

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, JULY 14<sup>TH</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, JULY 14<sup>TH</sup>, 2014 @ 7:00 P.M.**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
  - 3.1 Roger Janveaux VMUTS – Re: Request to Forgive Bill
  - 3.2 Neil Ahmed, MMM – Re: Highway 17 Planning Study Information Centre #3
- 4. Correspondence**
  - 4.1 AMO – Re: Accountability Act Introduced Today  
General Government Services Committee – Clerk
  - 4.2 Mattawan Township – Re: Power Dam Special Payment Program Ontario Budget  
General Government Services Committee – Clerk
  - 4.3 Baldwin Township – Re: Letter to Minister Naquvi for Policing  
General Government Services Committee – Clerk
  - 4.4 Chris Wray CAO Wawa – Re: Power Dan Special Payment Program Ontario Budget  
General Government Services Committee – Clerk
  - 4.5 MMM Group Limited – Re: Notice of Public Information Centre #3 Hwy 17 Planning  
Planning & Development Services Committee – Clerk
  - 4.6 AMO – Re: Ontario Speech from the Throne Delivered Today in the Legislature  
General Government Services Committee – Clerk
  - 4.7 AMO – Re: August 18<sup>th</sup> Conference Programming  
General Government Services Committee – Clerk
  - 4.8 North Bay Parry Sound District Health Unit – Re: Regular Meeting Minutes  
Health Services Committee – Clerk
  - 4.9 Ministry of Energy – Re: Municipal Energy Plan Program  
Environment Services Committee – Clerk
  - 4.10 Maxime Bouthillier – Re: Card of Thanks  
General Government Services Committee – Clerk

**Monday, July 14, 2014**  
**Correspondence – Cont'd**

- 4.11 AMCTO – Re: Francine Desormeau Comprehensive Exam Grad & MAP Certificate  
General Government Services Committee – Clerk
- 4.12 CGIS Spatial Solutions – Re: Municipal Elections, New Clients & Firefighting  
General Government Services Committee – Clerk
- 4.13 AMO – Re: LAS/MFOA Asset Management Training  
General Government Services Committee – Clerk
- 4.14 AMO – Re: Weekly Watchfile  
General Government Services Committee – Clerk
- 4.15 Municipal Law Enforcement Officers Association – Re: Recognize & Award Wayne Chaput  
General Government Services Committee – Clerk
- 4.16 Taylor Wilkins – Re: Card of Thanks  
General Government Services Committee – Clerk
- 4.17 AMO – Re: Secretary-Treasurer's Report on Nominations 2014  
General Government Services Committee – Clerk
- 4.18 Friends of the Earth – Re: Resolution to Protect Bees  
General Government Services Committee – Clerk
- 4.19 Sorbara Law – Re: Managing Litigation Risk in Public Construction Projects  
General Government Services Committee – Clerk
- 4.20 AMO – Re: Weekly Watchfile  
General Government Services Committee – Clerk
- 4.21 North Bay Parry Sound District Health Unit – Re: Board of Health Agendas  
Health Services Committee – Clerk
- 4.22 MPAC – Re: Declared Candidate Voterlookup.ca Communications Toolkits  
General Government Services Committee – Clerk
- 4.23 AMO – Re: Highlights of the June 2014 Board Meeting  
General Government Services Committee – Clerk
- 4.24 AMO – Re: New Provincial Cabinet Named  
General Government Services Committee – Clerk

