

**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, FEBRUARY 8TH, 2016
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, FEBRUARY 8TH, 2016 @ 7:00 P.M.

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
 - 3.1 Mr. Jeremy Stevenson, Mattawa Hospital – Re: Hospital’s Redevelopment Plans
 - 3.2 Mr. Armand Robitaille – Re: Martial Arts at the Arena
- 4. Correspondence**
 - 4.1 AMO – Re: Invitation to ROMA Conference
General Government Services Committee – Clerk
 - 4.2 Steve Pitt – Re: Information on Upcoming Fund Raiser for Historical Plaque
Recreation, Tourism & Special Projects Committee – Director of Recreation,
Tourism & Special Projects Committee
 - 4.3 R & D Recycling – Re: Refund on Incorrect Processing of Recycling
Environmental Services Committee – Clerk
 - 4.4 Township of Warwick – Re: Invitation to Ontario Municipalities Under 6000 Population
General Government Services Committee – Clerk
 - 4.5 Ernie Hardeman – Re: Spring Session of the Legislature Information
General Government Services Committee – Clerk
 - 4.6 Autism Ontario – Re: Proclaim April 2, 2016 as World Autism Awareness Day
General Government Services Committee – Clerk
 - 4.7 FONOM – Re: City of Greater Sudbury Resolution for OPP Search & Rescue Helicopter
General Government Services Committee – Clerk
 - 4.8 AMO – Re: Highlights of January 2016 Board Meeting
General Government Services Committee – Clerk
 - 4.9 AMO – Re: Update on Provincial PTSD Strategy for First Responders
General Government Services Committee – Clerk
 - 4.10 Ontario Aboriginal Housing Services – Re: Termination of Property Management
Agreement Notice
Social & Family Services Committee – Clerk

Monday, February 8, 2016

Correspondence – Cont'd

- 4.11 Big Brothers Big Sisters of North Bay – Re: 14th Annual Bowl for Kids Sake Fundraiser
Social & Family Services Committee – Clerk
- 4.12 FONOM – Re: Winter Newsletter 2016
General Government Services Committee – Clerk
- 4.13 FONOM – Re: Environment Commissioner's Recent Comments Concern FONOM
General Government Services Committee – Clerk
- 4.14 MMAH – Re: Northeastern Ontario Planning Authorities Technical Workshop 2016
General Government Services Committee – Clerk
- 4.15 AMO – Re: 2016 LAS Energy Finance Workshops
General Government Services Committee – Clerk
- 4.16 F. J. MCELLIGOTT I.S.S – Re: Request for Assistance for 8 Day Student Service Trip to
Dominican Republic
Finance Committee – Clerk
- 4.17 FONOM – Re: Northern Ontario School of Medicine Seeking New Board Members
Health Services Committee – Clerk
- 4.18 AMO – Re: Federal Minister Starts to Frame Infrastructure Investments
General Government Services Committee – Clerk
- 4.19 MFOA – Re: Asset Management Assistance Programs Coming Soon
General Government Services Committee – Clerk
- 4.20 NBPSDHU – Re: Board of Health Resolution Smoke Free Multi-Unit Housing
Health Services Committee – Clerk
- 4.21 Township of Chisholm – Re: Support Resolution to Halt Privatization of Hydro One
Electricity, Gas & Telephone Committee – Clerk
- 4.22 Canada's Public Policy Forum – Re: Invitation for Conference February 25, 2016
General Government Services Committee – Clerk

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

6. Municipal Report Number 728

- **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)**
- 12. Return to Regular Session**
- 13. Adjournment**

Monday, February 8th, 2016

Members of Council,

Attached please find Municipal Report Number 728 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 January 25, 2016 be adopted as circulated.

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, January 25, 2016 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer
Councillor C. Lacelle
Councillor G. Thibert
Councillor G. Larose
Councillor L. Mick
Councillor D. Sarrazin
Raymond Belanger, CAO/Treasurer
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.

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 727

Page No. 12

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday January 11, 2016 be adopted as circulated.

Carried

Page No. 13

It is therefore recommended that:

1. *The Corporation Town of Mattawa endorse the Voyageur Cycling Route on the section that passes through the Town of Mattawa and recognize its significance.*
2. *The Town of Mattawa request that the Ministry of Transportation to take into consideration the Voyageur Cycling Route as the Province begins to invest more significantly in a provincial cycling network;*
3. *The Town of Mattawa commit, in principle, to support the operation of the coordinating agency, the details to be negotiated once expected operating costs and other sources of funding have been identified;*
4. *The Town of Mattawa commit to coordinating the installation of route signage on roads under the Town of Mattawa jurisdiction, as provided by the coordinating agency once implementation funding is secured;*
5. *A copy of this resolution be forwarded to the Minister of Transportation, Victor Fedeli MPP and to Discovery Routes.*

Carried

Page No. 14

Whereas, a food system includes all of the activities related to how food is produced, processed, distributed, accessed, consumed and disposed of;

Whereas, food charters are used to highlight collective food-related goals and values of community members, organizations and/or municipalities within a region;

Whereas, the Town of Mattawa recognizes the important role municipalities have in shaping local food systems, given the potential municipal impact of food related initiatives on the health of the population, economic development, preserving the environment, promoting tourism and supporting local producers;

Whereas, the Town of Mattawa believes the Nipissing and Area Food Charter will guide the work related to promoting a healthy, sustainable food system for the region,

Whereas, the Town of Mattawa values the pillars of health and wellness, sustainable economic development, social equity, the environment, food literacy, and culture, as outlined in the Nipissing and Area Food Charter;

Now Therefore Be it Resolved, that the Town of Mattawa endorse the Nipissing and Area Food Charter, and

Furthermore Be It Resolved, that the Town of Mattawa will support efforts related to creating public policies and supportive environments that promote a healthy, sustainable food system within the region, and

Furthermore Be It Resolved, that correspondence for this endorsement be shared with other municipalities in the Nipissing and Parry Sound districts to encourage support for the Nipissing and Area Food Charter.

