

**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, APRIL 25TH, 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, APRIL 25TH, 2016 @ 7:00 P.M.

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
 - 3.1 Henri Giroux – Re: Cassellholme Transition to Non-Profit Organization
- 4. Correspondence**
 - 4.1 MBEDC – Re: 2016-2017 Municipal Levy Contribution
Finance Committee – Clerk
 - 4.2 Minister of Labour – Re: Bill 163 Supporting Ontario’s First Responders Act Passed
General Government Services Committee – Clerk
 - 4.3 Municipality of Powassan – Re: Invitation to Mayor April 23, 2016 Mayor’s Breakfast
General Government Services Committee – Clerk
 - 4.4 United Townships of Head, Clara & Maria – Re: Council’s Appreciation for Service
General Government Services Committee – Clerk
 - 4.5 Municipality of Dutton Dunwich – Re: Resolution for Information & Consideration
General Government Service Committee – Clerk
 - 4.6 Township of Warwick – Re: Physician Recruitment Support
General Government Services Committee – Clerk
 - 4.7 Conseil Scolaire Catholique Franco-Nord – Re: Student Volunteers on May 3, 2016
Social & Family Services Committee – Clerk
 - 4.8 Ontario Honours & Awards – Re: Nomination for Senior Achievement Award
General Government Services Committee – Clerk
 - 4.9 Minister Responsible for Seniors Affairs – Re: Seniors’ Month in June
General Government Services Committee – Clerk
 - 4.10 AMO – Re: Bill 151 Waste-Free Ontario Standing Committee
General Government Services Committee – Clerk
 - 4.11 Township of North Stormont – Re: Resolution for Ontario Energy
General Government Services Committee – Clerk

Monday, April 25, 2016
Correspondence – Cont'd

- 4.12 Ernie Hardeman – Re: Municipal Elections Modernization Act
General Government Services Committee – Clerk
- 4.13 Laurie Scott, MPP – Re: Support Women’s Issues
General Government Services Committee – Clerk
- 4.14 Lise Moore Asselin – Re: Request for BBQ Fundraiser on July 8, 2016
By-law Department Committee – Clerk
- 4.15 FONOM – Re: Support for Ontario Farmers
General Government Services Committee – Clerk
- 4.16 Township of The Archipelago – Re: Environmental Health Program Funding
Health Services Committee – Clerk

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

6. Municipal Report Number 733

- 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

- 9.1 Bridge Dedication RFP

10. 2/3 (Special Resolutions – not previously circulated)

11. In Camera (Closed)

- 11.1 Public Works Supervisor

- 11.2 Personnel Matter

- 11.3 Junior4 “A” Hockey Agreement Legal Matter

- 11.4 Personal Matters

12. Return to Regular Session

13. Adjournment

Monday, April 25th, 2016

Members of Council,

Attached please find Municipal Report Number 733 for consideration by Council.

Respectfully submitted

Francine Desormeau
Clerk (Interim)

INDEX

<u>ITEM</u>	<u>PAGE</u>
ADOPTION OF THE MINUTES	92
NOTICES OF VESTING OF TWO PROPERTIES	93
PESTICIDE MANAGEMENT PLAN POLICY	94
RCL BRANCH 254 DONATION OF FUNDS FOR DEFIBRILLATOR	95
INFORMATION TECHNOLOGY SERVICES AGREEMENT	96
AMENDMENT TO TOWN OF MATTAWA COMMUNITY EMERGENCY PLAN	97
BUILDING OFFICIALS TRAINING	98
CASSELLHOLME SUB-COMMITTEE	99
LAWN MAINTENANCE CONTRACT	100

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 April 11, 2016 and the Special Meeting of Monday April 18, 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, April 11, 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
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
 - 3.1 Mr. Steve McArthur, Account Manager for the Municipal Property Assessment Corporation made a presentation to Council regarding the recent notice of the Long-Term Care Home Property Tax Exemption and 2016 property assessment update.
 - 3.2 Ms. Carole Corriveau made a presentation to Council concerning the appraisal of the James Street Road Allowance.
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 732

Page No. 80

It is respectfully recommended to Council that the minutes of the Regular Meeting of Tuesday March 29, 2016 and the Special Meeting of Wednesday April 6, 2016 be adopted as circulated.

