

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, MAY 14<sup>TH</sup>, 2018  
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, MAY 14<sup>TH</sup>, 2018 @ 7:00 P.M.**

**1. Call to Order**

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

**3. Petitions & Delegations**

3.1 Pahapill & Associates – Re: 2017 Financial Statements

3.2 Ms. Patricia Cliche, North Bay & Area Drug Strategy Committee – Re: Drug Strategy Report Findings

**4. Correspondence**

4.1 Municipality of Powassan – Re: Resolution on Landfill Development in Municipalities Environmental Services Committee – Clerk

4.2 Ontario Honours & Awards – Re: 2018 Ontario Senior Achievement Award General Government Services Committee – Clerk

4.3 FONOM – Re: 2017 – 2018 Annual Report General Government Services Committee – Clerk

4.4 Minister of Infrastructure – Re: Asset Management Ontario Updates General Government Services Committee – Clerk

4.5 NBMCA – Re: Minutes from January 31, 2018 & February 28, 2018 Conservation Authority Committee – Clerk

4.6 Voyageur Cycling Route – Re: Ontario’s Cycling Strategy Action Plan 2.0 Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services Manager

4.7 NBPSDHU – Re: Introducing Northern Fruit & Vegetable Program Health Services Committee – Clerk

4.8 AMO – Re: 2018 Provincial Election, Municipal Priorities General Government Services Committee – Clerk

4.9 Town of Lakeshore – Re: Resolution for Demolition of All Buildings Containing Hazardous Materials General Government Services Committee – Clerk

## **Monday, May 14, 2018**

### **Correspondence – Cont'd**

- 4.10 OMAFRA – Re: 2018 Premier’s Award for Agri-Food Innovation Excellence  
General Government Services Committee – Clerk
- 4.11 Township of Southgate – Re: Resolution on Landfill Development in Municipalities  
Environmental Services Committee – Clerk
- 4.12 AMO – Re: Canada-Ontario Bilateral Agreement Signed for National Housing Strategy  
General Government Services Committee – Clerk
- 4.13 MPAC – Re: 2017 Annual Report & Financial Statements  
Finance Committee – Clerk
- 4.14 Office of Senator Nancy Greene Raine – Re: National Health & Fitness Day 2018  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager
- 4.15 Ministry of Education – Re: Revised Pupil Accommodation Review Guideline  
General Government Services Committee – Clerk
- 4.16 Mattawa Metis Council – Re: Follow Up to Flag Request  
General Government Services Committee – Clerk
- 4.17 Ombudsman Ontario – Re: April Newsletter ‘The Watchdog’  
General Government Services Committee – Clerk
- 4.18 DNSSAB – Re: Board Meeting Package April 25, 2018  
General Government Services Committee – Clerk
- 4.19 DNSSAB – Re: Healthy Communities Fund RFP Opens April 27, 2018  
Social & Family Services Committee – Clerk
- 4.20 Township of Uxbridge – Re: Resolution on Landfill Development in Municipalities  
Environmental Services Committee – Clerk
- 4.21 Municipality of East Ferris – Re: Resolution for Change in Trapping for Area  
General Government Services Committee – Clerk
- 4.22 Ontario Power Generation – Re: Pickering Nuclear Generating Station Operations  
Environmental Services Committee – Clerk
- 4.23 MTO – Re: Province Wide Cycling Network Final Report  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager

## **Monday, May 14, 2018**

### **Correspondence – Cont'd**

- 4.24 County of Renfrew – Re: Municipal Focus Group Appoints Peter Johnston  
General Government Services Committee – Clerk
- 4.25 Mattawa Minor Hockey Association – Re: Annual Men's & Co-Ed Slo-Pitch Tournament  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager
- 4.26 Ministry of Agriculture, Food & Rural Affairs – Re: 2018 OCIF Top-Up Application  
Funding  
Finance Committee – Clerk
- 4.27 Ministry of Tourism, Culture & Sport – Re: Ontario Cultural Attractions Fund  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager
- 4.28 AMO – Re: Board of Directors Call for Nominations for 2018 – 2020  
General Government Services Committee – Clerk
- 4.29 AMO – Re: Agenda for 2018 Annual Conference August 19 – 22, 2018  
General Government Services Committee – Clerk
- 4.30 Ministry of Infrastructure – Re: Investing in Canada Infrastructure Program  
General Government Services Committee – Clerk
- 4.31 Ministry of Citizenship & Immigration – Re: Champion of Diversity Award  
General Government Services Committee – Clerk
- 4.32 Ontario Cycling Strategy – Re: Launch of CycleON Action Plan 2.0  
Recreation, Tourism & Special Projects Committee – Re: Recreation & Facilities Services  
Manager