Carried

Page No. 15

That Council of the Town of Mattawa authorize staff to submit applications under the Ministry of Transportation Connecting Links Program for: 1) the Mattawa River Bridge Active Transportation Infrastructure, 2) the Highway 17 and Park Street Intersection Pedestrian Signal (IPS), and 3) the Pedestrian Safety Roadway Signs.

Carried

Page No. 16

It is recommended that Council authorizes Administration to take part in the City of North Bay's Household Hazardous Waste Program at a cost of approximately \$2,104 for 2016.

Carried

Page No. 17

It is recommended that Council formally accept the 2015 Summary Waterworks Report as submitted by the Process and Compliance Technician from the Environmental Services Department.

Carried

Page No. 18

That Council of the Town of Mattawa adopt By-Law Number 16-01 authorizing the 2016 interim tax levy based on 50% of the prior year's annualized taxes.

Carried

Resolution Number 16-06

Moved by Councillor C. Lacelle

Seconded by Councillor G. Thibert

That the Municipal Report Number 727 be adopted.

Carried

7. Committee Reports
 - 7.1 Francine Desormeau – Re: Committee of Adjustment for 2016
 - 7.2 Francine Desormeau – Re: Municipal Tax Arrears Sales
 - 7.3 Dan Finnigan – Re: 2015 Water and Wastewater Compliance Reports
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)
11. In Camera (Closed) Session

Resolution Number 16-07

Moved by Councillor C. Lacelle

Seconded by Councillor G. Thibert

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 16-08

Moved by Councillor C. Lacelle

Seconded by Councillor G. Thibert

That the special meeting reconvene from the In Camera session at 8:45 p.m.

Carried

Mayor Backer stated the In-Camera session was pertaining to matters about the municipality and its employees.

12. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, January 11th, 2016 adjourned at 8:55 p.m.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: PROPERTY TAX COLLECTION POLICY

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

A draft property tax collection policy was included in Council's agenda at the January 11th regular meeting. The policy was discussed at this meeting and Councillor Lacelle encouraged Council read over the policy and provide staff with any comments and/or suggestions they might have. No additional comments have been received therefore no changes have been effected to the draft version of the policy.

The municipality's outstanding tax receivables are managed through a series of planned tax collection processes which have been included in this policy. The municipality's financial indicators which are provided on an annual basis by the Ministry of Municipal Affairs and Housing have demonstrated that the tax receivables have been quite high (above 15%) in recent years and the Ministry has been strongly encouraging the review of our tax collection policies to ensure they are adequate.

For these reasons, the following is recommended:

Recommendation:

That Council of the Town of Mattawa approve the attached Property Tax Collection Policy and authorize the Tax Department to implement this policy for the collection of tax arrears.

Respectfully recommended

Councillor C. Lacelle



| POLICY: | PROPERTY TAX COLLECTION |
|-----------------------|--------------------------------|
| Committee: | Finance Services |
| Effective Date: | February 8, 2016 |
| Most Recent Revision: | February 8, 2016 |

This policy outlines the responsibilities of the Tax Department for the Town of Mattawa.

The Responsibilities of the Tax Department are to:

1. Ensure proper billing of the levy for local and educational taxation purposes to coincide with budgetary and legislative requirements for the year.
2. Provide prompt, efficient and courteous service to the taxpayers of the Municipality.
3. Ensure that proper collection procedures are applied in reference to the following legislation:
 - The Municipal Act
 - The Municipal Affairs Act
 - Municipal By-Laws
 - The Municipal Interest and Discount Act
 - Any legislation governing amounts to be collected in like (same) manner as taxes;
 - Assessment Act
 - Any new legislation pertaining to this area
4. Apply such collection policies in a consistent manner ensuring all taxpayers are treated in the same manner;
5. Maximize necessary controls to ensure proper allocation of payment and custody of funds for proper banking and recording procedures.

The purpose of the Tax Department is to provide prompt billing of the levy and to ensure collection in order to meet the budgetary expenditures for the fiscal year. It is important that both the timing and consistency with which we initiate and treat each account is correct. Both areas will be discussed separately within the following topics:

- Billings
- Incentives

Real Property Tax

Real Property Tax is levied on all taxable real property assessment within the municipality within the definition of Section 307(1) of the Municipal Act, 2001.

Standard Tax Billings

There are typically two billings produced each year with a total of four installment payments as follows:

- Interim Tax Billing – produced in the first week of February with installment dates at the end of February and April
- Final Tax Billing – produced in the first week of July with installment dates at the end of July and September

A levying by-law passed by Council is required in advance of both the Interim and Final tax billings.

Interim Tax Billings are produced in February based on the returned assessment roll. The tax billing will be calculated to produce a tax bill no more than fifty percent of the previous year's total taxes billed for each property in accordance with Section 317 of the Municipal Act, 2001. Outstanding water arrears and water related invoices will be added to the Interim billing at one hundred percent as per municipal policy.

Final Tax Billings are produced in July based on tax rates established by by-law. The tax billing will be calculated to produce a tax billing equal to the current market value and the appropriate tax rate, all local improvement charges and if applicable any special charges levied by the municipality or provincial legislation (Bill 140). The Interim tax billing will be deducted from the total tax amount calculated in order to produce the Final tax billing.

Supplementary Tax Billings

There are two sections of the Assessment Act that allow for taxation of rateable property not included in the annual revised assessment roll. They deal with omissions and additions to the roll.

Omissions

Section 33 of the Assessment Act allows for the taxation of real property that has been omitted from the roll. The provision allows for taxation in the current year, plus a maximum of the two preceding years.

Additions

Section 34 of the Assessment Act allows for taxation of assessment that has increased in value or has been added after the return of the last revised roll. These taxes apply to the current year only.

Supplementary tax bills are issued and mailed in the same manner as the Interim & Final tax bills with the exception a separate levying by-law is not required. Additional information such as the reason for the increase in the assessment and the effective date must be indicated on the bill. Penalties and interest are charged on supplementary taxes outstanding.