**Monday, July 14, 2014**

**Correspondence – Cont'd**

- 4.25 Town of Petawawa – Re: Rural Recreation Conference  
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism &  
Special Projects Committee
- 4.26 Northern Policy Institute – Re: Notice of Intent to Change Northern Policy Institute By-Law  
General Government Services Committee – Clerk
- 4.27 Canada Post – Re: Potential Closure on Saturdays Only at Mattawa Post Office  
General Government Services Committee – Clerk
- 4.28 AMO – Re: Municipal Investment Basics Seminars  
General Government Services Committee – Clerk
- 4.29 Communities In Bloom – Re: Symposium & Awards Preliminary Program  
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism &  
Special Projects Committee
- 4.30 AMO – Re: Weekly Watchfile  
General Government Services Committee – Clerk
- 4.31 DNSSAB – Re: Board Minutes from May 20, 2014  
General Government Services Committee – Clerk
- 4.32 North Bay Mattawa Conservation Authority – Re: Board of Directors Meeting Minutes  
Conservation Authority Committee – Clerk
- 4.33 Casselholme – Re: Financial Statements  
Finance Committee – Clerk
- 5. Questions/Comments (public & Council) about the Content of the Agenda**
- 6. Municipal Report Number 692**
  - 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, July 14, 2014

Members of Council,

Attached please find Municipal Report Number 692 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>143</b>
<b>HIRING OF TEMPORARY PART-TIME CARETAKER 2</b>	<b>144</b>
<b>CANTEEN LEASE AGREEMENT</b>	<b>145</b>
<b>24/7 FITNESS CENTRE CORPORATE MEMBERSHIP</b>	<b>146</b>
<b>CUSTODIAL CONTRACT</b>	<b>147</b>
<b>FINANCIAL REPORT FOR THE MONTH OF JUNE</b>	<b>148</b>
<b>PINEHILL CEMETERY BOARD CONTRIBUTION</b>	<b>149</b>

Date: MONDAY, JULY 14<sup>TH</sup>, 2014

Page No: **143**

## 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 June 23, 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, June 23, 2014 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer  
Councillor N. Walters  
Councillor C. Lacelle  
Councillor L. Mick  
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 *Summer students from the Recreation Department introduced themselves to council and outlined their work plans for summer months*
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 691

Page No. 125

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday June 9, 2014 be adopted as circulated.*

Carried

Page No. 126

*It is therefore recommended that the Corporation Town of Mattawa purchase new playground equipment for Timmins Park as per the attached sales quotes to this resolution in the amount of \$32,417.65.*

Carried



Page No. 127

*It is therefore recommended that the Corporation Town of Mattawa request tenders for the supply of an LED lighting system for the Mike Rodden Arena and Community Centre – ice surface area.*

Carried

Page No. 128

*It is therefore recommended that the Corporation Town of Mattawa loan an additional \$100,000.00 to the Mattawa Voyageur Days Committee for the 2014 Mattawa Voyageur Days Festival.*

Carried

Page No. 129

*That Council authorize administration to amend the original contribution agreement with Industry Canada/Fednor for the Light Industrial Park Project in order to extend the completion date to October 31<sup>st</sup>, 2014.*

Carried

Page No. 130

*It is therefore recommended that Mattawa enter into a five year agreement with Trans Canada Pipeline for rescue services to the Tower Trail facility in Deux Rivieres.*

Carried

Page No. 131

*That the financial reports for 2013 as submitted and presented to Council June 10<sup>th</sup>, 2014 by the Auditors, Pahapill and Associates, Chartered Accountants, were reviewed by the Treasurer and will be dated June 23, 2014.*

Carried

Page No. 132

*That By-law 14-22 be adopted which will establish tax ratios for the Town of Mattawa for 2014.*

Carried

Page No. 133

*That the attached By-law 14-23 be approved to adopt the estimates of all sums required and to strike the rate of taxation for the Corporation of the Town of Mattawa for the year 2014 is hereby adopted.*

Carried – Recorded vote on page 133 and the vote was as follows:

Voting for: Mayor D. Backer, Councillors M.L. Arrowsmith, C. Lacelle & N.

Walters

Voting against: Councillor L. Mick

Page No. 134

That the above report and By-law Number 14-24 be adopted to provide optional tools for the purposes of administering limits for the commercial, industrial and multi-residential property classes.