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

## **6. Municipal Report Number 780**

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

## **7. Committee Reports**

- 7.1 Francine Desormeau, Clerk/Deputy-Treasurer – Re: Adult Entertainment Establishments
- 7.2 Raymond Belanger, CAO/Treasurer & Terry Bangs, Public Works Supervisor – Re: Snow  
Removal on Bangs Street

7.3 Dan Finnigan, Process & Compliance Technician – Re: Pumping Station Material (Account 1-60-608-740-602) Update

**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, May 14<sup>th</sup>, 2018

Members of Council,

Attached please find Municipal Report Number 780 for consideration by Council.

Respectfully submitted

Francine Desormeau  
Clerk

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**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

**DEPT. HEAD: FRANCINE DESORMEAU, CLERK/DEPUTY-TREASURER**

**TITLE: ADOPTION OF THE MINUTES**

Draft By-Law

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 23<sup>rd</sup>, 2018 and the Special Meeting of Monday May 7<sup>th</sup>, 2018 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 23<sup>rd</sup>, 2018 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.  
Councillor D. Sarrazin  
Raymond Belanger, CAO/Treasurer  
Francine Desormeau, Clerk/Deputy Treasurer

Absent: None

\*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 at 7:00 p.m.
2. No Disclosure of Pecuniary Interest and Nature Thereof
3. Petitions & Delegations
  - 3.1 Ms. Sudawan Butt & Ms. Lise Perreault presented to Council their concerns on the tax arrears matter for Le Voyageur Inn.

\*\* Councillor G. Larose arrived at the meeting at 7:05 p.m. during the presentation.

4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 779

Page No. 63

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday, April 9<sup>th</sup>, 2018, the Closed Meeting of April 9<sup>th</sup>, 2018, the Special Meeting of Monday April 16<sup>th</sup>, 2018 and the Closed Meeting of Monday April 16<sup>th</sup>, 2018 be adopted as circulated.*

Carried

Page No. 64

*That the Town of Mattawa authorizes Community Living Mattawa to conduct barbecues on the sidewalk in front of Foodland on Friday May 18, 2018 from 10:00 am – 3:00 pm and on Friday August 24, 2018 from 10:00 am – 3:00 pm in order to raise money for a variety of Community Living Mattawa activities.*

Carried

Page No. 65

*That the Mayor and Council of the Town of Mattawa, in recognition of Action's School of Fitness and Arts Kickboxing Event, approve a \$500.00 cash sponsorship for the event which will assist the club in hosting and defraying the costs associated with organizing such an event which also adds to the total Voyageur Days entertainment mix. And further, that Council endorses and supports Action's School of Fitness and Arts event on Saturday July 28, 2018 as an event of municipal significance for the purpose of acquiring a Special Occasion Permit from the Province of Ontario's ACGO.*

Carried

Page No. 66

*That Council of the Town of Mattawa authorize staff to advertise the sale of municipal property located at 747 John Street legally described as Pt. Lot 6 N/S Wood Street, 7 N/S Wood Street, Plan 1, Village of Mattawan Pt 1, 2 36R2960 being PIN 49102-0241 LT for the minimum tender amount of \$15,500.00.*

Carried

Page No. 67 was discussed and resolution amended and adopted after Page No. 69

Page No. 68

*That Council of the Town of Mattawa adopt By-Law 18-09 to establish the procedures for the 2018 municipal elections.*

Carried

Page No. 69

*That Council of the Town of Mattawa adopt By-Law 18-10 to establish the rules and procedures with respect to the use of municipal resources during the election.*

Carried

Page No. 67

*It is recommended that council authorize funds with an upset limit of \$15,000 to be taken from Account #1-60-608-740-602 (Pumping Station: Material) to pay for the replacement of two check valves and any other appurtenance deemed inoperable. A report on the total cost and any recommendations for the station will be presented to council after repairs are completed.*