Carried

Page No. 81

That the Town of Mattawa adopts By-law 16-07 which is a by-law authorizing the execution of an agreement, attached as Appendix "A", with Jp2g Consultants Inc. for the undertaking of six work programs for the Light Industrial Park.

Carried

Page No. 82

That Council of the Town of Mattawa approve and endorse the attached Municipal Pesticide Management Plan (PST3) policy to implement the North Bay Mattawa Source Protection Plan Policy PST3 which will prevent the application of pesticides on municipal lands as specified.

Withdrawn with the approval of Council

Page No. 83

That the disbursements for the month of March 2016 in the amount of \$644,818.31 be adopted as submitted.

Carried

Page No. 84

It is therefore recommended that the Mayor and Council of the Corporation of the Town of Mattawa provide a financial contribution of \$25,000 towards the Mattawa River Bridge Dedication Project and additional in kind work from the municipal staff. Council also authorizes staff to prepare a Request for Quotation (RFQ) to carry out and complete an official rendering of the Mattawa River Bridge and that the successful contractor work closely with the Corporation to complete the drawing along with a budget cost to complete the work.

Carried

Page No. 85

That the Town of Mattawa adopts By-Law 16-06 which will amend the Town of Mattawa Community Emergency Plan By-Law No. 04-24, by adding Appendix XII in order to implement policy THS1 of the Source Protection Plan reducing the risk posed by transportation of hazardous substances.

Withdrawn with the approval of Council

Page No. 86

Now therefore be it resolved that the Council of the Town of Mattawa supports the City of Greater Sudbury's resolution respectfully requesting other Northeastern Ontario municipalities consider providing funding towards the capital cost of purchasing a PET scanner to be situated in Sudbury so that patients in Northeastern Ontario can access care closer to home, and that a copy of this resolution be forwarded to the Federation of Northern Ontario Municipalities for distribution to its members for consideration and to MPP's France Gelinis & Glenn Thibeault, Minister Hoskins and to the Honourable Kathleen Wynne, Premier of Ontario.

Carried

Resolution Number 16-26

Moved by Councillor G. Thibert

Seconded by Councillor C. Lacelle

That the Municipal Report Number 732 be adopted.

Carried

7. Committee Reports
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)
11. In Camera (Closed) Session
12. Return to Regular Session
13. Adjournment

The regular meeting of Council Monday, April 11th, 2016 adjourned at 8:40 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the special meeting of Council held Monday, April 18, 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 C. Bastien, Jr.
Raymond Belanger, CAO/Treasurer

*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 / Discussions
 - 3.1 Sale of James Street Road Allowance – Council spoke on the offer to purchase and value of the land.
 - 3.2 Vested Properties – Council discussed the properties tax arrears and interest
 - 3.3 Landfill Update – Dan Finnigan updated Council on the Landfill Site sustainability and shared costs

** Councillor G. Thibert left the Special Meeting during the In-Camera session for health reasons.

4. In Camera (Closed Session)
 - 4.1 Public Works Supervisor Applications

Resolution Number 16-27

Moved by Councillor C. Lacelle

Seconded by Councillor C. Bastien, Jr.

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 16-28

Moved by Councillor C. Lacelle

Seconded by Councillor C. Bastien, Jr.

That the special meeting reconvene from the In Camera session at 8:55 p.m.

Carried

Mayor Backer stated the In-Camera session was to review the Public Works Supervisor Applications

5. Presentation of By-law/Resolutions/2/3 Special Resolutions: (None)
6. Return to Regular Session
7. Adjournment

The special meeting of Council Monday, April 18, 2016 adjourned at 9:00 p.m.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

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:

Mr. Thomas Davis of Valin Partners has now completed the transfer of the two properties described as PIN 49101-0211 LT 661 Brydges Street & PIN 49102-0171 LT 522 New Street to the municipality which did not sell in the tax arrears public sale tender process that occurred in December of 2015 and for which Council agreed upon at their regular meeting of February 8, 2016 (Page 32 of Resolution Number 16-09).

Staff submitted a report for Council discussion at the special meeting of April 18, 2016 which detailed the tax arrears, interest penalty fees and legal fees owing for these two properties. Provisions under Section 354 of the Municipal Act, 2001 allows for the write off of taxes upon Council approval.

