

**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, NOVEMBER 26TH, 2012
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, NOVEMBER 26TH, 2012 @ 7:00 P.M.**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
 - 3.1 MPAC – Re: Assessment Update Presentation
- 4. Correspondence**
 - 4.1 OGRA – Re: Constitution Amendment of the Ontario Good Roads Association
Transportation Services Committee – Clerk
 - 4.2 Papineau-Cameron Township – Re: AMCTO Zone 7 Meeting
General Government Services Committee – Clerk
 - 4.3 Ministry of Finance – Re: OMPF and Program Allocation Funding for 2013
Finance Committee – Clerk
 - 4.4 AMO – Re: 2013 OMPF Allocations Announced
General Government Services Committee – Clerk
 - 4.5 Ministry of Infrastructure – Re: Update on Ontario’s Municipal Infrastructure Strategy
General Government Services Committee – Clerk
 - 4.6 DNSSAB – Re: Chief Administrative Officer’s Report
Social & Family Services Committee – Clerk
 - 4.7 Ministry of Natural Resources – Re: Cottage Lease Property in Algonquin Provincial Park
General Government Services Committee – Clerk
 - 4.8 Timothy Withey – Re: Cottage Lease Policy in Algonquin Provincial Park
General Government Services Committee – Clerk
 - 4.9 Ombudsman Ontario – Re: Annual Report on Investigations on Closed Municipal Meetings
General Government Services Committee – Clerk
 - 4.10 North East LHIN – Re: Planning of Senior Friendly Communities Conference
Health Services Committee – Clerk

Monday, November 26, 2012

Correspondence – Cont'd

- 4.11 Ministry of Transportation – Re: Response to Jake Brakes Letter
General Government Services Committee
- 4.12 Canadian Builder Inc. – Re: Hydrant Installation Invoice
Transportation Services Committee – Clerk
- 4.13 North Bay-Mattawa Conservation Authority – Re: September 26th Meeting Minutes
Conservation Authority Committee – Clerk
- 5. Questions/Comments (public & Council) about the Content of the Agenda**
- 6. Municipal Report Number 655**
 - Minutes of Previous Meeting (s)
 - Presentation of By-laws/Resolutions
 - Adoption of Report
- 7. Committee Reports**
 - 7.1 Public Works Department – Re: Municipality of Calvin Water Request
- 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, November 26, 2012

Members of Council,

Attached please find Municipal Report Number 655 for consideration by Council.

Respectfully submitted

Wayne P. Belter
Administrator/Clerk/Treasurer

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THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: WAYNE P. BELTER

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 November 12, 2012 be adopted as circulated.

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, November 12th, 2012 at 7:00 p.m. in the Municipal Council Chambers.

Present: Mayor D. Backer
Councillor N. Walters
Councillor L. Mick
Councillor P. Dupras
Councillor M. L. Arrowsmith
Wayne P. Belter, 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 654

Page No. 168

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday October 22, 2012 be adopted as circulated.

Carried

Page No. 169

That Council appoints Councillor Lacelle, Dupras and Mick to form the municipal negotiating committee to negotiate the renewal of the CUPE Local 1465 collective agreement. Mr. Robert Young, the municipal HR consultant, and senior staff will assist the committee with the negotiations.

Carried

Page No. 170

That the Town of Mattawa endorses the Mattawa Community Living organization and supports their initiatives by providing a \$50.00 corporate sponsorship.

Carried

Page No. 171

That the Town of Mattawa adopt By-law 12-18 which authorizes the signing of a grant funding agreement with FedNor in the amount of \$370,000.00 to assist in the development of a Light Industrial Park in the Brook Street area which is expected to cost approximately 1.1 million dollars to complete.

Carried

Page No. 172

That the Town of Mattawa adopt By-law 12-19 which authorizes the signing of a grant funding agreement with NOHFC in the amount of \$555,000.00 to assist in the development of a Light Industrial Park in the Brook Street area which is expected to cost approximately 1.1 million dollars to complete.

Carried

Page No. 173

That Council authorizes staff to consult with J. L. Richards for the purpose of preparing a program outlining the work requirement to facilitate the development of a light industrial park south of Brook Street.

Carried

Page No. 174

That Council authorize the Public Works Department to issue a posting in accordance with the collective agreement to fill a new position of Sewer & Water Field Operator and report back to Council with the results and recommendation for hiring.

Carried

Resolution Number 12-32

Moved by Councillor N. Walters

Seconded by Councillor L. Mick

That the Municipal Report Number 654 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 – No
12. Return to Regular Session – N/A
13. Adjournment

The regular meeting of Council Monday, November 12, 2012 adjourned at 8:08 p.m.