Carried

Page No. 135

*That the Town of Mattawa adopts By-law 14-25 which is a By-law establishing a Joint Election Audit Committee.*

Carried

Page No. 136

*That the Town of Mattawa approves By-law 14-26 which is a By-law appointing committee members to the 2014 Joint Election Compliance Audit Committee for the Town of Mattawa.*

Carried

Page No. 137

*That the Town of Mattawa adopts By-Law 14-27 which will amend the Town of Mattawa Community Emergency Plan By-Law No. 04-24, specifically section 12, in order to update the North Bay Parry Sound District Health Unit's roles and responsibilities in an emergency.*

Carried

Page No. 138

*That Council authorizes and permits Carole Corriveau and Troy Hughson to build an eight foot fence approximately 32 feet long, along the side yard facing North on the property known as 530 Brydges Street.*

Carried

Resolution Number 14-22

Moved by Councillor N. Walters

Seconded by Councillor L. Mick

*That the Municipal Report Number 691 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

Page 142

13. Adjournment

The regular meeting of Council Monday, June 23<sup>rd</sup>, 2014 adjourned at 8:00 p.m.

---

Mayor

---

Clerk

Date: MONDAY JULY 14<sup>th</sup>, 2014

Page No: 144

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS

CHAIRPERSON: COUNCILLOR N. WALTERS

DEPT. HEAD: JACQUES BEGIN

TITLE: HIRING OF TEMPORARY PART-TIME CARETAKER 2

Draft By-Law                       Item                       Policy Recommendation

---

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

The Corporation of the Town of Mattawa advertised for a Caretaker 2 Part-Time person. This person is needed on occasions when staff is on vacation, sick or as needed. There is no guarantee of hours or regular scheduling for this part-time staff person.

Interviews were held with the following recommendation.

### Recommendation:

It is respectfully recommended that the Caretaker 2 Temporary Part-Time position be filled as per the amendment to this recommendation.

Respectfully submitted

Councillor N. Walters

Date: MONDAY JULY 14<sup>TH</sup>, 2014

Page No: 145

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS

CHAIRPERSON: COUNCILLOR N. WALTERS

DEPT. HEAD: JACQUES BEGIN

TITLE: CANTEEN LEASE AGREEMENT

Draft By-Law                       Item                       Policy Recommendation

---

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

Mr Robbie Jones has operated the canteen at the Mike Rodden Arena and Community Centre for approximately 1 year and has done a fabulous service to our clientele. The canteen has opened on a regular basis whether it be very busy with tournaments or games or VERY slow with hockey practices or figure skating.

As a result, it is recommended that the Town of Mattawa extend the canteen lease to Robbie Jones for 2 additional years.

The new lease will commence as of July1, 2014.

### Recommendation:

It is therefore recommended that the canteen facilities at the Mike Rodden Arena and Community Centre be leased to Robbie Jones in the amount of \$100.00 per month. The signing by-law is attached.

Respectfully submitted

Councillor N. Walters

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NUMBER 14-28**

BEING a By-law authorizing the signing of an agreement with Mr Robbie Jones to provide canteen services to the municipal building known as the Mike Rodden Arena and Community Centre.

WHEREAS it is desirable to permit the Mayor and Clerk to sign the contract on behalf of the Corporation of the Town of Mattawa.

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

The Mayor and Clerk are authorized to execute the agreement on behalf of the Corporation Town of Mattawa for canteen services at the Mike Rodden Arena and Community Centre as attached and known as Schedule "A".

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## AGREEMENT

between

**THE CORPORATION OF THE TOWN OF MATTAWA**  
Hereinafter called the "Lessor" of the first part

And

**ROBBIE JONES**  
Hereinafter called the "Lessee"

---

Hereinafter called the "Lessee" of the second part

WHEREAS the "Lessee" wishes to provide canteen services to the Town building known as the Mike Rodden Arena and Community Centre in the Town of Mattawa for the consideration and render the terms hereinafter expressed.