General Procedures

Mailings

Section 343(1) of the Municipal Act, 2001 requires tax billings be post marked and mailed not later than twenty one calendar days from the date of the first installment due date. Penalties and interest are applied in advance to outstanding tax balances to accommodate the latter mailing parameters.

Property tax bills and notices are mailed to the address of the property as shown on the tax roll unless the taxpayer advises the municipality, in writing, of an alternate mailing address. Use of the alternate mailing address continues until it is revoked in writing or ownership of the property changes.

Any bill or notice sent by standard letter mail is considered delivered to and received by the addressee unless the notice is returned by Canada Post and an error in the mailing address is evident. Taxpayers are responsible to notify the municipality of any changes to a mailing address(es). Failure to notify the municipality of an address change in writing is not an error on behalf of the municipality.

Mortgage Company/Financial Institution

A mortgage listing of roll numbers, taxes due and owing and the due dates, in standard format will be provided to each mortgage company who has provided the municipality with notification that they hold an interest in a particular property.

Bill Format

The tax billing issued will meet all requirements of the provincially legislated standard tax bill. Arrears are included solely in the first installment due date amount. Installment due dates will be indicated on the payment stubs. Billing messages may be used to relay information to ratepayers.

Accepted Payment Methods

The following methods will be accepted for payment of taxes:

- In person at the municipal office (160 Water Street) by way of cash, cheque, post-dated cheque, debit, Visa or MasterCard;
- By telephone (705-744-5611) by way of Visa or MasterCard provided a credit card authorization form is submitted. Form is available on the municipal website and via email, fax or in person (Appendix I);
- Telephone or Internet Banking – using the nineteen digit roll number as the account number (available through Scotiabank and Caisse Populaire);
- Pre-authorized payment plans (Appendix II and III);
- Mail by way of cheque, post-dated cheque or credit card with signed credit card authorization form. The date payment is received in the municipal office will be considered to be the date of payment; and/or
- Payments made by a mortgage company or financial institution on behalf of the taxpayer.

Collection – Payment Incentives

There are basic incentives set out by legislation to promote timely payment of taxes. The following incentives will be used to enforce payment of property taxes owing:

Penalty/Interest

The rate at which penalty and interest is charged is set by the Municipal By-Law. Currently the rate is established under the provisions of Sections 345 (2) and (3) of the Municipal Act, 2001. The municipality may review this rate each year, but cannot exceed the maximum percentage established at 1.25% per month. The purpose of penalty is to persuade ratepayers to pay on time. Penalty and interest is charged pursuant to the requirements set out in the legislation, being penalty charged the day after the default of an installment payment, and interest the first of each month thereafter.

Tax Registration/Tax Sale

Properties that are in arrears for three years are eligible for tax registration under the Municipal Act, 2001. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding plus associated legal and/or administrative costs. A solicitor will be used to process the required statutory notices/declarations.

Registration is a last resort and should be avoided if possible by encouraging the ratepayer to either make full payment or a mutually agreed upon payment plan.

The schedule for registration will be adhered to and it is only after all collection methods have been unsuccessful that the municipality will proceed to tax registration.

Additional Collection Tools

The following additional tools are available to assist in the collection of property taxes:

- Reminder notices
- Form or personalized letters
- Telephone follow-up
- Interviews
- Title Searches – Interested Party Notification

Steps and Timing of Collection Policies

1. Interim Tax Notices are sent in February and Final Tax Notices are sent in July. Tax arrears owing at the time of the billing are included on each tax notice.
2. Penalty and interest are charged according to Municipal by-laws (penalty – first day of default of an installment and interest the first day of each month thereafter for the current year, interest is charged on the first day of each month for all arrears at the prevailing rate.)
3. Standard reminder or arrears notices are sent on a monthly basis. Time constraints during tax billing periods may result in no reminder notice being issued, however arrears will be

included on the tax billing. Reminder notices for \$10.00 or less are not produced as they are subject to small balance write-offs.

4. Any notice sent by ordinary mail is considered delivered to and received by the addressee unless the notice is returned by the Post Office or an error in the mailing address is proven. Failure to notify the municipal office of an address change in writing is not an error on behalf of the municipality.
5. Priority of tax accounts for collection is:
 - (i) Tax Accounts with three or more previous years outstanding
 - (ii) Tax Accounts with two previous years outstanding
 - (iii) Tax Accounts with one previous year outstanding
 - (iv) Tax Accounts with current year only outstanding
6. For tax accounts which indicate previous years taxes owing, a registered collection letter is sent, in the first quarter of the current year to the property owner (s) advising of the tax arrears situation and asking for payment in full or satisfactory payment arrangements to be made by a given date. If acceptable payment arrangements are made, the account is monitored for compliance and follow-up is done by telephone or in writing as required. Where a collection letter is required at a time other than the first quarter of the year, timing will be consistent with all collection policies. (Example: if a collection letter is issued in September under this section the balance of procedures will be applied as indicated in section 8 to 15).
7. Satisfactory payment arrangements would be a series of post-dated cheques or other arrangements that are satisfactory to the Tax and Treasury Departments. Penalty/Interest will accrue during such period and are payable during the completion of payment arrangements.
8. If no reply is received from item 6 above, a final letter is sent stating that failure to remit payment will result in further action in the form of notification for the start of legal proceedings.
9. If there is no reply to the final letter, the municipal solicitor will be contacted. The municipal solicitor shall send one final letter, advising the client that he/she has 15 days to make suitable arrangements with the municipality for payment or tax sale proceedings will be started.
10. If no reply or satisfactory arrangements are made with the municipality, the solicitor will be directed to start tax sale proceedings.
11. It is the policy of the municipality that upon applications for items such as but not limited to building permits zoning, committee of adjustment, and planning applications that all property taxes owing against the property are up to date or have satisfactory payment arrangements on file. Failing such, applications will not be processed until taxes are current or satisfactory arrangements have been made as outlined in item 6.