Mayor

Clerk

Date: MONDAY, NOVEMBER 26TH, 2012

Page No: 179

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: WAYNE P. BELTER

TITLE: CHEQUE REPORT

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

Attached is the Cheque Report for the month of October 2012 which is submitted for your approval.

Respectfully submitted

Councillor C. Lacelle

Cheques

The Town of Mattawa

For the period 2012/10/01 to 2012/10/31

Cheque **Serial #** **Issue Date** **Vendor/Payee** **Amount** **Batch** **Status**

B012955		2012/10/03	BANKPY THE BANK OF NOVA SCOTIA	16,909.66	AC01112	PRINTED
B012956		2012/10/03	CAISPY CAISSE POPULAIRE LTEE	18,163.89	AC01112	PRINTED
B012957		2012/10/03	AMCT01 AMCTO - ZONE 7	190.00	AC01113	PRINTED
B012958		2012/10/03	BELA15 BELANGER, CHAD	291.43	AC01113	PRINTED
B012959		2012/10/03	HORBRI BRIAN HORSMAN	2,660.00	AC01113	PRINTED
B012960		2012/10/03	LAPCEC CECILE LAPIERRE	300.00	AC01113	PRINTED
B012961		2012/10/11	AQUAM AQUAM	1,104.45	AC01114	PRINTED
B012962		2012/10/11	CANU01 CAN. UNION PUB. EMP.	593.01	AC01114	PRINTED
B012963		2012/10/11	DEAN01 DEAN BACKER	411.00	AC01114	PRINTED
B012964		2012/10/11	DIRE05 DIRECTOR,	1,186.66	AC01114	PRINTED
B012965		2012/10/11	GERR01 GERARD POIRIER	1,665.95	AC01114	PRINTED
B012966		2012/10/11	HYDR01 HYDRO ONE NETWORKS INC.	6,479.36	AC01114	PRINTED
B012967		2012/10/11	MINI03 MINISTER OF FINANCE	1,913.42	AC01114	PRINTED
B012968		2012/10/11	MINI07 MINISTER OF FINANCE	80,927.00	AC01114	PRINTED
B012969		2012/10/11	PAUL03 PAUL LAFRENIERE CONTRACTING	6,522.56	AC01114	PRINTED
B012970		2012/10/11	RECE01 RECEIVER GENERAL FOR CANADA	10,831.43	AC01114	PRINTED
B012971		2012/10/12	BANKPY THE BANK OF NOVA SCOTIA	17,561.80	AC01115	PRINTED
B012972		2012/10/12	CAISPY CAISSE POPULAIRE LTEE	17,598.36	AC01115	PRINTED
B012973		2012/10/19	ALLSTR ALLSTREAM INC.	6.48	AC01116	PRINTED
B012974		2012/10/19	ANDE01 ANDERSON & ROSS LIMITED	379.59	AC01116	PRINTED
B012975		2012/10/19	BELL03 BELL CANADA	17.91	AC01116	PRINTED
B012976		2012/10/19	BELL09 BELL MOBILITY	364.73	AC01116	PRINTED
B012977		2012/10/19	BELL10 BELL CANADA	238.47	AC01116	PRINTED
B012978		2012/10/19	CANA27 CANADIAN RED CROSS SOCIETY	100.00	AC01116	PRINTED
B012979		2012/10/19	CASS01 CASSELLHOLME	38,180.00	AC01116	PRINTED
B012980		2012/10/19	JOHN01 JOHN DIXON LIBRARY	5,000.00	AC01116	PRINTED
B012981		2012/10/19	MINI01 MINISTER OF FINANCE	125.00	AC01116	PRINTED
B012982		2012/10/19	NORT03 NORTHERN COMMUNICATION SERVIC	113.00	AC01116	PRINTED
B012983		2012/10/19	RESU01 RESURFICE CORP.	220.51	AC01116	PRINTED
B012984		2012/10/19	THYS01 THYSSENKRUPP ELEVATOR	575.12	AC01116	PRINTED
B012985		2012/10/19	VIANET VIANET INTERNET SOLUTIONS	233.31	AC01116	PRINTED
B012986		2012/10/19	YESCOF YES WE DO COFFEE	55.00	AC01116	PRINTED
B012987		2012/10/19	ZAMBON ZAMBONI COMPANY LTD.	1,799.59	AC01116	PRINTED
B012988		2012/10/25	ABCREC A.B.C. RECREATION LTD.	1,127.19	AC01117	PRINTED
B012989		2012/10/25	BERN01 BERNARD ROCHEFORT LTD.	2,289.89	AC01117	PRINTED
B012990		2012/10/25	BERT01 BERTS AUTOMOTIVE REPAIRS	517.04	AC01117	PRINTED
B012991		2012/10/25	BLADAR DARREN BLAY	570.23	AC01117	PRINTED
B012992		2012/10/25	CARQ01 CARQUEST AUTO PARTS	553.11	AC01117	PRINTED
B012993		2012/10/25	DRAPO1 DRAPER'S BAKERY	1,017.00	AC01117	PRINTED
B012994		2012/10/25	FERN01 FERN'S DELIVERY	79.10	AC01117	PRINTED
B012995		2012/10/25	H2FLOW H2FLOW EQUIPMENT INC.	1,310.09	AC01117	PRINTED
B012996		2012/10/25	HIGH01 HIGHWAY SAND & GRAVEL	1,429.68	AC01117	PRINTED
B012997		2012/10/25	JACQ03 JACQUES BEGIN	859.61	AC01117	PRINTED
B012998		2012/10/25	MARKW MARK'S WORK WEARHOUSE LTD.	518.64	AC01117	PRINTED
B012999		2012/10/25	MATT11 MATTAWA IDA	18.45	AC01117	PRINTED
B013000		2012/10/25	MATT15 MATTAWA PETRO CENTRE	2,548.80	AC01117	PRINTED
B013001		2012/10/25	MATT71 MATTAWA HARDWARE & GIFTS	148.89	AC01117	PRINTED
B013002		2012/10/25	MIKEPC MIKEY PC COMPUTER SERVICES	45.20	AC01117	PRINTED
B013003		2012/10/25	MINI01 MINISTER OF FINANCE	202.48	AC01117	PRINTED
B013004		2012/10/25	OMER01 OMERS	12,991.38	AC01117	PRINTED
B013005		2012/10/25	ONTA25 MUNICIPAL PROPERTY ASSESS CORP	7,211.94	AC01117	PRINTED

