

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, APRIL 24<sup>TH</sup>, 2017  
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 24<sup>TH</sup>, 2017 @ 7:00 P.M.**

**1. Call to Order**

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

**3. Petitions & Delegations**

3.1 Jacques Begin – Re: Retirement Announcement

3.2 Mattawa Splash Pad Committee – Re: Mattawa Splash Pad Update

**4. Correspondence**

4.1 Minister of Seniors Affairs – Re: Seniors' Month Marks 33<sup>rd</sup> Anniversary  
Social & Family Services Committee – Clerk

4.2 Ministry of Citizenship & Immigration – Re: Nominations for Champion of Diversity  
Award  
General Government Services Committee – Clerk

4.3 Mattawa & District Museum – Re: Request for Big Ern's to Sell Food on Explorers' Point  
June 10<sup>th</sup>, 2017  
By-law Department Committee – Clerk

4.4 Municipality of East Ferris & Chisholm Township – Re: Cassellholme Redevelopment  
Report  
Planning & Development Services Committee – Clerk

4.5 Ministry of Transportation – Re: Draft Province Wide Cycling Network Now on  
Environmental Registry  
Transportation Services Committee – Clerk

4.6 Discovery Routes – Re: Ontario's Cycling Tourism Plan  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager

4.7 Mattawa Lions Club – Re: Request to Plant Trees on South Side of Mattawa River  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager

4.8 FONOM – Re: Notice to Membership to Amend FONOM Constitution  
General Government Services Committee – Clerk

## **Monday, April 10, 2017**

### **Correspondence – Cont'd**

- 4.9 Township of Madawaska Valley – Re: Support Resolution for Building Code Change Building Department Committee – Clerk
- 4.10 RCCFDC – Re: Invitation to Ottawa River Heritage Designation Event May 10<sup>th</sup>, 2017 Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services Manager
- 4.11 City of Kawartha Lakes – Re: Support Resolution on Certified Crop Advisors General Government Services Committee – Clerk
- 4.12 NBMCA – Re: Board Meeting Minutes for February 22, 2017 & January 25, 2017 Conservation Authority Committee – Clerk
- 4.13 AMO – Re: Plate Denial for Defaulted Provincial Offences Act Fines Begins May 1, 2017 By-law Department Committee – Clerk
- 4.14 Robert Einboden – Re: Request to Sit on Library Board Library Committee – Clerk
- 4.15 Municipality of Port Hope – Re: Support Resolution to Ban Incineration Environmental Services Committee – Clerk
- 4.16 AMO – Re: Bill 68 Submission & 1/3 Tax Exemption General Government Services Committee – Clerk
- 4.17 Ministry of Infrastructure – Re: Clean Water & Wastewater Fund Environmental Services Committee – Clerk

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

## **6. Municipal Report Number 756**

- 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, April 24<sup>th</sup>, 2017

Members of Council,

Attached please find Municipal Report Number 756 for consideration by Council.

Respectfully submitted

Francine Desormeau  
Clerk

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**Date: MONDAY, APRIL 24<sup>TH</sup>, 2017**

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## **THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

**DEPT. HEAD: FRANCINE DESORMEAU, CLERK**

**TITLE: ADOPTION OF THE MINUTES**

**\_\_\_\_ Draft By-Law                        X   Item                      \_\_\_\_ Policy Recommendation**

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

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday April 10<sup>th</sup>, 2017 and the Closed Meeting of Monday April 10<sup>th</sup>, 2017 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 10<sup>th</sup>, 2017 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer  
Councillor C. Lacelle  
Councillor G. Larose  
Councillor D. Sarrazin  
Raymond Belanger, CAO/Treasurer  
Amy Honen, 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
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 755

Page No. 67

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday March 27<sup>th</sup>, 2017 be adopted as circulated.*

Carried

Page No. 68

*That the Town of Mattawa authorizes staff of the John Dixon Library to conduct a barbecue on the sidewalk in front of Foodland on Friday June 30, 2017 from 10:00 am – 2:00 pm in order to raise money for the John Dixon Public Library.*