Carried

Resolution Number 18-22

Moved by Councillor C. Lacelle

Seconded by Councillor G. Thibert

*That the Municipal Report Number 779 be adopted as amended.*

Carried

7. Committee Reports

**Department Activity Reports**

Public Works Committee Report – Public Works Supervisor, Terry Bangs

Read by Councillor G. Thibert

Recreation Committee Report – Recreation & Facilities Services Manager, Lucie

Desrochers

Read by Councillor D. Sarrazin

8. Questions from the Floor

Mr. Steven Guilbeault spoke to Council with respect to his concerns detailed in Correspondence Item 4.1. Council requested a staff report for the next regular meeting of council on the matter for further discussion.

9. New/Old Business

9.1 MBEDC Budget and Organizational Focus

10. 2/3 (Special Resolutions – not previously circulated) – None

11. In Camera (Closed) Session – None

12. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, April 23<sup>rd</sup>, 2018 adjourned at 8:05 p.m.

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Mayor

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Clerk

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the special meeting of Council held Monday, May 7<sup>th</sup>, 2018 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer  
Councillor C. Lacelle  
Councillor G. Thibert  
Councillor G. Larose  
Councilor L. Mick  
Councillor C. Bastien, Jr.  
Councillor D. Sarrazin  
Raymond A. Belanger, CAO/Treasurer  
Amy Honen, Executive Assistant/Deputy-Clerk

Absent: None

\*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 at 7:00 p.m.
2. No Disclosure of Pecuniary Interest and Nature Thereof (None)
3. Committee Reports / Discussions
  - 3.1 2018 – 19 Municipal Insurance Renewal  
*Mr. Hec Lavigne of Rivet Insurance Brokers presented to Council the renewal terms for the municipal insurance policy.*
  - 3.2 Mattawa Bonfield Economic Development Corporation Budget and Organizational Focus  
*Ms. Donna Maitland of MBEDC presented to Council updates and levy increase.*
  - 3.3 Jp2g Consultants Inc. presenting to Council Concerning:
    - Asset Management Plan
    - Industrial Park
    - Bridge Dedication Project*Mr. James Hunton of Jp2g presented to Council the updates on the three projects.*
4. Presentation of By-laws/Resolutions/2/3 Special Resolutions:

Resolution Number 18-23

Moved by Councillor C. Lacelle

Seconded by Councillor C. Bastien, Jr.

- 2/3 *That the Town of Mattawa support the municipal levy structure as presented by the Mattawa Bonfield Economic Development Corporation (MBEDC).*  
Carried

5. In Camera (Closed Session)

6. Adjournment

The special meeting of Council Monday, May 7<sup>th</sup>, 2018 adjourned at 9:58 p.m.

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Mayor

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Clerk

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PERSONNEL

CHAIRPERSON: COUNCILLOR C. LACELLE

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

TITLE: CUPE LOCAL 1465-01 COLLECTIVE AGREEMENT

Draft By-Law                       Item                       Policy Recommendation

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

The Collective Bargaining Negotiation Committee was comprised of Councillors Corey Lacelle and Dexture Sarrazin, CAO Raymond Bélanger, and Human Resources Consultant Mr. Ward Jones. Our Committee reviewed the Collective Agreement and evaluated the existing working conditions. This information was discussed with Council which in turn approved the mandate setting the parameters of the negotiation of a new Collective Agreement with CUPE Local 1465-01.

Both the Employer and CUPE Local 1465-01 exchanged proposals on April 12, 2017 and followed up with the following negotiation dates: May 9<sup>th</sup> - 10<sup>th</sup>, 2017 and June 6<sup>th</sup>, 2017 at which time the Union advised that they would file for Conciliation but never did. The Employer invited CUPE back to the table on November 30<sup>th</sup>, 2017 and this time CUPE did file for Conciliation.

With the help of a seasoned Ministry appointed Conciliator (Michele Ryan) the parties agreed to meet on April 10<sup>th</sup>, 2018. Our Committee provided the Union with a full response on April 17<sup>th</sup>, 2018 and both parties agreed to a second Conciliation Day on May 4<sup>th</sup>, 2018.