Cheques

The Town of Mattawa

For the period 2012/10/01 to 2012/10/31

<i>Cheque</i>	<i>Serial #</i>	<i>Issue Date</i>	<i>Vendor/Payee</i>	<i>Amount</i>	<i>Batch</i>	<i>Status</i>
B013006		2012/10/25	RECE01 RECEIVER GENERAL FOR CANADA	9,971.44	AC01117	PRINTED
B013007		2012/10/25	RELIND RELIABLE INDUSTRIAL SUPPLY LTD.	502.69	AC01117	PRINTED
B013008		2012/10/25	WORK01 WORKPLACE SAFETY & INS BOARD	1,995.25	AC01117	PRINTED
B013009		2012/10/26	BANKPY THE BANK OF NOVA SCOTIA	16,904.44	AC01118	PRINTED
B013010		2012/10/26	CAISPY CAISSE POPULAIRE LTEE	17,671.55	AC01118	PRINTED
B013011		2012/10/30	BELL01 BELL CANADA	1,692.58	AC01119	PRINTED
B013012		2012/10/30	DUMBAC DUMONT BACKHOE SERVICES	6,934.00	AC01119	PRINTED
B013013		2012/10/30	HYDR01 HYDRO ONE NETWORKS INC.	7,999.57	AC01119	PRINTED
B013014		2012/10/30	LAPCEC CECILE LAPIERRE	300.00	AC01119	PRINTED
B013015		2012/10/30	MATGOL MATTAWA GOLF & SKI RESORT	1,762.80	AC01119	PRINTED
B013016		2012/10/30	MATHOS MATTAWA HOSPITAL	50.00	AC01119	PRINTED
B013017		2012/10/30	MINI01 MINISTER OF FINANCE	181.48	AC01119	PRINTED
B013018		2012/10/30	NBDI01 N.B PARRY SOUND DISTRICT HEALTH	5,038.40	AC01119	PRINTED
B013019		2012/10/30	NEAR01 NEAR NORTH LABORATORIES INC,	5,092.41	AC01119	PRINTED
B013020		2012/10/30	NEIL01 NEIL COMMUNICATIONS	302.67	AC01119	PRINTED
B013021		2012/10/30	NIPD01 NIP DIS SOCIAL SERV ADMIN BD	19,330.59	AC01119	PRINTED
B013022		2012/10/30	PAUL03 PAUL LAFRENIERE CONTRACTING	6,522.56	AC01119	PRINTED
B013023		2012/10/30	R&DREC R & D RECYCLING	1,309.97	AC01119	PRINTED
B013024		2012/10/30	RELHOM RELIANCE HOME COMFORT	752.60	AC01119	PRINTED
B013025		2012/10/30	ROYA01 ROYAL CANADIAN LEGION - BRANCH 2	110.00	AC01119	PRINTED
B013026		2012/10/30	SCOT03 KINTORA LTD C/O SCOTT'S DISCOUNT	162.14	AC01119	PRINTED
B013027		2012/10/30	STROMA STROMA ENGINEERING	4,553.35	AC01119	PRINTED
B013028		2012/10/30	SUPE01 SUPERIOR PROPANE INC.	280.90	AC01119	PRINTED
B013029		2012/10/30	UNIO01 UNION GAS LIMITED	772.89	AC01119	PRINTED
B013030		2012/10/30	WILS01 WILSON'S BUILDERS SUPPLIES	1,054.83	AC01119	PRINTED
				76 PRINTED	\$377,406.52	

