ice Rental: - Effective September 1, 2013	
Youth Rental Fee – per hour	\$55.00
Adult Rental Fee – per hour	\$80.00
Non-Resident/Team Fee – per hour	\$80.00
Floor Rental: – Effective April 1, 2013	
Arena Floor Rental Fee - per day	\$650.00
Youth Events Floor Rental Fee - per hour	\$15.00
Adult Events Floor Rental Fee - per hour	\$30.00
Ballfield Rental:	
Hourly Rental Fee	\$25.00
Half Day Tournament Rental Fee	\$75.00
Full Day Tournament Rental Fee	\$100.00

Waterfront Marina

Docking Fees:			
Dock Size	30 FT (8)	20 FT (16)	16 FT (24)
SEASONAL	\$550.00	\$440.00	\$220.00
MONTHLY	\$275.00	\$225.00	\$150.00
WEEKLY	\$110.00	\$85.00	\$60.00
OVERNIGHT	\$25.00	\$20.00	\$15.00
NOTE — Fees include tax and use of shower facilities			
Description of Service/Document	Fee		
Marina Extra Fees:			
Sewage Pump-Outs	\$25.00		
Launch Ramp Fees – per day	\$5.00		
Launch Ramp Fees – per season	\$50.00		
Shore Power Fees – per day	\$20.00		
Shore Power Fees – per week	\$70.00		
Shore Power Fees – per month	\$100.00		
Shore Power Fees – per season	\$200.00		
Fuel	Cost +.12		
Showers – use of	\$5.00		
Overnight Parking – per night (no parking week of Voyageur Days)	\$5.00		

Fees and charges include HST where applicable unless indicated otherwise

Fire Department

Description of Service/Document	Fee
Permits and Inspection Fees Effective March 9, 2015	
Including residential, commercial, care and treatment facilities, malls/plazas, hotel/motel, real estate transactions, retrofit, industrial, liquor licence, trade shows/home shows/special functions and any other request for inspection not listed below	\$105.00 for 1 st hour/inspector plus \$60.00 per additional hour/inspection
Day care & Foster care homes	\$75.00
Mobile Food Vendors	\$75.00
Emergency Response Effective March 9, 2015	
False Automatic Monitored Alarms (within a 12 month period)	1 st – No Charge 2 nd - \$155.00 3 rd - \$310.00 4 th - \$465.00 Each additional false alarm shall result in an additional charge of \$155.00 (unlimited)
Ice/water, snowmobile rescue	\$1060.00 for 1 st hour, \$530.00 for each additional ½ hour, plus consumable materials and administrative overhead charge
Fire Watch: Post fire property, security/safety	Actual costs plus 25% Minimum: Captain (1) and Firefighter (1)
Fire Prevention / Education Fees Effective March 9, 2015	
Fire safety plan review / signature	\$155.00
Training Effective March 9, 2015	
Training of outside agencies, public, etc. (including fire extinguisher training)	\$85.00/hour per instructor/trainer plus expenses

Fees and charges include HST where applicable unless indicated otherwise

Date: MONDAY, MARCH 9TH, 2015

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THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: FINANCIAL REPORT FOR THE MONTH OF FEBRUARY

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

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

Respectfully submitted

Councillor C. Lacelle