12. All costs incurred for collection to obtain information and/or collect tax arrears are payable by the property owner and are added to the tax account. These costs may include, but are not limited to:

- all title search fees
- all corporate search fees
- registered mail
- administrative charges
- legal fees

13. The Tax and Treasury Departments have the authority to exercise discretion in the application of these policies where unusual circumstances are apparent in order that consistent fairness is provided to the taxpayer and municipal collection procedures are maintained in principal, pursuant with approved policies and/or where governed by legislation.

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: NOHFC NORTHERN ONTARIO INTERNSHIP PROGRAM

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

On November 23, 2015 the Town of Mattawa adopted By-law 15-36 in which the municipality entered into a funding agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) for the hiring of a "Youth Administrative and Accounting Intern" for a period of 52 weeks.

Interested individuals had until December 11, 2015 to submit applications in confidence to the CAO and a total of thirteen applications were received. A Hiring Committee was formed as outlined in the Town of Mattawa Hiring Policy and the number of applicants was short listed to seven applicants.

As the interview process was developed and established, three other candidates eliminated themselves, either voluntarily or by not qualifying under the program guidelines. The final four candidates were interviewed on Thursday January 21, 2016 and the Hiring Committee had a follow up deliberation meeting on January 26, 2015.

During this process, it was a pleasure to see that the youth of our area are as educated, respectful and determined to succeed.

Recommendation:

That the Town of Mattawa hire Mr. Scott Lacelle as the Youth Administrative and Accounting Intern under the Northern Ontario Heritage Fund Corporation (NOHFC) – Northern Ontario Internship Program, formal job description attached. This internship program will begin on Tuesday February 16th, 2016 and end on Tuesday February 13, 2017.

Respectfully submitted,

Councillor L. Mick



YOUTH ADMINISTRATIVE & ACCOUNTING INTERN

PURPOSE OF THE POSITION

The Youth Administrative & Accounting Intern is responsible for providing general clerical, accounting, bookkeeping and administrative support in order to ensure effective and efficient operations assisting the Senior Accounting Clerk.

SCOPE

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

RESPONSIBILITIES

1. General accounts receivable functions
 - Responsible for the issuance of all the monthly invoices and balance the receivables on a monthly basis.
 - Responsible for gathering all the different departments billing information.
 - Assist in performing all necessary account, bank and other reconciliations.
 - Assist with monitoring customer accounts for non payment and delayed payments.

2. General accounts payable functions
 - Check, verify and process invoices.
 - Obtain payment approvals from department heads, prepare payments for payables in timely manner thus avoiding penalties.
 - Enter accounts payable data.
 - Analyze discrepancies and unpaid invoices.
 - Maintain vendor files.

3. General payroll functions
 - Prepare bi-weekly payroll for all municipal employees
 - Collect, confirm and process timesheets and overtime
 - Track employee vacation and sick time. Prepare a summary for each full-time employee on his or her sick leave and holiday status.
 - Prepare remittances to the Federal and Provincial Governments for Income Tax, Employment Insurance, Canada Pension Plan, Employer's Health Tax, Workplace Safety & Insurance Board.

4. Provide support to Finance Department

- Assist in updating, verifying and maintaining accounting journals, ledgers and other financial records.
- Assist in month end reporting procedures.
- Assist with employee expense reports.
- Perform filing and general administrative tasks.
- Liaise with other departments, customers and vendors.
- Other duties as requested

5. Provide support to the Administrative Department

- Greet and assist customers.
- Process payments and answer general questions.
- Answer phones and provide support for front line staff.

6. Perform other related duties as required.

CERTIFICATION

| | |
|--|--|
| | |
| Employee Signature | CAO/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. |
| <p><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></p> | |

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: MATTAWA VOYAGEUR DAYS COMMITTEE OF COUNCIL

Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

Mayor and Council have expressed a desire to appoint a Committee of Council. On an annual basis, the Mattawa Voyageur Days Committee of Council will assist the Corporation Town of Mattawa in offering a sound and well planned Mattawa Voyageur Days Festival following the directions and budgets as approved by Council.

The following will summarize and clarify the parameters that will help guide the Committee in the development of recommendations required for Council consideration in order to assist outcomes, authority and expectations of the Committee.

Recommendation:

It is therefore recommended that the following Committee Structure and Terms of Reference associated with the Mattawa Voyageur Days Committee be adopted.

TERMS OF REFERENCE

The Mattawa Voyageur Days Committee of Council shall act as advisors between Council and the Municipal Staff that are assigned to the operation of the Voyageur Days Festival.

Mattawa Voyageur Days Committee structure shall be composed of:

- The Chair of the Recreation, Tourism and Special Projects Committee;
- The Chair of the Finance Committee;
- The Mayor as ex-officio

Representing the Council of the Corporation of the Town of Mattawa; and

- The Director of Recreation, Tourism and Special Projects;
- The Clerk 1;

- The Clerk 2

Representing municipal staff.

The Chair of the Recreation, Tourism and Special Projects Committee shall Chair the Mattawa Voyageur Days Committee of Council, and the Committee shall meet at least three times in each calendar year.

The Committee shall:

1. Recommend annually an entertainment budget for Council consideration.
2. Report to Council on overall festival operations for informational purposes.
3. Review annual documents such as the Security Plan, insurance coverage, marketing plan and other plans and documents as deemed necessary.
4. Table recommendations for Council consideration on operational matters.
5. Provide an annual financial statement to Council highlighting significant information arising from their discussions with the auditor.
6. Advise the Council of the Corporation Town of Mattawa on any significant financial risks.
7. Provide opinions and recommendations to Council regarding the capacity, effectiveness, performance and future direction(s) of the festival.
8. Advise Council on the adequacy of funds available for proper planning and budgeting of the festival and report on the appropriateness of the Committees spending based on budget limitations set by Council.
9. Ensure that the Council provides adequate insurance coverage for the Committee Members, festival events, entertainment and programs that will address and manage significant risks.
10. The Council representatives on the Committee shall not change or contravene in the daily operations, program and entertainment decisions of the festival. It is understood that the operations and decisions of the programming and entertainment of Mattawa Voyageur Days festival will remain that of the municipal staff as their function.
11. The Committee shall have the authority to spend Voyageurs Days funds as required for the planning and operations of Mattawa Voyageur Days. The Committee will not have the authority to spend or commit other Municipal funds, unless such funds are specifically allocated by Council.
12. The Committee shall have the authority to retain counsel, accountants or other professionals to advise or assist the Committee with the prior approval from Council.

