

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, SEPTEMBER 22<sup>ND</sup>, 2014  
7:00 P.M.**

**MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET  
MATTAWA, ONTARIO**

**THE CORPORATION OF THE TOWN OF MATTAWA**  
**A G E N D A**  
**MUNICIPAL COUNCIL CHAMBERS**  
**160 WATER STREET**  
**MATTAWA, ONTARIO**  
**MONDAY, SEPTEMBER 22<sup>ND</sup>, 2014 @ 7:00 P.M.**

**1. Call to Order**

**2. Disclosure of Pecuniary Interest and Nature Thereof**

**3. Petitions & Delegations**

3.1 Chanelle Davidson & Jack Edwards – Re: Vacant Land at 631 McConnell Street

**4. Correspondence**

4.1 Celebrate Ontario – Re: Celebrate Ontario 2015 Open for Applications  
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism &  
Special Projects Committee

4.2 Sunwave Gas & Power – Re: Proposal for the Supply of Electricity & Gas  
Electricity, Gas & Telephone Committee – Clerk

4.3 Ontario Municipal Leadership Institute – Re: New Councillor Intro & Insights  
General Government Services Committee – Clerk

4.4 AMCTO – Re: Zone 7 Fall Meeting in Sudbury  
General Government Services Committee – Clerk

4.5 North Bay Mattawa Conservation Authority – Re: June Minutes  
Conservation Authority Committee – Clerk

4.6 Collins Barrow Toronto – Re: Let's Connect at MFOA Annual Conference & AGM  
General Government Services Committee – Clerk

4.7 AMO – Re: Weekly Watchfile September 11, 2014  
General Government Services Committee – Clerk

4.8 FONOM – Re: Highlights from Minister Meetings at AMO  
General Government Services Committee – Clerk

4.9 Recycling Council of Ontario – Re: Proclaim October 20-26, 2014 Waste Reduction Week  
Environment Services Committee – Clerk

4.10 CMHC – Re: CMHC Seniors Forum Invite in North Bay  
General Government Services Committee – Clerk

## **Monday, September 22, 2014**

### **Correspondence – Cont'd**

- 4.11 FONOM – Re: Union Gas Information  
General Government Services Committee – Clerk
- 4.12 AMO – Re: Weekly Watchfile September 4, 2014  
General Government Services Committee – Clerk
- 4.13 AMO – Re: Renewed Provincial Poverty Reduction Strategy  
General Government Services Committee – Clerk
- 4.14 AMO – Re: Preliminary Infrastructure Funding Applications Due September 19, 2014  
General Government Services Committee – Clerk

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

### **6. Municipal Report Number 697**

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

### **7. Committee Reports**

### **8. Questions from the Floor**

### **9. New/Old Business**

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

### **11. In Camera (Closed) None**

### **12. Return to Regular Session**

### **13. Adjournment**

Monday, September 22, 2014

Members of Council,

Attached please find Municipal Report Number 697 for consideration by Council.

Respectfully submitted

David J. Burke  
Acting Administrator/Clerk/Treasurer

---

**INDEX**

<b><u>ITEM</u></b>	<b><u>PAGE</u></b>
<b>ADOPTION OF THE MINUTES</b>	<b>192</b>
<b>APPOINTMENT OF MUNICIPAL AUDITOR</b>	<b>193</b>
<b>AMCTO ZONE 7 FALL WORKSHOP</b>	<b>194</b>
<b>2014 ELECTION – ADVANCE POLLING STATIONS</b>	<b>195</b>
<b>2014 ELECTION – ANH POLLING STATION</b>	<b>196</b>
<b>CANCELLATION OF REGULAR MEETING OF COUNCIL</b>	<b>197</b>

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

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

**TITLE: ADOPTION OF THE MINUTES**

Draft By-Law

Item

Policy Recommendation

---

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

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday September 8, 2014 be adopted as circulated.

Councillor L. Mick

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, August 25<sup>th</sup>, 2014 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor Backer  
Councillor N. Walters  
Councillor C. Lacelle  
Councillor L. Mick  
Councillor P. Dupras  
Councillor L. Ross  
Councillor M. L. Arrowsmith  
David J. Burke, Clerk  
Francine Desormeau, Deputy Clerk

\*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order
2. No Disclosure of Pecuniary Interest and Nature Thereof
3. Petitions & Delegations
- 3.1 *Mr. Shaunak Pandit, P. Eng., LEED AP, of Morrison Hershfield made a presentation to Council outlining the options available from the fuel system assessment for the Waterfront Marina performed by their company recently.*
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 696

Page No. 179

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday August 25, 2014 and the Special Meeting of Thursday August 28, 2014 be adopted as circulated.*

Carried

Page No. 180

*That the disbursements for the month of August 2014 in the amount of \$472,414.46 be adopted as submitted.*

Carried

Page No. 181

*That the Town of Mattawa engage the services of Mr. William Brunton, Valin Partners Law Firm, to undertake tax arrears procedures on behalf of the municipality.*