A tentative agreement was reached which we believe is a good agreement for both parties, and was ratified by CUPE Local 1465-01 on May 8<sup>th</sup>, 2018. Council must now ratify the Memorandum of Settlement (available in the CAO's office) which will allow for a new Collective Agreement to be formally adopted by By-Law.

In summary, the points agreed to include:

- a new sick leave / Short Term Disability (STD) plan
- wording changes to a number of clauses which will clarify parts of the agreement
- make the Collective Agreement gender neutral
- appoint a Labour-Management Committee
- amend Schedule "A" – Classifications
- hours of work
- wage increase of \$0.45/hr for each of 2017, 2018, and 2019

This Memorandum of Settlement is recommended to Council as a settlement to the Collective Bargaining process.

**Recommendation:**

That the Mayor and Council approve the May 4<sup>th</sup>, 2018 Memorandum of Settlement between the Corporation of the Town of Mattawa and CUPE Local 1465-01 and that the appropriate By-Law be prepared incorporating the agreed to changes in the Collective Agreement which will be in effect from January 1, 2017 to December 31, 2019.

Respectfully submitted,

Councillor C. Lacelle

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: BUILDING DEPARTMENT**

**CHAIRPERSON: COUNCILLOR G. LAROSE**

**DEPT. HEAD: RAYMOND A. BÉLANGER, CAO/TREASURER**

**TITLE: BUILDING OFFICIALS MEETING & TRAINING SESSION**

Draft By-Law

Item

Policy Recommendation

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

Every year the OBOA has its annual meeting and training session for building officials, this year is the 62<sup>nd</sup> Annual Meeting and Training session and will be held in Kingston, Ontario from September 30 – October 3, 2018 for Building Officials.

**Recommendation:**

It is recommended that Council authorize Wayne Chaput to register and attend the Annual meeting and Training Session for building officials this September 30<sup>th</sup> – October 3<sup>rd</sup>, 2018 in Kingston, Ontario at a cost of \$699 plus HST plus travel expenses. Normal travel policy will apply.

Respectfully submitted,

Councillor G. Larose

**THE CORPORATION TOWN OF MATTAWA**

COMMITTEE: BY-LAW DEPARTMENT

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: WAYNE CHAPUT, BY-LAW OFFICER

TITLE: VENDORS ON EXPLORER'S POINT DURING CANADA DAY CELEBRATION

Draft By-Law

Item

Policy Recommendation

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

The Mattawa Child and Youth Program is requesting that vendors and food vendors be permitted at Explorer's Point during Canada Day Celebration July 1, 2018. If Council approves locating vendors at Explorer's point, vendors will be responsible to follow all regulations involved in By-Law 09-14.

**Recommendation:**

It is therefore recommended that refreshment vehicles regulated under By-law 09-14 be permitted to locate at Explorer's Point July 1, 2018 during Canada Day Celebration as requested by the Mattawa Child and Youth Program. Vendor operators will be responsible for the following:

- 1) Obtain all approvals before operating from the North Bay and District Health Unit, Fire Dept. and Building Dept. under sections 6 and 7 of By-Law 09-14.
- 2) Notify the By-law Department with all approvals no later than June 25, 2018 at 5:00 p.m. prior to installation at Explorer's Point.
- 3) Be responsible to ensure that the immediate area is cleaned at all times.
- 4) Exit Explorer's Point no later than Sunday, July 10<sup>th</sup>, 2018 at 6:00 p.m.

Fees regulated under section 12 of By-Law 09-14 are exempt for Canada Day Celebration at Explorers Point.

Respectfully submitted,

Councillor G. Larose

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: BY-LAW DEPARTMENT**

**CHAIRPERSON: COUNCILLOR G. LAROSE**

**DEPT. HEAD: WAYNE CHAPUT, BY-LAW OFFICER**

**TITLE: VENDORS ON EXPLORER’S POINT DURING BENEATH THE 3  
CROSSES MUSIC FESTIVAL**

Draft By-Law                       Item                       Policy Recommendation

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

The Historical Society of Mattawa is requesting that vendors and food vendors be permitted at Explorer’s Point during Beneath the 3 Crosses Music Festival June 9, 2018. If Council approves locating vendors at Explorer’s point, vendors will be responsible to follow all regulations involved in By-Law 09-14.