NOW THEREFORE in consideration of the premises and the mutual covenants hereinafter continued, the parties hereto do hereby agree as follows:

1. The Lessee shall have the exclusive right to provide a canteen service for the patrons of the Mike Rodden Arena and Community Centre from the 1<sup>st</sup> day of July 2014 until the 31<sup>th</sup> day of June 2016, such right to include the exclusive right to provide canteen services during all hours of operation at the Mike Rodden Arena and Community Centre but not so as to restrict the right of the "Lessor" to allow the use of the second floor auditorium nor surrounding grounds for private and public rentals as seen fit by the Director of Tourism, Recreation and Special Programs. The placing of ANY vending machines outside the snack bar must be mutually agreed to between the Lessor and the Lessee. The snack bar lessee is permitted to set-up a booth outside on the arena grounds. The type of and area the booth is to be set-up must be agreeable to both the Lessee and Lessor. There is no additional rental fee.
2. In consideration of granting the above use of the premises, the Lessee agrees to pay to the Lessor the sum of \$100.00, HST included per month for the years July 2014 until June 2016 payable in advance on the first day of each month with the first payment coming due on or before the execution of this document. The Lessee also agrees that should the monthly rent be in arrears greater than 2 months this agreement becomes void. The Lessor reserves the right to serve notice to vacate the premises by the Lessee within 30 days should the arrears be greater than 2 months. A new fee structure shall be negotiated should there be an extension beyond the term of this contract.

3. The Lessee shall be responsible for the payment of any business, commercial, federal, provincial or municipal taxes incurred for the term of this agreement.
4. The Lessee shall provide all necessary equipment required for such service in the canteen in said building and shall keep same in good and serviceable condition and shall replace and repair same against reasonable wear and tear.
5. The Lessee shall take all reasonable care and diligence in the use of such equipment and the premises, and shall replace and repair and/or pay for any of same which may be damaged by reason of negligence or lack of care on the part of the said lessee or its agents, servants or employees.
6. The Lessee may not sublet in whole or in part any space within the canteen area without written permission from the Lessor.
7. The Lessor shall provide, at its cost, the utilities in the operation of said canteen, namely water, hydro, electric power, heat and natural gas/propane and the Lessee promises and agrees to use such utilities in a reasonable and economical manner, without undue waste.
8. The Lessee shall keep the canteen and premises used for it in reasonable and clean condition. The Lessee shall be responsible for cleaning the floor area, walls, cupboards, and fixtures.
9. The Lessee shall be responsible for the removal of refuse from the canteen.
10. The Lessee shall observe and comply strictly with all federal, provincial and municipal legislation governing the operation of the canteen with respect to the production and preparation and serving of food and beverages and the maintenance of the equipment hereabove mentioned and it shall indemnify and save the Lessor harmless from any claim demand, prosecution or other liability in connection therewith.
11. The Lessee shall provide and maintain at its expense liability insurance for protection against any claim, demand, suit or liability whatsoever arising out of the operation of the said canteen or any portion of the premises and equipment used in connection therewith or food or beverage therein, to the extent of not less than \$1,000,000.00 for any single such claim allowed and shall provide the lessor with a certified copy of the policy or policies issued together with a letter from same said insurance company to provide the lessor with at least 30 days notice of any intended cancellation of said insurance policy or policies.
12. Upon termination of this agreement, the Lessor reserves the right to call public tenders to provide canteen services in premises presently utilized by the Lessee.
13. It is agreed and understood between the parties that the Director of Tourism, Recreation and Special Programs of the Mike Rodden Arena and Community Centre, shall work in co-



operation with the operation of this canteen and premises; and shall have full authority to direct the Lessee accordingly. The Lessee agrees to act within reasonable direction given by the Director of Tourism, Recreation and Special Programs and should any dispute between the said Lessee and the Director of Tourism, Recreation & Special Programs, which cannot be settled, it shall be referred to the Lessor for final decision.