13. The Committee shall have the authority to access staff resource time for administrative support, set up/break-down, day to day festival operations and for emergency purposes to ensure a quality and safe festival.
14. The Council of the Corporation Town of Mattawa has the authority to reject decisions or recommendations of the Mattawa Voyageur Days Committee of Council.

Respectfully submitted,

Councillor L. Mick

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: INFORMATION TECHNOLOGY REQUEST FOR PROPOSAL

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

At the September 28, 2015 meeting, Council discussed its IT infrastructure needs and authorized staff to form a committee with the assistance of Councillor Dexture Sarrazin to review its technology needs.

Staff members Lucie Desrochers, Lucie Viel, Francine Desormeau and Amy Honen along with Councillor Sarrazin met on a number of occasions in order to identify the municipality's needs which has resulted in the attached Request for Proposal. This committee has selected a number of firms, including local companies, to be invited to submit an RFP. The proposal will also be posted on the municipal website.

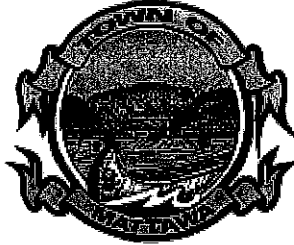
This RFP is seeking the supply of information technology hardware, software, support and related value added services. The committee will review the proposals received and critique them based on the municipality's needs and return to Council for formal approval.

Recommendation:

That Council approves the attached Request for Proposal for the supply of information technology hardware, software, support and related value added services and that the IT Committee review the submitted proposals and return to Council for formal approval.

Respectfully submitted

Councillor L. Mick



Request for Proposal

Supply of Information Technology Hardware, Software, Support & Related Value Added Services

**Corporation of the Town of Mattawa
160 Water St
Mattawa, ON P0H 1V0**

Submission Deadline: February 29, 2016

Please submit your Request for Proposal to:

**Raymond Belanger
Chief Administrative Officer/Treasurer
160 Water St, PO Box 390
Mattawa, ON P0H 1V0
P. 705.744.5611 F. 705-744-0104
Raymond.belanger@mattawa.ca**

This is a Request for Proposal ONLY.

The Corporation of the Town of Mattawa may at its sole discretion elect not to accept any submission for any reason.

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1. INTRODUCTION

The Corporation of the Town of Mattawa is located 64 km east of the City of North Bay in north eastern Ontario and has a population of 2,500. The municipality was formed and incorporated in 1884.

The Corporation of the Town of Mattawa is seeking to partner with a single preferred vendor to supply the Corporation with computer hardware, network support, and management, warranty, and break fix service, as well as other potential value added services that will drive efficiencies around technology acquisition and procurement.

The Corporation of the Town of Mattawa recognizes the advantages and opportunities in streamlining its IT procurement functions. The Corporation of the Town of Mattawa intends to partner with a single preferred vendor who is capable and willing to meet the requirements stated herein, and may potentially further enhance its current IT procurement functions focusing on efficiencies and total cost of ownership.

2. SOFTWARE & HARDWARE COMPONENTS

2.1 Current Environment

The Municipality employs approximately 20 full time staff and operates across the entire area with multiple office/locations including the Municipal Town Hall (infrastructure), 1 Arena, 1 Information Centre, 1 Public Works Garage, 1 Fire Hall, & 1 Water Works Facility.

The anticipated technology requirements include:

- 17 Windows Desktop/Laptop Systems (PW 2, Water 2, Arena 2, Info 4, Town Hall 10)
- 1 Windows Server housed at the central location
- 5 networked IP based printers, 2 MFP's
- Applications include:
 - Taxation & Accounts Receivable software (Baker & Associates.)
 - CGIS software
 - Microsoft Office Pro Plus
 - Windows 7 Professional
 - Acrobat Professional & Adobe Photoshop
 - Trend Micro
- Server Software:
 - MS Exchange (not currently in place)
 - Microsoft Access
- Network Equipment:
 - Basic IP switches & wireless routers
 - DSL modems
 - APC UPS

2.2 Value Added Services

In addition to the above listed items, The Corporation of the Town of Mattawa requires the following service offerings:

- Procurement Management – selection of commercially rated equipment of appropriate quality for the application, order placement, order tracking, shipping, and equipment returns.
- Licensing Control – oversee automatic renewal of software applications and maintain documentation of same.
- Service Level Expectation – clear outline of services that can be provided and identify those that cannot be fulfilled, including planned upgrades outside of normal business hours.
- On-going planning and on-site networking support including troubleshooting resolution
- Warranty, break fixes, and installation services for Corporation locations, including emergency response to server issues.
- Printer/MFP deployment, and the ability to manage the installation and support of all device types listed above if required.
- Asset management services related to Information Technology.
- Performance management outlining regular back-up of server information including off-site backups
- General account management
- Parts availability, stock holding, and managed inventory services
- Services around business continuity and disaster recovery management planning
- Reporting and Communication – ensuring monthly reporting on all assets, current activities and issues and project status reports.
- Training for all staff with all aspects of personalized software

3. SUBMISSION REQUIREMENTS

3.1 Objectives:

The Corporation of the Town of Mattawa has the following generalized requirements of a potential preferred vendor for their Information Technology Division:

- Network Support and Maintenance (both on-site and off-site)
- Support / Response Timeframe to provide level of service
- Procurement Process and Pricing of Equipment
- Warranty and Break Fix Services
- Familiarity of Software Services, Software Upgrades, Software Integration Management and Licensing Management

- Value added services and advisory capabilities
- Network Security (Physical/Virtual)
- Cost of moving users to Exchange environment
- Supplementary Information – provided by Respondent
- MFP replacement solutions

To ensure your proposal is considered for evaluation, the respondent must ensure their proposal includes the following:

1. Brief document pertinent to the RFP that supports the submission addressing the above noted objectives noted in Section in 3.1.
2. A completed list of references, minimum of three (3), with other municipal/business sector clientele (preferred)
3. An official authorized form to sign on behalf of the Respondent with completion of the Respondent Submission attached to this proposal.