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: WAYNE P. BELTER

TITLE: DONATION OF G. DUFOE PAINTINGS TO MATTAWA MUSEUM

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

In the correspondence section of the November 12, 2012 agenda, a letter (4.14) requested the municipality contribute two Gordon Dufoe paintings to the Museum in order for them to include them in a display at the Mattawa General Hospital.

If you recall, five Dufoe paintings were donated to the municipality and the Museum provided a “donation” tax receipt to the donor. It was intended the municipality in general would be the owner of the paintings and co-operating with the Museum in the public display would be appropriate.

Recommendation:

That the Town of Mattawa provide two recently donated Gordon Dufoe paintings to the Mattawa and District Museum in order to display them at the Museum or at the Mattawa General Hospital.

Respectfully Recommended

Councillor L. Mick

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: WAYNE P. BELTER

TITLE: FREE CHRISTMAS MOVIE SPONSORSHIP DONATION

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

Discussions at the last Council meeting concerning the Santa Claus Parade on November 24, 2012 included the Champlain movie theatre hosting a “free” children’s movie on the day of the parade. Information included the theatre had lost the former sponsor for the free movie. It was suggested it was something Council could consider. Further discussions with the owners’ of the theatre indicated that it may be better to have the “free” children’s movie on a different day because the parade finishes at the arena with skating and Santa events. A free children’s movie matinee in conjunction with the downtown shopping promotion on a Saturday in December would likely be more successful. Each activity would therefore not compete with each other. The cost of sponsorship is \$300.00.

Recommendation:

That the Town of Mattawa in co-operation with the Santa Claus Parade, downtown shopping promotions and Mariette Productions (Champlain Theatre) will sponsor a “Free” Christmas movie on a Saturday in December (date to be determined) at a cost of \$300.00 at the Champlain Theatre.

Respectfully submitted

Councillor L. Mick

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: WAYNE P. BELTER

TITLE: RFP FOR LIGHT INDUSTRIAL PARK PROJECT

Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

We recently received approval of funding from NOHFC and FedNor for the development of a light industrial park. A Request for Proposals from 3 or more firms with land development expertise is required to prepare the work necessary for the Brook St. industrial park to proceed.

We are seeking approval from Council to invite a minimum of 3 professional firms to tender proposals for this project.

Recommendation:

That Council authorize an RFP be prepared to invite 3 or more firms with experience in land development to tender proposals for the Brook Street light industrial park development and return to Council with the results and recommendation.

Respectfully submitted

Councilor L. Mick

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR P. DUPRAS

DEPT. HEAD: MARC MATHON

TITLE: REVISION OF PUBLIC WORKS JOB DESCRIPTIONS

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

This department has not reviewed its job descriptions since 2009 and recently undertook a detailed review. Management identified a number of adjustments to be necessary and those adjustments were submitted to the CUPE steward for comment. All comments were supportive of the changes and as such we submit them to Council for adoption.

In summary we deleted the position of Plant Labourer as it was redundant and we have nobody occupying that position at this time. We renamed that position "Handyman" to "Sewer & Water Field Operator" to better reflect their work activities. We relocated the basic qualifications into each individual position job description and revised our basic licensing requirement from requiring a D license to requiring a DZ license. This is necessary since all but one of our trucks have air brakes.

Recommendation:

That Council formally adopt the document entitled Public Works – Job Description Rev. Nov/12 as presented.

Respectfully submitted

Councilor P. Dupras

PUBLIC WORKS - JOB DESCRIPTIONS

Rev. - Nov/12

1.0 GENERAL

1.1 SCOPE

This Section of the Public Works Job Descriptions describes the tasks and responsibilities shared by all Public Works employees. Due to the small work force and the large variety of public services this department provides, the job description is very broad and much of it applies to all workers. Section 2 – “Individual Job Descriptions” mainly describes responsibilities specific to each position which are the first priority / role the position plays while carrying out the various team tasks.