**Recommendation:**

It is therefore recommended that refreshment vehicles regulated under By-law 09-14 be permitted to locate at Explorer’s Point June 9, 2018 during Beneath the 3 Crosses Music Festival as requested by the Historical Society of Mattawa. Vendor operators will be responsible for the following:

- 1) Obtain all approvals before operating from the North Bay and District Health Unit, Fire Dept. and Building Dept. under sections 6 and 7 of By-Law 09-14.
- 2) Notify the By-law Department with all approvals no later than June 4, 2018 at 5:00 p.m. prior to installation at Explorer’s Point.
- 3) Be responsible to ensure that the immediate area is cleaned at all times.
- 4) Exit Explorer’s Point no later than Sunday, June 10<sup>th</sup>, 2018 at 12:00 p.m.

Fees regulated under section 12 of By-Law 09-14 are exempt for Beneath the 3 Crosses Music Festival at Explorers Point.

Respectfully submitted,

Councillor G. Larose

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: LUCIE DESROCHERS, RECREATION & FACILITIES SERVICES  
MANAGER**

**TITLE: CEMENTING OF MAIN STREET FLOWER BEDS**

     Draft By-Law                        X   Item                           Policy Recommendation

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

The Parks and Recreation Department wishes to facilitate and provide more efficient maintenance of the flowers beds on Main Street. More specifically, we are taking aim at the main traffic areas:

- a) Three (3) flower beds at the Post Office
- b) One (1) in front of Scotiabank
- c) One (1) in front of Turcotte’s Chip Stand.

These flower beds are filled with a mixture of sand, rocks, salt and earth. By cementing these proposed problem areas, we will have the ability to place flower pots directly on the cement pads. This will further eliminate many hours of weeding, will be much easier to keep clean, and will beautify these neglected areas.

The size of the flower beds are:

- Post Office bed #1 – 7’ x 17.5’ = 1.156 cubic meters
- Post Office bed #2 – 7’ x 31’ = 2.048 cubic meters
- Post Office bed #3 – 7’ x 12’ = .0793 cubic meter
- Scotiabank flower bed – 6.5’ x 27’ = 1.657 cubic meters
- Chip Stand flower bed – 7.5’ x 29’ = 2.053 cubic meters

A total of 7.71 cubic meters is required at an approximate cost of \$1,790.00.

**Recommendation:**

That the Mayor and Council of the Corporation of the Town of Mattawa authorize the Parks and Recreation Department to fill with cement three flower beds at the Post Office, one flower bed at Scotiabank, and one flower bed at the Chip Stand at an upset cost limit of \$2,000 plus HST.

Respectfully submitted,  
Councillor D. Sarrazin

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: FIRE DEPARTMENT**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

**DEPT. HEAD: CHAD BELANGER, FIRE CHIEF**

**TITLE: HIRING OF FIREFIGHTER**

**Draft By-Law**

**Item**

**Policy Recommendation**

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

A recent resignation of a firefighter has created a vacancy in the Fire Department. Fire Chief Chad Belanger reviewed applications from interested applicants that are on file as the Department is always actively recruiting for new members for when a vacancy does arise.

Mr. Matthew Gardiner completed an application approximately six months ago and is a suitable candidate for the position. New recruits shall be on probation for one year, in which time a class DZ license must be acquired in order to advance from probationary status and continue employment with the Mattawa Fire Department. A physical examination is also a requirement to the position.

It is therefore recommended:

**Recommendation:**

That the Town of Mattawa Fire Department hire Matthew Gardiner as a Firefighter on a one year probationary period subject to acquiring a DZ licence and successfully completing a physical examination from a primary care provider.

Respectfully submitted,

Councillor C. Lacelle

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE: FINANCE**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

**DEPT. HEAD: RAYMOND A. BÉLANGER, CAO/TREASURER**

**TITLE: SURPLUS VEHICLE/1986 GMC FIRE TRUCK**

     Draft By-Law

  X   Item

     Policy Recommendation

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

At its Regular Meeting of Monday, November 27<sup>th</sup>, 2017, Council passed a motion which declared both the 1986 GMC Fire Truck #3 and the 1995 Elgin Street Sweeper as surplus equipment. It was also recommended at the time that both be disposed through the GovDeals – Government Surplus Auctions. We were successful in disposing with the Street Sweeper. The Fire Truck was listed on GovDeals with a starting bid of \$5,000 from December 4<sup>th</sup> to 28<sup>th</sup>, 2017 and again with a starting bid of \$3000 from March 19<sup>th</sup> to April 2<sup>nd</sup>, 2018. No bids were received on either posts.