The following must accompany all proposals:

- Covering Letter
 - A covering letter advising that the Respondent has reviewed and understands the contents of the RFP package and is capable of meeting the requirements of the RFP.
- Profile/Resume
 - A profile of all principal staff assigned to the project, their respective roles, qualifications, and brief description of the organization as a whole.
- Schedule of Activities
 - The Respondent will provide schedule of anticipated services that are required to meet the needs of the Corporation of the Town of Mattawa and their respective costs.

4. RFP SUBMISSION TIMELINES

4.1 Date of Issue:

Wednesday, February 10, 2016

Deadline:

The deadline for submission of proposals is February 29, 2016. Submissions must be received at the Municipal Office prior to the established deadline addressed to:

Raymond Belanger
Chief Administrative Officer/Treasurer
Corporation of the Town of Mattawa
160 Water St., PO Box 390
Mattawa, ON P0H 1V0

Raymond.belanger@mattawa.ca

4.2 Inquiries:

Inquiries, interpretations and questions regarding the procurement process or elements of this RFP must be directed to Raymond Belanger at: Raymond.belanger@mattawa.ca

A site inspection can be available by contacting the above, if necessary.

4.3 Award:

The lowest priced proposal will not necessarily be accepted. Preference to proposals will not be based on price alone and will not be based upon any single criteria. Among the criteria may be relevant and proven experience, references, technical support, reliability, price, timelines, warranties, financial viability, local presence and content, and whatever additional other factors the Corporation of the Town of Mattawa deems appropriate.

4.4 Obligations:

The Corporation of the Town of Mattawa incurs no obligation toward the successful Respondent, if any, until a contract ("the Contract") is signed by the successful Respondent and The Corporation of the Town of Mattawa. The Corporation reserves the right after negotiation to introduce in the contract different or supplementary terms from the terms of the proposal.

All proposals shall be irrevocable and remain open for acceptance for at least sixty (60) days after the closing date, whether or not another Proposal has been accepted. If a Proponent's Proposal is accepted by the Municipality, the Proponent agrees to enter into agreement in accordance with the proposal conditions.

5. EVALUATION CRITERIA

5.1 Review Process

Upon closing, The Corporation of the Town of Mattawa will review all proposals, for completeness and compliance to the guidelines outlined in this tender. Significantly incomplete proposals will be rejected and will receive no further consideration.

Late Proposals will not be accepted.

5.2 Evaluation Criteria

The Corporation of the Town of Mattawa will evaluate the qualifying proposals on the basis of the most economically advantageous proposal by ranking them according to the following criteria:

- Documentation and professionalism of response
- Financial viability & Pricing structure
- Business & technical reputation and proven experience
- Quality of resources available to meet mandatory requirements
- Service and support infrastructure and methodology
- Level of efficiency and confidence in procurement process
- Other value added services and advisory capabilities

5.3 Reference Check and Award

Proven experience and the track record of the Respondent is an important criteria which is subject to reference checks should the evaluators see fit. The Corporation of the Town of Mattawa therefore reserves the right to contact any of the Respondent's customers, in addition to those listed, who may be able to provide information about the Respondent deemed pertinent to this RFP.

Any deviation from the Scope of Work or requirements specified in this RFP must be clearly stated in the Proponent's Proposal. Reference checks will be based on the conditions and services outlined in this RFP.

6. TERM AND CONTRACT NEGOTIATION

The term of any resulting agreement will be valid for three (3) years. The partnership will be reviewed on a yearly basis for consideration of a yearly extension. A maximum of three (3) additional yearly extensions may be given to the partnership.

On award, The Corporation of the Town of Mattawa intends to enter into negotiations of a contract with the preferred vendor. If for any reason the two parties are unable to arrive at an acceptable contract, then The Corporation of the Town of Mattawa will contact the next preferred vendor. In any case, the Corporation of the Town of Mattawa may, at any time without liability, withdraw from negotiations with any potential vendor.

7. INDEMNITY

The contractor clearly understands and agrees that they are not, nor anyone hired by them, covered by the Municipality under the Workplace Safety and Insurance Board (WSIB).

The contractor shall be responsible for, and shall pay all dues and assessments payable under the Workers Compensation Act, and Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of the contractor, employees and operations, and shall upon request furnish

the Municipality with satisfactory evidence that the contractor has complied with the provisions of such Acts.

If the contractor fails to do so, the Municipality shall have the right to withhold payment of such sum or sums of money due to the contractor that would be sufficient to cover any default. Information on coverage under the Workers Compensation Act can be obtained directly from the Workers Compensation Board.

8. INSURANCE AND WORKERS COMPENSATION

The Proponent shall include a Certificate of Professional General Liability Insurance by an insurance broker duly registered and authorized to conduct insurance business. The insurance will be sufficient amounts and description to protect the Proponent, its employees, and any sub-contractors against claims for damages, personal injury including death, bodily injury and property damage.

The Proponent shall ensure that the Corporation of the Town of Mattawa is named as an additional named insured and is indemnified.