The arrears owing on these two properties are as follows:

<u>661 Brydges Street:</u>		<u>522 New Street</u>	
Tax Arrears	\$17,810.69	Tax Arrears	\$14,108.24
Interest penalty fees	\$17,541.44	Interest Penalty Fees	\$14,270.61
Tear down of dwelling	\$ 8,260.19	Tear down of dwelling	\$ 2,916.44
Legal Fees	<u>\$ 2,581.62</u>	Legal Fees	<u>\$ 2,583.91</u>
Total	\$46,193.94	Total	\$33,879.20

These properties, if and when Council wishes, can now be declared as surplus assets and advertised for sale under the municipal surplus lands policy at a price deemed acceptable by Council.

Recommendation:

That Council of the Town of Mattawa, under Section 354 of the Municipal Act, 2001 approves the write off of property taxes, interest penalty fees, property clean-up costs and legal fees for the property described as PIN 49101-0211 LT 661 Brydges Street in the amount of \$46,193.94 and \$33,879.20 for the property described as PIN 49102-0171 LT 522 New Street as they are both deemed uncollectible.

Respectfully submitted,
Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: DAN FINNIGAN, PCT

TITLE: PESTICIDE MANAGEMENT PLAN POLICY

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

The municipality, under the North Bay Mattawa Source Protection Plan (SP Plan), is responsible for adopting a pesticide management plan policy on municipal owned lands where the threat from application of certain pesticides could be significant.

Within the area indicated on the attached map pesticides that could pose a significant threat to drinking water shall not be applied to or stored on municipally owned or controlled lands including road allowances, or applied to such lands in excess of the size of area specified.

Pesticides of concern include Atrazine, Dicamba, Metalaxyl, Dichloro-propene 1,3, Mecoprop, MCPB (4-(4-chloro-2-methylphenoxy) butanoic acid), MCPA (2-methyl-4-chlorophenoxyacetic acid), Dichlorophenoxy Acetic Acid (2,4-D), Metolachlor or s-Metolachlor, Pendimethalin and Glyphosate.

For these reasons, the following is recommended:

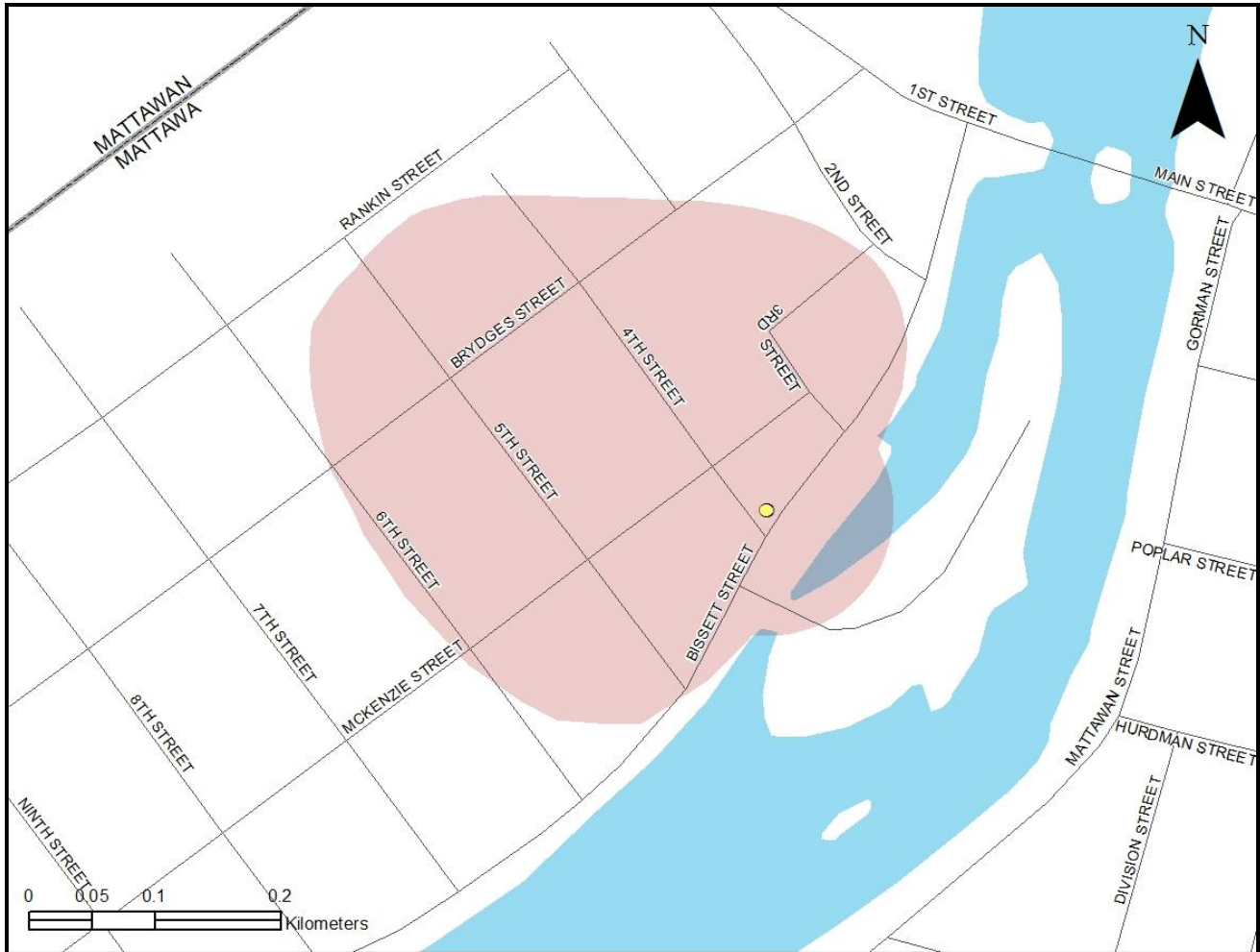
Recommendation:

That Council of the Town of Mattawa approve and endorse the attached Municipal Pesticide Management Plan (PST3) policy to implement the North Bay Mattawa Source Protection Plan Policy PST3 which will prevent and/or manage the application of pesticides on municipal lands as specified.

Respectfully submitted,

Councillor G. Thibert

POLICY:	Municipal Pesticide Management Plan (PST3)
Committee:	Environmental Services
Effective Date:	April 26, 2016
Most Recent Revision:	April 26, 2016



TOWN OF MATTAWA

Municipal Pesticide Management Plan (PST3)

Legend

-  Municipal Well
-  Area of Concern
-  Municipality
-  Waterbody
-  River/Creek
-  Road



Data supplied under Licence by Members of the Ontario Geospatial Data Exchange.

Within the area indicated, pesticides that could pose a significant threat to drinking water shall not be applied to or stored on municipally owned or controlled lands including road allowances, or applied to such lands in excess of the size of area specified.

No minimum safe area:

- MCPA (2-methyl-4-chlorophenoxyacetic acid)
- Mecoprop

May be applied to areas smaller than 1 hectare:

- Atrazine
- Dicamba
- Dichlorophenoxy Acetic Acid (2,4-D)
- Dichloro-propene 1,3
- MCPB (4-(4-chloro-2-methylphenoxy) butanoic acid)
- Metalaxyl
- Pendimethalin

May be applied to areas smaller than 10 hectares:

- Metolachlor or s-Metolachlor
- Glyphosate

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: RCL BRANCH 254 DONATION OF FUNDS FOR DEFIBRILLATOR

Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

In 2006 the Royal Canadian Legion, Branch 254, in conjunction with the municipality and the Mattawa Hospital committed to the purchase of a Public Access Defibrillator for the Mike Rodden Arena and Community Centre facility. The municipality, as per Resolution Number 06-06, agreed to fund the cost of the defibrillator in the amount of \$3,190.86 plus associated training costs for a total funding commitment of \$8,000.00 conditional upon the Legion's commitment to fund the total purchase by refunding the municipality the \$8,000.00. The Royal Canadian Legion's financial commitment terms were \$2,000.00 per year over four years. At that time, the Mattawa Hospital applied to the Ontario Legion Command Branches Charitable Foundation to pay for the \$8,000.00 cost of the defibrillator and associated training costs which if successful would reimburse Branch 254 Mattawa the full amount. However at that time the Hospital was not successful in receiving this funding.