Although, the work day is broken up by two 15 minute breaks and a 1 hour lunch, during emergencies, the work day may be altered to deal with the emergency, in accordance with the collective agreement.

1.2 ACTIVITIES AND WORK DUTIES

Acronym Definitions:

WWT = Waste Water Treatment

WWC = Waste Water Collection

WD = Water Distribution

WDS = Water Distribution & Supply

1.2.1 SEWERS

The municipality operates a CLASS 1 - Wastewater Collection System. Repairs to the Sewage Collection system which includes excavation, repairs to manholes, replacement of manholes, sewer main and service repairs, backfilling, compaction, pump station maintenance and repairs, traffic control (flagging), dump truck operation, manhole cleaning, hand digging around gas, bell and hydro services, sewer flushing and other related duties as required by legislation or management. All operational tasks, repairs, routine maintenance can only be carried out by a licensed Class 1 WWC Operator or Operator In Training under the direct supervision of a licensed Class 1 WWC Operator. Others can only provide support services to the work.

1.2.2 SEWAGE TREATMENT PLANT

The municipality operates a CLASS 1 - Wastewater Treatment Plant for which all operational tasks, repairs, routine maintenance can only be carried out by a licensed Class 1 WWT Operator or Operator In Training under the direct supervision of a licensed Class 1 WWT Operator. The tasks include lagoon level controls, aeration system control, lagoon liner repairs and maintenance, daily readings, daily inspections, wastewater sampling, aeration lines maintenance and cleaning with hydrogen chloride gas, transfer valve operation & chamber cleaning and maintenance, U.V. disinfection system cleaning, operation & maintenance, U.V. bulb replacement, plant building & grounds maintenance, backup electric generator testing, operation and maintenance, reporting, shared 24 hour on-call responsibilities to respond to off hours incidents and emergencies and other related duties as required by legislation or management.

1.2.3 WATER DISTRIBUTION SYSTEM

The municipality operates a CLASS 2 - Water Distribution & Supply System for which all operational tasks, repairs, routine maintenance can only be carried out by a licensed Class 1 or Class 2 WDS Operator or Operator In Training under the direct supervision of a licensed Class 1 or Class 2 WDS Operator.

The tasks include excavation, repairs to valves, replacement of watermain fittings, watermain and service pipe & fittings maintenance, repairs and replacement, disinfection of pipe or fixture being repaired or replaced, backfilling, compaction, pump station maintenance, routine documentation of readings & events as required by regulations & management, operation and repairs, traffic control (flagging), dump truck operation, distribution system cleaning, main flushing, chlorine injection system operation, repairs & maintenance, hand digging around gas, bell and hydro services, sampling, shared 24 hour on-call responsibilities to respond to off hours incidents and emergencies, leak detection, complaint investigations and other related duties as required by legislation or management.

1.2.4 MUNICIPAL ROAD SYSTEM

Clean, maintain and repair 19+ kms of municipal roads. The tasks includes excavation, patching, replacement of asphalt driving surface & shoulders, washout repairs, annual removal of deteriorated asphalt and preparation for new asphalt road sections, grading, dust control, gravel resurfacing, dump truck operation, snow plowing & bank removal, sanding, snow disposal, sign system maintenance and repairs, flagging, routine patrols and inspections and other related duties as required by legislation or management.

1.2.5 STORM DRAINAGE SYSTEM

The municipality operates a storm water drainage system comprising of 36 kms of ditches, driveway and road culverts, catch basins and storm sewers, gutters & spillways. The tasks includes excavation, replacement of curbs & gutters, ditch excavation and cleaning, washout repairs, catch basin cleaning, culvert replacements and cleaning, storm drainage pump station intake cleaning, maintenance and repairs, thawing frozen culverts during spring thaw to ensure free flowing of melting snow, flagging, routine patrols and inspections and other related duties as required by legislation or management.

1.2.6 STREET LIGHT SYSTEM

Respond to reports from the public of malfunctioning street lights. Routine periodic inspections of street light system and report to the Department Head the number and nature of light repairs required. Assist the street light contractor in identifying the problem fixtures. Preparation of the Town's Christmas lighted decorations for installation by the lighting contractor. Maintenance of the bridge lights and Town Hall bulbs and other related duties as required by management.

1.2.7 SIDEWALK SYSTEM

Clean, maintain and repair almost 6 kms of municipal pedestrian sidewalks. The tasks include excavation, patching, replacement of asphalt or concrete walking surface & washout repairs, snow plowing & removal, sanding, flagging, routine patrols and inspections to identify areas requiring maintenance attention and other related duties as required by management.