Carried

Page No. 69

*That the disbursements for the month of March 2017 in the amount of \$458,998.40 be adopted as submitted.*

Carried

Page No. 70

*That the Mayor and Council of the Corporation of the Town of Mattawa endorses the Payroll Review policy which will provide the Finance Department with review guidelines as per recommended by the municipal auditing firm.*

Carried

Page No. 71

*That Council of the Town of Mattawa adopt By-law Number 17-11 which will formally adopt a Vacancy Rebate program for commercial and industrial tax classes within the Town of Mattawa.*

Carried

Page No. 72

*That Council of the Town of Mattawa adopt By-law 17-12 which will formally adopt a Charitable Rebate program for eligible charities and similar organizations.*

Carried

Page No. 73

*That Council of the Town of Mattawa adopt By-law 17-13 which will formally adopt a Property Tax Deferral program within the Town of Mattawa.*

Carried

Resolution Number 17-22

Moved by Councillor C. Lacelle

Seconded by Councillor G. Larose

*That the Municipal Report Number 755 be adopted.*

Carried

7. Committee Reports

7.1 Raymond Belanger – Re: Standing Offer Agreement (SOA) Consulting Engineering & Planning Services

8. Questions from the Floor

9. New/Old Business

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

11. In Camera (Closed) Session

11.1 CUPE Agreement



Resolution Number 17-23

Moved by Councillor C. Lacelle

Seconded by Councillor G. Larose

- 2/3 *That Council appoint CAO, Raymond Belanger, to take minutes for part of the In-Camera session regarding personal matters about an identifiable individual, including Municipal or local board employees.*

Carried

Resolution Number 17-24

Moved by Councillor C. Lacelle

Seconded by Councillor D. Sarrazin

*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 17-25

Moved by Councillor C. Lacelle

Seconded by Councillor D. Sarrazin

*That the In Camera session reconvene at 8:35 p.m.*

Carried

Mayor Backer stated the In-Camera session was pertaining to CUPE Agreement.

12. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, April 10<sup>th</sup>, 2017 adjourned at 8:36 p.m.

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Mayor

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Clerk

## **THE CORPORATION OF THE TOWN OF MATTAWA**

The minutes of the Closed Meeting session of Council held Monday, April 10<sup>th</sup>, 2017 at 7:48 p.m. in the CAO's Office.

Council Present: Mayor D. Backer  
Councillors C. Lacelle, G. Larose, D. Sarrazin

Council Absent: Councillors G. Thibert, L. Mick, C. Bastien

Staff: Raymond A. Belanger, CAO/Treasurer,

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The meeting was held under the Municipal Act, 2001, S.O. 2001, c.25 Section 239 (2) (b).

Topics for discussion:

1. Under Section 239 (2) (b) of the Municipal Act – CUPE Agreement
  - See Regular Meeting Resolution: 17-24 and 17-25

The closed meeting session adjourned at 8:35 p.m.

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Mayor

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Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: MEMORANDUM OF AGREEMENT BY-LAW

  X   Draft By-law                             Item                             Policy Recommendation

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

At the Regular Meeting of Monday, February 27<sup>th</sup>, 2017, Council adopted Page 41 of resolution 17-15 which authorized staff to retain the services of Jp2g Consultants Inc. to undertake the update of the Town of Mattawa Asset Management Plan. During discussion leading to the adoption of the resolution, Council recognized that Jp2g already had both knowledge and a good working relationship with the Town and possessed vital information derived from their study and work performed with the Mattawa Industrial Park Project which would greatly benefit with their involvement in our Asset Management Plan.

Council had further discussion on how to go about retaining required professional services. It was noted that it is not always practical to issue a Request for Proposal/Quotation when the Town requires a variety of services that could all be accessible under one roof. Council directed staff to explore the possibility of a Standing Offer Agreement (SOA) in order to access consulting, engineering, and planning services. It was also discussed that in the past the Corporation of the Town of Mattawa worked exclusively on infrastructure and planning needs with the firm of Proctor and Redfern Inc. and that maybe this model should once again be entertained.