The President of the Royal Canadian Legion, Branch 254, Ms. Diane Gallupe, approached the municipality in 2015 requesting a copy of the actual invoice paid for the defibrillator machine in order to submit a second request to the charitable foundation for reimbursement. The Charitable Foundation did accept the request and reimbursed the Legion in the amount of \$3,190.86.

The municipality is now in receipt of a cheque from the Royal Canadian Legion, Branch 254 for \$3,190.86 which leaves a balance owing of \$4,809.14. The Legion is respectfully requesting that this balance be written off from the municipality's accounts receivables.

Recommendation:

Be it resolved that Council exempt the Royal Canadian Legion Mattawa Branch 254 of the \$4,809.14 debt balance and that this amount be written off from the municipality's accounts receivables.

Respectfully submitted
Councillor C. Lacelle

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR D. SARRAZIN
(Council Representative on IT Committee)

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: INFORMATION TECHNOLOGY SERVICES AGREEMENT

 X Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

An Information Technology (IT) Committee was formed in the fall of 2015 which consisted of Councillor Dexture Sarrazin and Staff members Raymond Belanger, Lucie Desrochers, Lucie Viel, Francine Desormeau, Amy Honen and Daniel Finnigan.

The IT Committee, which met on several occasions, formed an RFP and sought proposals from twelve service providers which included four local companies with a submission deadline of February 29, 2016. A total of five IT service providers submitted proposals including submissions from all four local companies which were Lee Robidas (Maven IT Consulting), Mike Guay (Mikey PC), Richard Yaghi (Rytfix Computers) and Barry McConomy (Smile Information Services).

The Committee reviewed all five proposals which all varied in types of services with associated costs offered. The Committee selected two local service providers, which were Lee Robidas operating as Maven IT Consulting and Mike Guay owner of Mikey PC to interview based on their individual submissions and the committee’s selected criteria.

Mr. Lee Robidas, owner of Maven IT Consulting, was the selected service provider based on the type of services he is offering which includes 24 hour client support services and his overall knowledge and experience in this field making it the best fit for the municipality’s needs.

A formal agreement has been prepared which itemizes the terms of the agreement and includes a monthly retainer fee of \$750.00 plus HST.

Recommendation:

That the Town of Mattawa adopts By-law 16-11 which is a by-law authorizing the execution of an agreement, attached as Schedule “A”, with Lee Robidas Maven IT Consulting for the municipality’s information technology services.

Respectfully recommended

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 16-11

BEING a by-law authorizing the signing of an agreement with Lee Robidas O/A Maven IT Consulting for the provision of information technology services for the Town of Mattawa.

WHEREAS Subsection 8 of the Ontario Municipal Act 2001, S. O. 2001, c. 25 empowers and authorizes a municipality to enter into an agreement to enable them to govern their affairs as they consider appropriate;

AND WHEREAS Lee Robidas O/A Maven IT Consulting has agreed to perform the required work as per the attached Client/Consultant Agreement for Information Technology Services , attached as Schedule "A";

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

1. The Mayor and Clerk are hereby authorized to execute the aforesaid Agreement on behalf of the Council of the Corporation of the Town of Mattawa, in accordance with the terms and conditions referred to in this agreement attached to this By-law and known as Schedule "A".
2. That this Agreement shall be effective and shall remain in effect and force in accordance with the terms of the agreement subject to any amendments thereto or the termination of the said agreement.
3. That the provisions of the By-law shall come into force and effect upon the final passing thereof.

READ A FIRST and SECOND time, this 25th day of April, 2016.

READ A THIRD time and FINALLY PASSED this 25th day of April, 2016.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PROTECTION TO PERSONS & PROPERTY

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: DAN FINNIGAN, PCT

**TITLE: AMENDMENT TO TOWN OF MATTAWA COMMUNITY
EMERGENCY PLAN**

 X Draft By-law Item Policy Recommendation

Mayor D. Backer and Members of Council:

The North Bay Mattawa Source Protection Plan (SP Plan) includes twenty-three policies to address activities within the Wellhead Protection Area that could impair the quality of the source water for the municipal drinking water system. In 2015, the municipality took action to amend its Official Plan and Zoning By-law to implement the policies that use Land Use Planning to restrict activities that could threaten drinking water.

The current policy under consideration, THS1, requires that the Community Emergency Plan be amended to include mapping and appropriate wording to enable emergency responders to recognize the spill circumstances that would pose a significant threat to the drinking water source for the municipality.