1.2.8 LANDFILL SITE

Carry out the Town's responsibilities with respect to its contractual obligations with the garbage collection and bulldozing contractors. Maintain the access road, truck driving, operate the burning activities for the clean burnables, filling the role of landfill attendant, maintenance of landfill roads, fences and other assets, occasional burying of asbestos and Schedule 4 contaminated waste and other related duties as required by management.

1.2.9 EQUIPMENT

The Public Works Department has a number of pieces of equipment and vehicles. All of which require regular maintenance and minor repairs. The tasks involve oil changes, oil, air and fuel filter changes, cleaning, minor repairs, inspections, daily circle inspections of our plated commercial vehicles as required by law, sandblasting, painting, and other related duties as required by management.

1.2.10 PUBLIC WORKS BUILDINGS

The public works department employees are responsible for routine inspections of the various structures and building for public works facilities to identify areas requiring repairs and or maintenance. Tasks involve minor repairs, snow clearing, sanding of entrances, cleaning and maintenance items and other related duties as required by management. The Public Works department also responds to requests from other departments to assist with a minor repair or maintenance to the Town Hall or other municipal buildings, property and facilities.

1.2.11 CONSTRUCTION OF SPECIAL PROJECTS

Occasionally, the Public Works Department will participate solely or in conjunction with a contractor to carry out a special construction project. Examples of such projects include the Sewage Works Upgrades, Mattawa River Watermain Crossing, Ball Park Construction, Pump Station Construction, lagoon cleaning, etc... A variety of tasks could be involved in such special projects that may combine a number of previously listed tasks.

1.2.12 ON CALL - 24 HRS X 365 DAYS / YEAR

The Public Works Department follows a schedule of having at least one union staff member on call at all off-hours times throughout the year. To qualify for on-call shifts, the person must have obtained a minimum certification as either a Class I WWT / WWC or Class I WDS Operator.

1.2.13 HEALTH & SAFETY

Health and Safety training is very important in the Public Works Department because of the potentially dangerous work environment. It is important that all members of the Public Works Department take part in Health & Safety committee meetings and training sessions. Also included, are routine inspection of safety equipment and procedures.

1.2.14 SPECIAL EVENTS

As directed by the Public Works Superintendent, public works staff will take part in the setting up and taking down of special events facilities. An example of such work includes Voyageur Days.

1.2.15 EDUCATION & TRAINING

It is the responsibility of all Public Works employees to take courses and write the various exams to work their way towards obtaining certification as Wastewater Treatment Operator - Class 1, Wastewater Collection Operator - Class 1 and Water Distribution & Supply Operator - Class 2. The courses and training sessions and Ministry exams shall be scheduled into the work schedule of the employees by the Public Works Superintendent.

2.0 INDIVIDUAL JOB DESCRIPTIONS

This section is to be read in addition to Section 1.

All employees in the Public Works Department who obtain a WWC/WWT, WDS and a DZ license are fully responsible for maintaining all acquired licenses. The loss of a license is considered a loss of qualification for the position held leading to subsequent loss of employment at that position.

2.1 HEAVY EQUIPMENT OPERATOR

2.1.1 RESPONSIBILITIES

The Heavy Equipment Operator position is responsible for providing competent backhoe, loader, grader and other heavy equipment operation and labor to the workforce in completing the various public works assignments and tasks. Working around gas, telephone, hydro & other utilities are a routine part of the work. In recognition of the goals and objectives of this department to maintain a fully qualified staff for the operation of our sewer and water systems, a Heavy Equipment Operator may also be required to carry out WWC, WWT and WDS operational tasks (permanent full-time only). As such this person must also hold a WWC / WWT or WDS Operator's certificate.

2.1.2 QUALIFICATIONS

All applicants for the Heavy Equipment Operator position must possess a valid Class DZ license.

All applicants for the Heavy Equipment Operator's position must hold, either an equipment operator's certificate (for loader, back hoe & grader) or have a proven record of successful operation of equipment similar to that in the Public Works Department, namely back hoe, front end loader & grader. A proven record shall include but not be limited to a minimum of 3 years of operation of Heavy Equipment including on the job training under the supervision of the Heavy Equipment Operator, particularly in the case of an internal posting.

The Heavy Equipment Operator must possess a current and valid CLASS 1 - Wastewater Treatment Plant / Collection System Operator's certificate, or a CLASS 1 or 2 - Water Distribution & Supply Operator's certificate (for permanent full-time positions only).

As part of any given normal day of operations any or all workers could be required to carry out physically strenuous tasks. Such tasks include but are not limited to 8 hours of standing while working, up to 4 hours of hand digging or shoveling, repetitively lifting and carrying 50 lbs. for distances of 25 feet and various other outdoor construction work.