On March 29, 2017, Mr. James Hunton, Senior Vice President of Jp2g Consultants Inc. the CAO and Clerk of the Town of Mattawa entertained the idea of entering into an agreement for the provision of professional services on an “as needed basis”. Staff followed up with Report No. 7.1 at the Regular Meeting of April 10<sup>th</sup>, 2017 which was accompanied by the proposed SOA.

The attached SOA would provide the municipality with access to Land Use Planning Services as well as Engineering Services over a three (3) year period with cost of living escalation for hourly rates for Year 2 and Year 3. Also of note is that Jp2g has the expertise on staff to assist the municipality with Small and Large Buildings Services. The ability and certification to design and review could become instrumental in the coordination of various projects which would greatly benefit our Building Department.

Jp2g will provide the municipality accessibility to 70+ professionals all under one roof, with no retainer fees which could serve all of our municipal needs. The Town of Mattawa could draw on Engineering Support on municipal infrastructure related matters, Planning Support on land use planning matters, and Building Support for our Building Department on a “call up” or “pay as you go” basis in accordance with the provisions of the attached Standing Offer Agreement.

**Recommendation:**

That the Mayor and Council of the Corporation of the Town of Mattawa approve By-Law No. 17-14 which will formally approve the Memorandum of Agreement between the Corporation of the Town of Mattawa and Jp2g Consultants Inc., Engineers • Planners • Project Managers.

Respectfully submitted,

Councilor C. Lacelle

# THE CORPORATION OF THE TOWN OF MATTAWA

## BY-LAW NUMBER 17-14

**BEING** a by-law authorizing the signing of an agreement with Jp2g Consultants Inc. to provide Engineering Support on municipal infrastructure related matters and Planning Support on land use planning matters.

**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** the firm, Jp2g Consultants Inc., has agreed to provide such support services on a “call up” basis in accordance with the provisions in the attached Standing Offer Agreement (SOA), attached as per Appendix “A” to this By-law.

**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 Appendix “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.

READ a first and second time this 24<sup>th</sup> day of April, 2017.

READ a third time and finally passed this 24<sup>th</sup> day of April, 2017.

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Mayor

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Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: BY-LAW DEPARTMENT

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: WAYNE CHAPUT

TITLE: AMENDMENT TO FENCE BY-LAW

       Draft By-law                        X   Item                             Policy Recommendation

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

The existing Fence By-Law No 93-35 has been in use for 24 years; it is a by-law to regulate the height and description of fences within the Town of Mattawa. The allowable height of fences within the municipality is a maximum of three feet high for front yards and five feet high for rear and side yards. The past few years Council has seen more and more fence requests for height increases, most being to six feet high. With this amendment residents can now apply to build a fence four feet high in the front yard or six feet high in the rear and side yard without having to get Council permission for an increase in height.

### **Recommendation:**

That Council of the Town of Mattawa adopt By-Law 17-15 which will amend the Fence By-Law No. 93-35, section 7 (b)(i) which pertains to the maximum heights of fences and Schedule "A" Fence Application.

Respectfully submitted

Councilor G. Larose

# THE CORPORATION OF THE TOWN OF MATTAWA

## BY-LAW NO. 17-15

**BEING** a By-Law to amend By-Law No 93-35, which prescribes the height and description of lawful fences within the Town of Mattawa.

**WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c.25, s.11(3)7 provides that a municipality may pass by-laws respecting structures, including fences.

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

That By-Law 93-35 be amended as follows:

1. That Section 7 (b)(i) of By-Law No. 93-35 is hereby deleted and replaced with the following:

7 (b)(i)     Residential Zone

Maximum height of 6 feet rear and side yard excluding site triangles.

Maximum height of 4 feet front yard.

2. That Schedule "A" of By-Law No. 93-35 is hereby deleted and replaced with the following Schedule "A" attached hereto:
3. This By-Law shall come into force and effect upon being passed.

READ a first and second time this 24<sup>th</sup> day of April, 2017.

READ a third time and finally passed this 24<sup>th</sup> day of April, 2017.

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Mayor

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Clerk