The Proponent must provide evidence of good standing with the Workers' Compensation Board and ensure that its workers and any sub-contractors coming to the workplace will comply with:

- The Workers' Compensation Act and WCB OHS Regulation
- The Corporation of the Town of Mattawa Health and Safety policies and procedures

9. CONFLICT OF INTEREST

To avoid a conflict of interest, the successful Proponent of the RFP warrants that neither it nor any of its officers, directors or employees with the authority to bind the Proponent, has any financial or personal affiliation with any elected official and/or employee which might, in any way, be seen to create a conflict.

10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

By submitting a Proposal, the Proponent's acknowledge that the Corporation of the Town of Mattawa is subject to the Province of Ontario – *Municipal Freedom of Information and Protection of Privacy Act*.

Respondent Submission

ALL RESPONSES SHOULD BE SIGNED:

Supply of Information Technology Hardware, Support, and Value Added Services

I certify that the information provided in this RFP Response Document is true and complete.

Legal Company Name: _____

Respondents' Signature: _____

Respondents' Printed Name: _____

Respondents' Title: _____

Business Phone: _____ Email: _____

Business Fax: _____

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: BASIC INCOME GUARANTEE SUPPORT RESOLUTION

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

In the Correspondence section of the January 25th, 2016 agenda, (4.11), there was a letter from the Township of Gillies requesting Council to support the City of Kingston's petition regarding the basic income guarantee for all Canadians. Council spoke to this matter and agreed that a resolution of support was in order.

WHEREAS the 2011 National Household Survey confirmed that 14.9% of the population live in low income circumstances, a percentage exceeded in the City of Kingston where the percentage of the population living in poverty has been documented at 15.4%; and

WHEREAS income insecurity and inequality continue to increase as a result of precarious employment; and

WHEREAS existing income security programs have not proved sufficient to ensure adequate, secure income for all; and

WHEREAS insufficient income, income security and inequality have well established, strong relationships to a range of adverse public health outcomes, and are root causes of many social ills such as illiteracy and short-fall of educational attainment, chronic stress, alienation, and criminal activity, all of which undermine the social fabric; and

WHEREAS a basic income guarantee would reduce income insufficiency, insecurity, and inequality and ensure everyone an income sufficient to meet basic needs and live in dignity regardless of work status; and

WHEREAS a basic income guarantee would provide an income floor for those doing socially essential but unpaid work, supporting the choices of those who engage in it; and

WHEREAS a basic income guarantee would provide additional direct personal income which would be spent locally, thereby revitalizing local economies; and

WHEREAS a basic income guarantee would enable individuals to pursue educational, occupational, social and wellness opportunities relevant to them and their families; and

WHEREAS a basic income guarantee would support entrepreneurship and job transition for those trying to establish a new productive role for themselves in response to a persistently changing economy; and

WHEREAS a basic income guarantee would resemble income guarantees already provided in Canada for seniors guarantees which have contributed to health and quality of life improvements in the age group; and

WHEREAS a basic income has been studied in Canada for approximately forty years and has demonstrated improved physical and mental health and educational outcomes; and

WHEREAS a basic income guarantee program would involve the redistribution of the administrative functions of existing income support programs to the nation as a whole and to senior government partners in the same manner as Medicare and the existing seniors and children's programs;

Recommendation:

Now therefore be it resolved that the Council of the Town of Mattawa supports the resolution as passed by the City of Kingston on December 15th, 2015 which endorses a national discussion of a Basic Income Guarantee for all Canadians. And, further that copies of this resolution be sent to the city of Kingston, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, the Premier of Ontario and to the Prime Minister of Canada.

Respectfully submitted

Councillor G. Thibert

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: BY-LAW & BUILDING DEPARTMENT
CHAIRPERSON: COUNCILLOR G. LAROSE
DEPT. HEAD: WAYNE CHAPUT
TITLE: REQUEST FOR FIVE FOOT FENCE AROUND ENTIRE PROPERTY

 Draft By-law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

Victor Jeske applied to the municipality in November (Correspondence 4.18 November 23rd Agenda) to build a five foot fence around entire perimeter of house which includes their front yard. Fence By-Law # 93-35, Section 7 (b) (i) does not permit a fence to be constructed higher than 3 feet in the front yard for a residential property.

The reason for the request for this fence increase is for privacy and protection from bears.

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 a five foot fence around the front yard on the property known as 711 Mattawan Street.

Respectfully submitted

Councilor G. Larose

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: HEALTH SERVICES

CHAIRPERSON: COUNCILLOR C. BASTIEN, JR.

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: PHYSICIAN RECRUITMENT SUPPORT RESOLUTION

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

In the Correspondence section of the January 25th, 2016 agenda, (4.8), there was a letter from the Township of Carling requesting support for physician recruitment. Council spoke to this matter and agreed that a resolution of support was in order.

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost seven percent unilateral cut to physician services expenditures which cover all the care doctors provide to patients including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors.

Recommendation:

Now therefore be it resolved that the Council of the Town of Mattawa hereby requests that the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario, and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve. And, be it further resolved that copies of this resolution be sent to the Premier of Ontario, the federal and provincial Ministers of Health and the Ontario College of Physicians and Surgeons.

Respectfully submitted

Councillor C. Bastien, Jr.

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: HEALTH SERVICES

CHAIRPERSON: COUNCILLOR C. BASTIEN, JR.

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: NORTHERN HEALTH TRAVEL GRANT SUPPORT RESOLUTION

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

In the Correspondence section of the January 25th, 2016 agenda, (4.13), there was a letter from the Township of Gillies requesting Council to support the Municipality of West Nipissing's resolution regarding the Northern Travel Grant. Council spoke to this matter and agreed that a resolution of support was in order.