Carried

Page No. 182

*That the Council of the Town of Mattawa contribute \$10,000.00 toward the Dr. Monestime and Town of Mattawa bursary fund being established by Ottawa University.*

Carried

*Councillor Walters declared a Conflict of Interest for Page No. 183 and removed himself from Council Chambers for the discussion and vote.*

Page No. 183

*That the Town of Mattawa is in agreement in principle to contribute up to \$49,500.00 to the La Maison de Retraite Mattawa Seniors Living Centre, per year for a period of 10 years with a review after that period of time subject to the completion and approval of the Cassellholme East Nipissing District Home for the Aged municipal member exit strategy with the target date for member exit of December 31, 2014.*

Recorded vote and the vote was unanimous

Page No. 184

*That the reorganization of the General Government and Finance Department resulting from the retirement of the Administrator be extended another six months. In the New Year Council's intention will be to review job descriptions, adopt the necessary by-laws and establish an appropriate salary grid for final recommendation.*

Carried

Page No. 185

*That the Town of Mattawa extend Ms. Amy Honen's contract for an additional six months effective today September 8<sup>th</sup>, 2014.*

Carried

Page No. 186

*That the Acting Administrator/Clerk/Treasurer, David Burke, and Deputy Clerk, Francine Desormeau, are authorized to attend the Northeastern Ontario Planning Conference in Sudbury September 23 & 24, 2014. Normal travel policy will apply.*

Carried

Page No. 187

*That the Council of the Town of Mattawa approves By-law 14-31 which is a by-law authorizing the sale of Parts 2, 3, 4 and 5 of Plan 36R-13665 as prepared by Miller and Urso Surveying Inc to Whispering Pines Native Non Profit Homes Inc.*

Carried

Page No. 188

*That Council authorizes Administration to contract with Colliers International to provide appraisal services in connection with reaching a property sale of a lot in our newly established industrial zoned land on Dorion Road.*

Carried

Resolution Number 14-34

Moved by Councillor L. Mick

Seconded by Councillor L. Ross

*That the Municipal Report Number 696 be adopted.*

Carried

7. Committee Reports
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)
11. In Camera (Closed) Session – None
12. Return to Regular Session – N/A
13. Adjournment

The regular meeting of Council Monday, September 8<sup>th</sup>, 2014 adjourned at 8:06 p.m.

---

Mayor

---

Clerk

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: FINANCE**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

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

**TITLE: APPOINTMENT OF MUNICIPAL AUDITOR**

X  Draft By-Law                           Item                           Policy Recommendation

---

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

The Town of Mattawa appointed the accounting firm of Pahapill and Associates to perform the Town's Audit Services for the years 2009 to 2013.

In addition to the audit; over the past 5 years Pahapill and Associates has supported the Town through the implementation of the PSAB 3150 rules including initiating the accounting of the Town's tangible capital assets; assisting in the creation and adoption of the Town's asset management plan leading to the successful awarding of 90% funding for the Brydges Street Infrastructure Project. They are also committed to maintain the plan for the foreseeable future. They have also assisted in the development of a water financial plan to help ensure the continued economically viable delivery of Town water services. Pahapill and Associates have also made themselves available to Town Staff during our restructuring process.

The following is recommended because of the need to have an Auditor appointed and the good working relationship the Municipality has developed with Pahapill and Associates.

**Recommendation:**

That the Town of Mattawa appoints the firm of Pahapill and Associates as the Municipal Auditor for a five year term and at that time the audit services will be reviewed. By-law #14-32 is approved appointing the audit firm for the fiscal years of 2014 through to 2018.

Respectfully submitted

Councillor C. Lacelle

# THE CORPORATION OF THE TOWN OF MATTAWA

## BY-LAW 14-32

WHEREAS the Municipal Act, (Section 296 (1)) S.O. 2001, C.25, as amended, states a municipality shall appoint an auditor under the Public Accounting Act who is responsible for;

- a) Annually auditing the accounts and transactions of the Municipality and its local boards and expressing an opinion on the financial statements of these boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- b) Performing duties required by the Municipality or local board.

AND WHEREAS, the Corporation of the Town of Mattawa has worked with the Chartered Accounting Firm of Pahapill and Associates for the past 5 years.

AND WHEREAS, the Corporation of the Town of Mattawa deems it appropriate to pass a by-law to appoint Pahapill and Associates Chartered Accountants for audit services.

NOW THEREFORE, the Corporation of the Town of Mattawa enacts as follow,

1. That Pahapill and Associates Chartered Accountants is hereby appointed as the Municipal Auditor; and
2. That the appointment shall be for the fiscal years 2014 through to 2018.

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

---

Mayor

---

Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: DAVID J. BURKE

TITLE: AMCTO ZONE 7 FALL WORKSHOP

Draft By-Law       Item       Policy Recommendation

---

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

The Association of Municipal Managers Clerks and Treasurers of Ontario (AMCTO) is holding its Zone 7 Fall Workshop in Sudbury October 1-3, 2014.