Recommendation:

That the Town of Mattawa adopts By-Law 16-09 which will amend the Town of Mattawa Community Emergency Plan By-Law No. 04-24, by adding Appendix XII in order to implement policy THS1 of the Source Protection Plan reducing the risk posed by transportation of hazardous substances.

Respectfully submitted

Councillor G. Larose

**THE CORPORATION OF THE TOWN OF MATTAWA
BY-LAW NO. 16-09**

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

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

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

1. That Appendix XII is hereby added to the Appendices Section of the Community Emergency Plan which includes mapping and appropriate wording to enable emergency responders to recognize spill circumstances that would pose a significant threat to the drinking water source for the municipality.
2. This By-Law shall come into effect upon being passed.

READ A FIRST and SECOND time, this 25th day of April, 2016.

READ A THIRD time and FINALLY PASSED this 25th day of April, 2016.

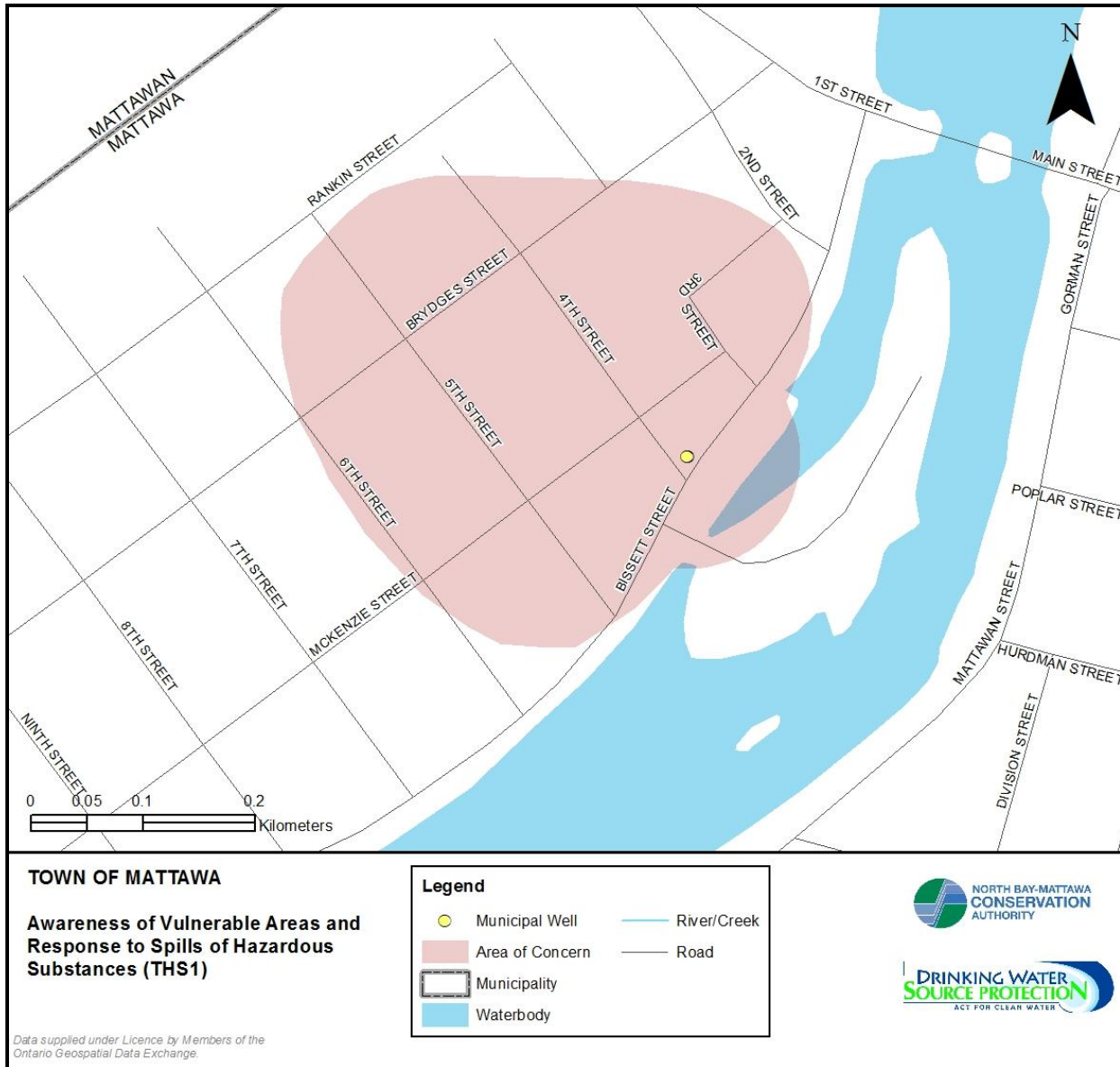
Mayor

Clerk

Appendix XII

(to By-law 16-09 and amendment to By-law 04-24)

Awareness of Vulnerable Areas and Response to Spills of Hazardous Substances (THS1)



Within the area indicated, a spill of any of the following would pose a significant threat to the source water for the municipal drinking water system:

- 2500 L or more of sulphuric acid;
- 2500 L or more of sodium hydroxide;
- Any quantity of septage.

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: BUILDING DEPARTMENT

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: RAYMOND A. BELANGER, CAO/TREASURER

TITLE: BUILDING OFFICIALS TRAINING

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

Training for Building Officials is a continuous process. The intention is to provide the required training to enhance the knowledge of building officials and to help them meet their mandate of being fully certified and licensed.

There is a Small Buildings course being offered that would be beneficial to Mr. Chaput. The course runs from June 6th to the 10th, 2016 at the OBOA Office in Woodbridge, Ontario.

Recommendation:

It is recommended that Council authorize Building Inspector Wayne Chaput to register and attend the following course:

Small Buildings 2012 on June 6th, 7th, 8th, 9th and 10th, 2016 at a cost of \$593.25

This course is for Building Officials and is held at the OBOA Office in Woodbridge, Ontario. The total cost is \$593.25 plus lodging and normal travel policy will apply.

Respectfully submitted,

Councillor G. Larose

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: HEALTH SERVICES