14. The Lessee understands and agrees that failure to follow any of the above terms may result in the termination of this "Agreement".

Signed, Sealed and Delivered in the presence of:

The Corporation of the Town of Mattawa

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

Date: MONDAY JULY 14<sup>TH</sup>, 2014

Page No: 146

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: DAVID J. BURKE

TITLE: 24/7 FITNESS CENTRE CORPORATE MEMBERSHIP

Draft By-Law                       Item                       Policy Recommendation

---

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

The 24/7 Fitness Centre is offering local businesses and employees the opportunity to purchase yearly corporate memberships at a cost of \$500.00 which would in turn allow their employees and their families to join the fitness centre at a substantially reduced rate.

The Town of Mattawa has been a corporate member for 2 years and the employees have taken advantage of the reduced membership rate. This could be a positive initiative to promote a healthy lifestyle for our municipal employees including our Volunteer Fire Department Library Staff and all their families (children of age) who would benefit from participating in a fitness program at the Fitness Centre.

### Recommendation:

That the Town of Mattawa, in response to the invitation of the 24/7 Fitness Centre, purchase a \$500.00 + HST corporate Membership for 2014. Council encourages all employees and their families to join the facility at the reduced membership cost and benefit from the positive healthy experience the fitness centre can provide.

Respectfully recommended

Councillor L. Mick

Date: MONDAY JULY 14<sup>TH</sup>, 2014

Page No: 147

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT DEPARTMENT

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: DAVID J. BURKE

TITLE: CUSTODIAL CONTRACT

Draft By-Law       Item       Policy Recommendation

---

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

With the recent resignation of the custodial person for the municipal office, an advertisement was placed in the Mattawa Recorder on June 4, 2014 advising applications were being accepted until June 20, 2014. Some interest was initially shown by a number of people and a total of two applications were received by the closing date.

Administration reviewed the applications and interviewed both applicants. Both applicants were very competent, demonstrated a willing and capable attitude with relevant experience. Staff selected Ms. Stacey Gignac, a Mattawa resident, whom has agreed to the municipality's specifications and budget of \$400.00 per month. A one-year contract is recommended with an optional one year extension agreeable by both parties.

### Recommendation:

That the Custodial Contract for the municipal building at 160 Water Street be awarded to Ms. Stacey Gignac as per the cleaning contract specifications for a one year contract with an optional one year renewal commencing from July 15, 2014 to July 14, 2015.

Respectfully submitted

Councillor L. Mick

Date: MONDAY, JULY 14<sup>TH</sup>, 2014

Page No: 148

**THE CORPORATION TOWN OF MATTAWA**

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: DAVID J. BURKE

TITLE: FINANCIAL REPORT FOR THE MONTH OF JUNE

Draft By-Law                       Item                       Policy Recommendation

---

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

That the disbursements for the month of June 2014 in the amount of \$1,737,700.98 be adopted as submitted.

Respectfully submitted

Councillor C. Lacelle

Date: MONDAY JULY 14<sup>TH</sup>, 2014

Page No: 149

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: DAVID J. BURKE

TITLE: PINEHILL CEMETERY BOARD CONTRIBUTION

Draft By-Law                       Item                       Policy Recommendation

---

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

In the correspondence section of the May 26, 2014 agenda an emailed letter from the Pinehill Cemetery Board (4.23) requested financial assistance for the operating and maintenance of their cemetery.

Council has provided a grant of \$1500 in previous years but with their increased cost projected for 2014 for maintenance a \$2000 donation this year will assist their Board to continue the management and upkeep for their cemetery.

### Recommendation:

That Council provide a grant to the Pinehill Cemetery Board in the amount of \$2000 which will assist with the 2014 cemetery operating costs.

Respectfully recommended

Councillor C. Lacelle