The Workshop Agenda, (Correspondence 4.4 of this agenda) has a number of very informative topics which include Asset Management, Legislation and Regulation Updates, Dealing with MFIPPA Requests, Best Practices Related to the Archival of Records, Municipal Finance ABC's, Audit, Budgeting and Control.

These important topics will assist staff in the day to day municipal operations as well as planning for the future therefore it is recommended to send Francine Desormeau, Deputy-Clerk to this two day workshop.

### Recommendation:

That Francine Desormeau is authorized to attend the Zone 7 Fall 2014 AMCTO Workshop in Sudbury October 1-3, 2014. Normal travel policy will apply.

Respectfully submitted

Councillor L. Mick

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

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

**TITLE: 2014 ELECTION – ADVANCE POLLING STATIONS**

  X   Draft By-Law                   Item                   Policy Recommendation

---

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

The 2014 Municipal Election process is underway and the Municipal Elections Act, R.S.O. 1996 requires municipalities to pass a By-law which determines how many advance polls there will be and when they will occur.

The Municipal Elections Act, R.S.O. 1996 allows municipalities to determine how many, where and when they are to occur. An informal survey of municipalities in our area indicates smaller municipalities are having just one or two advance polls and we are recommending that two advance polls be held, one on Saturday October 18, 2014 and one Wednesday October 22, 2014 here in the Council Chambers from 10 a.m. to 6 p.m.

**Recommendation:**

That By-law 14-33 be adopted which will establish two advance polling days on Saturday, October 18, 2014 and Wednesday October 22, 2014 which will be held here in the Municipal Council Chambers from 10 a.m. to 6 p.m.

Respectfully submitted

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

**BY-LAW 14-33**

BEING a by-law to provide for advance votes to be held prior to voting day.

WHEREAS Section 43(1) of the Municipal Elections Act, R.S.O. 1996 provides that a municipal council shall pass a by-law establishing one or more dates for an advance vote, and the hours during which voting places shall be open.

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

1. An advance vote shall be held on Saturday, October 18, 2014 and Wednesday October 22, 2014 between the hours of 10:00 a.m. and 6:00 p.m., at the Mattawa Town Hall, 160 Water Street, Mattawa.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

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

**TITLE: 2014 ELECTION - ANH POLLING STATION**

  X   Draft By-Law                   Item                   Policy Recommendation

---

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

The Municipal Election Act, R.S.O. 1996 requires municipalities to provide a voting place in retirement homes with fifty or more beds. The Algonquin Nursing Home has been the location of a polling station for many elections and the Municipal Elections Act, R.S.O. 1996 provides, in Section 46(3), that when a voting place is only for the use of the residents of a retirement home there can be reduced hours for voting.

The Algonquin Nursing Home is requesting consideration of having the voting hours from 9:00 a.m. to 1:00 p.m. for the residents. Their request is based on their experience that four hours is adequate time to ensure the residents have the ability to vote if they choose to exercise their rights. From the Returning Officers' experience at the past six elections, the four hours should be adequate. The municipally hired D.R.O. and Poll Clerk would not be required to keep the polling station open until 8:00 p.m. They would still return to the Algonquin Nursing Home at 8:00 p.m. at the normal closing of the poll time and counting of the votes would occur.

**Recommendation:**

That By-law 14-34 be adopted which, in accordance with the Municipal Elections Act R.S.O. 1996, will allow for a reduction in the voting hours at the Algonquin Nursing Home on Election Day, October 27, 2014 from 9 a.m. to 1:00 p.m.

Respectfully submitted

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

**BY-LAW 14-34**

BEING a by-law to reduce the voting hours at the Algonquin Nursing Home.

WHEREAS the Municipal Elections Act, R.S.O. 1996 Section 46(3) provides for municipalities to pass a by-law reducing the hours of voting in a retirement home.

AND WHEREAS Section 46(2) provides for municipalities to open a polling station before 10:00 a.m.

AND WHEREAS the Algonquin Nursing Home has requested a reduction in the voting hours and to have the polling station open from 9:00 a.m. to 1:00 p.m.

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

2. The voting hours at the Algonquin Nursing Home for the October 27, 2014 Municipal Election shall be from 9:00 a.m. to 1:00 p.m. for the residents of the Algonquin Nursing Home.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

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

**TITLE: CANCELLATION OF REGULAR MEETING OF COUNCIL**

Draft By-Law     X Item     Policy Recommendation

---

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

Discussions among Council members indicated a consensus to cancel the second regular Council meeting in October which is scheduled to be held on the Monday of Election Day, October 27, 2014.

For this reason it is recommended:

**Recommendation:**

That the October 27, 2014 regular meeting of Council be cancelled and the normal business associated with that meeting be carried over to the November 10, 2014 regular meeting of Council.

Respectfully submitted

Councillor L. Mick