CHAIRPERSON: COUNCILLOR C. BASTIEN, JR.

DEPT. HEAD: RAYMOND BELANGER, CAO

TITLE: CASSELLHOLME SUB-COMMITTEE

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

A Request for Proposal for consulting services to perform a peer review of the Cassellholme Strategic Review was issued on Friday March 11, 2016. The closing date was Monday March 21, 2016 and only one firm submitted a proposal, the Lough Barnes Consulting Group.

This proposal was reviewed and evaluated by Margaret Karpenko, CFO and Paul Valenti, Manager of Purchasing for the City of North Bay and John Fior, Chair of the Sub-Committee.

The firm has experience in long-term care home governance and related policy issues, long-term care home redevelopment and long-term care home operations. The project manager, Mr. Tim Burns a senior Associate with the firm, has had experience with Cassellholme in the past while with the firm Klejman & Associates Consulting Inc.

The financial implications are 1.535% of the cost excluding HST and this will allow the Sub-Committee to proceed with a peer review of the KPMG report.

Recommendation:

Be it resolved that the Mayor and Council of the Corporation of the Town of Mattawa support the Cassellholme Sub-Committee's recommendation to accept the proposal submitted by the Lough Barnes Consulting Group at a cost of \$19,715.00 excluding HST. Furthermore that the Town of Mattawa approves its share which represents 1.535% or \$302.63 excluding HST from the 2016 budget.

Respectfully submitted

Councillor C. Bastien, Jr.

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS

CHAIRPERSON: COUNCILLOR D. SARRAZIN

DEPT. HEAD: JACQUES BEGIN

TITLE: LAWN MAINTENANCE CONTRACT

Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

Tenders were requested to carry out lawn maintenance services for the Corporation of the Town of Mattawa for 2016. A one-year contract was agreed to which will permit staff time to ascertain future costs and how lawn maintenance will be done in future years. The bidders were requested to submit a tender accordingly with a lump sum on the high maintenance areas only. The intention is to have the low maintenance areas such as pumping stations, Mattawa Island and other low maintenance areas carried out internally.

The Corporation received one bid. The bid received had the proper tender deposit of \$500.00 cash. The proper municipal procedures and tender terms and conditions were followed. The tender deposit from the successful bidder will be deposited and kept until the end of the contract as per policy. Finally, the bid submitted is basically within the same amount as cost in 2015.