On April 4<sup>th</sup>, 2018 we received an offer to purchase of \$1,000 from Larry Brown and Carl Eggiman representing FWB Canada, a non-profit organization registered with the CRA and based out of Burnaby B.C. Their wish is to donate the truck to a town in the Dominican Republic that has no fire service.

Staff also researched what return the truck could bring if sold as scrap metal since prices are high at this time. Estimation came out to \$2,000 or more as this is based on the weight but also rated in three (3) categories: sheet metal, clean steel, and cast metal. Employee and equipment costs for delivery and return need to be factored in also.

Last week Mr. Brwon contacted our Public Works Supervisor to increase their offer to \$1,700 and they will assume all expenses to move the vehicle from our yard once payment in full is made.

**Recommendation:**

After unsuccessful attempts to dispose of the 1986 GMC Fire Truck #3 on GovDeals – Government Surplus Auctions, the Mayor and Council of the Corporation of the Town of Mattawa authorize staff to accept the offer submitted by Mr. Larry Brown and Mr. Carl Eggiman of FWB Canada a non-profit organization based out of Burnaby British Columbia in the amount of \$1,700.00.

Respectfully submitted,  
Councillor, C. Lacelle

Date: MONDAY, MAY 14<sup>TH</sup>, 2018

Page No: **83**

**THE CORPORATION TOWN OF MATTAWA**

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: FINANCIAL REPORT FOR THE MONTH OF APRIL

Draft By-Law

Item

Policy Recommendation

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

That the disbursements for the month of April 2018 in the amount of \$187,271.46 be adopted as submitted.

Respectfully submitted

Councillor C. Lacelle

**THE CORPORATION TOWN OF MATTAWA**

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

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

TITLE: MUNICIPAL INSURANCE RENEWAL

 Draft By-Law Item Policy Recommendation**Mayor D. Backer and Members of Council:**

The municipal insurance programs are due for renewal as of May 16, 2018. Mr. Hec Lavigne, Municipal Account Executive for Rivet Insurance made a presentation at the May 7<sup>th</sup>, 2018 Special Meeting of Council.

Mr. Lavigne presented Council with the May 16, 2018 to May 16, 2019 Municipal Insurance Program Renewal Proposal which included a comprehensive overview of historic, present and proposed coverage, limits and deductibles.

LINE OF COVERAGE	2017 PREMIUM	2018 PREMIUM	2018 DIFFERENCE IN PREMIUM
Municipal General Liability (includes Public Officials Liability, Employee Benefits Liability, Legal Expense Insurance, Marina Liability and Non-Owned Automobile)	\$25,092.00	\$24,067.00	-\$1,025.00
Excess Liability	\$8,000.00	\$7,200.00	-\$800.00
Environmental Impairment Liability	\$5,000.00	\$5,000.00	\$0.00
Crime	\$800.00	\$800.00	\$0.00
Owned Automobile	\$8,050.00	\$8,835.00	\$785.00
Property (includes Computer / EDP / Media)	\$16,679.00	\$16,250.00	-\$429.00
Boiler & Machinery	\$1,299.00	\$1,338.00	\$39.00
Municipal Officials' Accident	\$875.00	\$875.00	\$0.00
Volunteers' Accident	\$150.00	\$135.00	-\$15.00
<b>TOTAL - ALL LINES</b>	<b>\$65,945.00</b>	<b>\$64,500.00</b>	<b>-\$1,445.00</b>

BFL Canada Risk and Insurance Services Inc. (BFL Canada) 12-month premium is reduced from last year to \$64,500.00 plus applicable taxes.

The Volunteer Fireman's Insurance Services (VFIS of Canada) 12-month premium will remain the same as last year \$2,547.00 plus applicable taxes.