WHEREAS the Ministry of Health and Long-Term Care funds the Northern Health Travel Grant which provides financial assistance to patients requiring specialized health care services outside of their local region;

AND WHEREAS many northern patients travel less than the minimum 100 km one-way distance to receive their specialized health care services or lifesaving treatment and may also pay an additional parking fee per visit and do not qualify to receive any financial assistance under the current grant stipulations;

AND WHEREAS it is important that all northern residents have equal opportunity to access specialized health care services in Ontario without incurring any financial hardship and that all residents travelling to receive required health care services should be permitted to apply for the Northern Health Care Travel Grant regardless of the distance travelled;

Recommendation:

Now therefore be it resolved that the Council of the Town of Mattawa urges the Minister of Health and Long-Term Care to consider amending the qualifying criteria so that all roundtrips exceeding 100 km in total travelled distance be eligible for the Northern Travel Grant thus ensuring fair and equitable reimbursement for all Ontario residents who must travel outside of their community for specialized health care services. And, be it further resolved that a copy of this resolution be sent to the Minister of Health and Long-Term Care, to all Northern Ontario municipalities, to the Association of Municipalities of Ontario and to the Federation of Northern Ontario municipalities requesting their support in this important initiative.

Respectfully submitted

Councillor G. Thibert

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PLANNING AND DEVELOPMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: NOTICES OF VESTING OF TWO PROPERTIES

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

Pursuant to the recent municipal tax arrears sales process, two of the five properties did not receive any tenders. The municipality now has two options under the Municipal Act, which were discussed at the last regular meeting of Council, January 25th, 2016.

The two options are:

- 1) Within two years after the date of the public sale, offer the land for public sale by public auction or public tender, as the treasurer decides, a second time in accordance with the prescribed rules. This would follow the same process as already undergone. The cancellation price would of course be higher as taxes and costs further accumulate.
- 2) Request the solicitor to prepare a Notice of Vesting to be registered on title for the lands in question. The municipality would then inherit title to the lands in fee simple. The municipality would then be free to do and dispose of the properties as it sees fit. The later sale of the properties could be at any price decided by the municipality.

Council opted to choose the second option and have the municipal solicitor prepare a notice of vesting. This process, once completed, will permit the tax arrears to be written off and the properties may then be declared as surplus assets and advertised for sale under the municipal surplus lands policy.

Recommendation:

That Council of the Town of Mattawa authorizes Mr. Thomas Davis of Valin Partners, on behalf of the municipality, to prepare Notices of Vesting to be registered on title for the properties described as PIN 49101-0211 LT 661 Brydges Street & PIN 49102-0171 LT 522 New Street.

Respectfully submitted,
Councillor L. Mick

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PLANNING AND DEVELOPMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO

TITLE: COMMITTEE OF ADJUSTMENT MEMBERS FOR 2016

X Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

Under Section 45(a) and (2) of the Planning Act, R. S. O. 1990, as amended, C. P. 13, a Committee of Adjustment is automatically assigned responsibility for processing applications relating to minor variances to certain types of by-laws, non-conforming uses and permitting specific uses where a by-law defines them in general terms. The Act also states that the authorized variance from the zoning by-law should be minor in nature, be desirable for the appropriate development and use of the land, building or structure and maintain the general intent and purpose of the zoning by-law and the official plan.

The Council members of the Committee of Adjustment must be appointed by By-law each year. An advertisement was placed in the Mattawa Recorder seeking persons interested in becoming a member of the Committee and a total of three applications were received. Council, at their regular meeting of January 25th, 2016 discussed appointing members at large to this Committee and agreed to appoint three members of Council to form the 2016 Committee of Adjustment, whom once appointed, will review the three applications submitted and select one to join the Committee.

Recommendation:

That the Committee of Adjustment be appointed from the members of Council and By-Law Number 16-02 be approved which appoints Councillors Garry Larose, Lorne Mick and Clifford Bastien, Jr to the Committee for the year 2016 in accordance with Section 44(3) of the Planning Act. And, that this Committee review the three applications received and select one to join the Committee of Adjustment for the remainder of this term of Council.

Respectfully submitted

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 16-02

WHEREAS, Council adopted By-Law Number 85-26 which established a Committee of Adjustment.

AND WHEREAS Council now wishes to appoint three Committee of Adjustment members for the year 2016.

NOW THEREFORE it is enacted as a by-law of the Town of Mattawa that:

1. Councillors Garry Larose, Lorne Mick and Clifford Bastien, Jr be appointed to the Committee of Adjustment for the Town of Mattawa.
2. The term of office for the members of the Committee of Adjustment be for the year 2016.

READ A FIRST and SECOND time, this 8th day of February, 2016.

READ A THIRD time and FINALLY PASSED this 8th day of February, 2016.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: TRANSPORTATION SERVICES

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: RE-CLASSIFICATION OF WINTER HIGHWAY CLASSES

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

In the Correspondence section of the January 25th, 2016 agenda, (4.10), there was a letter from the Township of Gillies requesting a resolution of support regarding the re-classification of winter highway classes. Council spoke to this matter and agreed that a resolution of support was in order.

WHEREAS the Auditor General of Ontario released a review of winter highway maintenance in April 2015; wherein the Minister of Transportation was directed to develop and deliver an action plan to address the Auditor General's recommendations;

AND WHEREAS the Provincial Highways Management Division of the Ministry of Transportation released the Winter Highway Maintenance Action Plan in June 2015; wherein highway maintenance will be tailored to the individual highways based on their classification;

AND WHEREAS the Provincial Highways Management Division is responsible for maintaining and repairing the King's Highway under the Public Transportation and Highway Improvement Act and they are also stewards of Ontario's provincial highway network, managing the engineering, construction, operations and maintenance activities performed for the network's upkeep and expansion.

Recommendation:

Now therefore be it resolved that the Council of the Town of Mattawa urges the Ministry of Transportation to expedite its re-classification of all winter highway classes in Northern Ontario to ensure that each one receives the appropriate level of maintenance required during the winter months thus ensuring the safety and security of all northern travellers. And, be it further resolved that a copy of this resolution be sent to the Minister of Transportation, to the Association of Municipalities of Ontario and to the Federation of Northern Ontario Municipalities requesting their support in this important matter.

Respectfully submitted

Councillor G. Thibert