The bid is as follows:

- 1) Richard Doucette - 2016 High Maintenance Areas \$14,000.00

Recommendation:

It is therefore recommended that the bid to carry out the lawn maintenance for 2016 from Richard Doucette in the amount of \$14,000 for the high maintenance areas be accepted. It is further recommended that the attached signing By-law be carried.

Respectfully submitted

Councillor D. Sarrazin

CORPORATION TOWN OF MATTAWA

BY-LAW NUMBER 16-10

BEING a by-law authorizing the signing of an agreement with Richard Doucette for the lawn maintenance services for Corporation of the Town of Mattawa.

WHEREAS Section 5, subsection (3) of the Municipal Act S.O. 2001, c.25, as amended, authorizes the Council to pass by-laws enacting agreements.

AND WHEREAS it is desirable to permit the Mayor and Clerk to sign the Letter of Agreement, Schedule "B", on behalf of the Corporation of the Town of Mattawa.

AND WHEREAS Schedule "A" and "B" are attached and form part of this By-law.

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

1. The Mayor and Clerk are authorized to execute the Letter of Agreement, Schedule "B" on behalf of the Corporation of the Town of Mattawa, which will enter into an agreement with Richard Doucette for Lawn Maintenance Services for the year 2016.

READ A FIRST and SECOND time, this 25th day of April, 2016.

READ A THIRD time and FINALLY PASSED this 25th day of April, 2016.

Mayor

Clerk

LAWN MAINTENANCE CONTRACT

BID SHEET

High Maintenance Areas

Frequency of cut - must be cut when grass reaches a maximum of 5 c.m.

Standing height after cutting - 2 c.m. minimum.

The contractor during every cut shall carry out handwork including trimming, picking up any refuse that may have been cut up by the mower, grass clippings from sidewalks and roadways etc.

Prior to cutting, the contractor shall remove, bag and dispose from the worksite any broken glass, all paper and other refuse.

Emptying of garbage containers will be the responsibility of the Corporation.

HIGH MAINTENANCE AREAS

Mattawa River Park

- Up to and including river bank and to asphalt on Bissett Street
- Also includes enclosed area of pumping station

Explorers Point/Mattawa Waterfront facilities

- launching ramp area
- Up to waterline - around point
- From waterfront docking facilities to and including Mattawa River Bridge including museum area

Cenotaph/Town Hall

- Up to and including Mattawa River bridge, from Water Street up to and including river bank, area surrounding Town Hall

Timmins Park

- Area within park and outside fence up to asphalt

Mattawan Street

- Sid Turcotte Park entrance to and including Mattawa River bridge except for private property, North Side of Mattawan Street between pavement and sidewalk

Lions Park

- Asphalt area up to and including River Bank and approximately (2) feet past enclosed area north side.

Travel Information Centre

- Front, side, backyard

Mattawa Ballpark/Community Centre

- Enclosed area up to asphalt on Hurdman Street right side.
- Up to fence left side (Backer property)
- Area over left field fence approximately 50' x 50'
- In front of Community Centre
- Bank area on right side of Community Centre approximately 100 feet past "ice resurfacer" room

Annie's Park

- Area within park and fence up to sidewalk, buildings and driveway.

Letter of Agreement

Between

The Corporation of the Town of Mattawa

hereinafter called the Corporation
of the first part

And

Richard Doucette

Hereinafter called the Contractor
of the second part

WHEREAS the Contractor wishes to provide lawn maintenance services as described in the tender documents, Schedule "A" of By-law Number ___ for the Corporation.

AND WHEREAS the Corporation agrees with the Contractor in all respects complied with the provisions of this contract will be paid for in respect of the works the sum of:

\$14,000.00 for 2016

in accordance with the bid sheet as submitted by the Contractor and included with the tender documents in Schedule "A".

AND WHEREAS the Contractor acknowledges and agrees that this "Letter of Agreement" forms part of the tender document Schedule "A".

AND WHEREAS the Contractor agrees that this tender is irrevocable and shall be binding and remain in effect for the term of the contract upon execution.

NOW THEREFORE the parties hereto set their hands and seals attested by their respective proper officers in that behalf;

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

THE CORPORATION OF THE TOWN OF MATTAWA

Date

Mayor

Witness

Clerk

Contractor