Staff has reviewed both policies and support the following recommendation:

**Recommendation:**

That the Mayor and Council of the Corporation of the Town of Mattawa authorize staff to enter into an agreement with Rivet Insurance Brokers for the period covering May 16, 2018 to May 16, 2019 for the following insurance policies:

1. BFL Canada Municipal Insurance Program renewal at a cost of \$64,500.00 plus applicable taxes; and
2. VFIS of Canada Blanket Accident & Sickness Insurance Policy renewal at a cost of \$2,547.00 plus applicable taxes.

Respectfully submitted,

Councillor C. Lacelle

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE: FINANCE**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

**DEPT. HEAD: RAYMOND BÉLANGER, CAO/TREASURER**

**TITLE: STRATEGIC ASSET MANAGEMENT POLICY**

     Draft By-Law

  X   Item

     Policy Recommendation

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

The Asset Management Plan (AMP) will form the basis for all future funding applications by assisting the municipality in identifying our infrastructure challenges. It also establishes the prioritization of needs over wants. The AMP will also help to ensure that investments are made to help minimize future repair and maintenance required to costs and maintain municipal assets.

On March 27, 2017 Council approved entering into an agreement with Jp2g Consultants Inc. to undertake an update of the Town of Mattawa’s AMP originally prepared by Pahapill and Associates Chartered Accountants in 2013.

Commissioned work included two parts in order to comply with the Province’s Guide for Municipal Asset Plans. The update was originally scheduled to be completed in 2017 and has been substantially advanced; however, 100% completion has been delayed due to changes in the Provincial approach and requirements for AMP.

On December 13, 2017 the Ontario Legislature passed Ontario Regulation 588/17 implementing the Act which regulates Municipal Asset Management Plans, providing new dates for completion of Asset Reviews, modifying some protocols and most significantly requiring a new additional document called a Strategic Asset Management Policy Document as a first step in the process.

Jp2g Consultants Inc. with the assistance of Town staff have, as a consequence, been focusing their efforts on preparing a “working draft” **Strategic Asset Management Policy Document** and formed part of the “report section” of the March 12<sup>th</sup>, 2018 Regular Meeting of Council for consideration by Council.

Mr. James Hunton, Vice President of Jp2g Consultants Inc. made a presentation at the May 7<sup>th</sup>, 2018 Special Meeting of Council to introduce the Strategic Policy Document as well as provide an update on the overall AMP. Mr. Hunton has requested that the draft Strategic Asset Management Policy Document be shared with our municipal advisor for the Ministry of Municipal Affairs and

Ministry of Housing and the Ministry of Infrastructure for their preliminary review and comments prior to Council approval.

**Recommendation:**

That the Mayor and Council of the Corporation of the Town of Mattawa authorize staff to submit the working draft of the Town of Mattawa Asset Management Plan Strategic Asset Management Policy Document to our municipal advisor for the Ministry of Municipal Affairs and Ministry of Housing and the Ministry of Infrastructure for their preliminary review and comments prior to Council approval.

Respectfully submitted,

Councillor C. Lacelle

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

**DEPT. HEAD: FRANCINE DESORMEAU, CLERK/DEPUTY-TREASURER**

**TITLE: AMCTO ZONE 7 FALL WORKSHOP HOST REQUEST**

**Draft By-Law**

**Item**

**Policy Recommendation**

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

The Association of Municipal Managers, Clerks and Treasurers of Ontario hold spring, annual and fall conferences in each zone in the province. Our municipality is in Zone 7 and the fall conference is scheduled this year for September 13<sup>th</sup> and 14<sup>th</sup> and the Town of Mattawa has been invited to host this workshop. There is no cost to the host municipality however it is requested of the Host to gather donations from municipalities surrounding them, local businesses and professionals they deal with regularly as well as gathering donations from sponsors of assorted items for the gift draws for members attending the workshop.

There are 40 - 60 Managers, Clerks and Treasurers that attend the workshop therefore accommodations, meeting space and meals will be a requirement within the municipality which will in turn create some economic activity for our local businesses.

Staff attends these worthwhile workshops and is very much willing to host and showcase our town to area colleagues and corporations/agencies geared to servicing municipalities therefore the following is recommended:

**Recommendation:**

That Mayor and Council authorize staff to host the AMCTO Zone 7 Fall Workshop to be held September 13-14, 2018 in the Town of Mattawa and it is understood there is no mandatory costs to the municipality.

Respectfully submitted,

Councillor L. Mick