Note: The above qualification requirements may be set aside for occasional call ups from within or another department to meet specific temporary work force needs of the Public Works Department as determined by the Public Works Superintendent. Qualifications will be required based on the specific duties assigned to the occasional call up employee.

2.2 DRIVER

2.2.1 RESPONSIBILITIES

The Driver position is responsible for providing competent dump truck, plow truck, sidewalk plow / sander and other hauling equipment operation and labor to the workforce in completing the various public works assignments and tasks.

The Driver will be required to carry out operation tasks of the municipality's WWC, WWT and WDS systems. As a Certified operator of the Wastewater Treatment Plant / Collection System and or the Water Distribution & Supply system, may be required to work as Plant Operator and or act as Plant Operator in Charge of one of our systems for certain periods of time.

2.2.2 QUALIFICATIONS

All applicants for the Driver's position must possess a valid Class DZ license.

The Driver must possess a CLASS 1 - Wastewater Treatment Plant / Collection System Operator's certificate and/or a CLASS 1 or 2 - Water Distribution & Supply Operator's certificate.

As part of any given normal day of operations any or all workers could be required to carry out physically strenuous tasks. Such tasks include but are not limited to 8 hours of standing while working, up to 4 hours of hand digging or shoveling, repetitively lifting and carrying 50 lbs. for distances of 25 feet and various other outdoor construction work.

Note: The above qualification requirements may be set aside for occasional call ups from within or another department to meet specific temporary work force needs of the Public Works Department as determined by the Public Works Superintendent. Qualifications will be required based on the specific duties assigned to the occasional call up employee.

2.3 SEWER & WATER FIELD OPERATOR (Formerly "Handyman")

2.3.1 RESPONSIBILITIES

The Sewer & Water Field Operator position's main responsibility is to carry out operation tasks of the municipality's WWC, WWT and WDS systems. As a Certified Operator of the Wastewater Treatment Plant / Collection System and the Water Distribution & Supply system, he may be required to work as Plant Operator and or act as Plant Operator in Charge for certain periods of time. He is generally the Operator In Charge when carrying out repairs to Waste Water Collection System (underground sewer main, pump stations & service pipes) as well as Water Distribution System (water main & water service pipes).

2.3.2 QUALIFICATIONS

All applicants for the Sewer & Water Field Operator position must possess a valid Class DZ license.

The Sewer & Water Field Operator must possess a CLASS 1 - Wastewater Treatment Plant / Collection System Operator's certificate and a CLASS 1 or 2 - Water Distribution & Supply Operator's certificate.

As part of any given normal day of operations any or all workers could be required to carry out physically strenuous tasks. Such tasks include but are not limited to 8 hours of standing while working, up to 4 hours of hand digging or shoveling, repetitively lifting and carrying 50 lbs. for distances of 25 feet and various other outdoor construction work.

2.4 PLANT OPERATOR

2.4.1 RESPONSIBILITIES

The Plant Operator generally acts as Operator in Charge of the Wastewater Treatment Plant and Water Distribution & Supply System with a focus on the operation and maintenance of the physical plants, in addition to undertaking other work activities to the workforce in completing the various public works assignments and tasks. There will be computer operation, data logging, operations manual review and various other tasks associated with operating our plants in accordance with current regulations of Waste Water Certificates of Approval and Water Licensing that may involve data and word processing of a clerical nature.

Water Plant

The Plant Operator is responsible for maintaining an elevated degree of familiarity and training in respect to the actual operation of the Water Plant. The Plant Operator is required to work with the Operator with Overall Responsibility (in our case it is normally the Public Works Superintendent) to ensure that the plant operates within the requirements of the Water Licensing, the applicable regulations, the Operations Manuals and the Operational Plan.

The Plant Operator is generally the operator who carries out the major operational adjustments, sampling and documentation tasks. From time to time, these tasks are delegated to other operators for training purposes, to cover for when the Plant Operator is away from work or as directed by the Operator with Overall Responsibility.

Wastewater Treatment Plant & Pump Stations

The Plant Operator is responsible for maintaining an elevated degree of familiarity and training in respect to the actual operation of the Wastewater Treatment Plant and its Pump Stations. The Plant Operator is required to work with the Public Works Superintendent to ensure that the plant & pump stations operate within the requirements of the Certificate of Approval, the applicable regulations and the Operations Manuals.

The Plant Operator is generally the operator who carries out the major operational adjustments, sampling and documentation tasks. From time to time, these tasks are delegated to other operators for training purposes, to cover for when the Plant Operator is away from work or as directed by the Public Works Superintendent.

2.4.2 QUALIFICATIONS

The Plant Operator must possess a CLASS 1 - Wastewater Treatment Plant / Collection System Operator's certificate and a CLASS 2 - Water Distribution & Supply Operator's certificate.

All applicants for the Plant Operator position must possess a valid Class DZ license.

As part of any given normal day of operations any or all workers could be required to carry out physically strenuous tasks. Such tasks include but are not limited to 8 hours of standing while working, up to 4 hours of hand digging or shoveling, repetitively lifting and carrying 50 lbs. for distances of 25 feet and various other outdoor construction work. All applicants for positions in the Public Works Department must be able to do strenuous work as described above in all the various weather Mattawa is exposed to throughout the year.

2.5 LABOURER

2.5.1 RESPONSIBILITIES

To perform tasks as described in Section 1 of this Job Description as required to complete the various Public Works tasks and work projects. It is expected that laborers will be taking the required courses and examinations to obtain operator certifications for the sewer & water facilities.

It is a requirement of this position that in order to continue to qualify beyond 3 months from the first day of work at this position, that the employee must write and pass the Operator In Training Exam for Sewer Operator and Water Operator licensing. Failing to pass the OIT qualifying exams within the 4 months period shall deem the employee no longer qualified for this position and no longer possess the ability to do the job.

It is a further requirement of this position that in order to continue to qualify beyond 1 year from the first day of work at this position, that the employee must write and pass the Level 1 Operator Exam for Sewage Treatment and Level 1 Water Distribution and Supply. Failing to pass the qualifying exams within the 1 year period shall deem the employee no longer qualified for this position and no longer possess the ability to do the job.

2.5.2 QUALIFICATIONS

All applicants for part-time, temporary full time or permanent full time for this position must have proof of having obtained their grade twelve diploma, or grade twelve equivalency certificate.

All applicants for the Laborer position must possess a valid Class DZ license.

2.6 LEAD HAND DESIGNATION

2.6.1 RESPONSIBILITIES

The staff member designated as Lead Hand assists the Public Works Superintendent in delegating the duties of the day to day schedule to the various members of the Public Works staff. Subject to the Public Works Superintendent's discretion, the lead hand may determine the combination of crew makeup, dispersion and or best course of action to schedule the routine daily work tasks so as to maximize the use of the skills and aptitudes of each staff member within the scope of their respective responsibilities.

Although the Lead Hand doesn't necessarily take on more responsibilities, there is an element of leadership and initiative that needs to be employed to be effective. The Public Works Superintendent normally will schedule work and often leaves it up to the Lead Hand to lead the group in the orderly execution of the daily tasks.

The Lead Hand, by virtue of this description and past precedent, is the individual, designated by the Public Works Superintendent who stands in for the Public Works Superintendent when he is away from work for one full day or more.

This is based on the premise that management recognizes that the more experienced staff have a good understanding of the time of completion of various routine tasks and may be in the best position to sort out who does what to maximize productivity.

2.6.2 QUALIFICATIONS

The Lead Hand needs to have leadership skills, initiative and the respect of the crew. In addition the Lead Hand must have a good understanding of the procedures and order of operations involved in undertaking the various routine tasks for which the Public Works Department is generally responsible. The Public Works Superintendent shall determine the best suited individual for this designation.

2.7 QMS REPRESENTATIVE

2.7.1 RESPONSIBILITIES

The role of the DWQMS Representative for the Mattawa Water Supply & Distribution System is fulfilled by the Operator In Charge and primarily responsible for establishing and maintaining and communicating all policies, processes and procedures required for the overall administration of the Town's DWQMS.

2.7.2 QUALIFICATIONS

The QMS Representative needs to have leadership skills, initiative and a Level 2 Water Distribution and Supply Operator's Certificate.

**REGULAR MEETING OF COUNCIL
MONDAY, NOVEMBER 26TH, 2012**

#7. REPORTS

7.1 Public Works Department – Municipality of Calvin Water Request

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

REPORT

7.1

Date: Monday, November 21, 2012
Re: Calvin Water Request
From: Marc Mathon, Public Works Superintendent

It is our understanding that the City of North Bay has cancelled their arrangement with Calvin to supply them with water via a contractor. The City adopted a policy of no longer allowing people to purchase potable water from their Public Works yards as they reconfigured their water system which involved metering and the like.

They began dispensing potable water to contractors at a location near the sewage treatment plant which attracted criticism from the North Bay Parry Sound District Health Unit, ultimately leading to them issuing an Order that the City stop dispensing potable water from that location.

Consequently, the City simply chose to completely limit their liability by adopting a policy of no longer dispensing potable water to contractors or anyone else.

Although we can ascertain that water we provide in our water main pipes is high quality and safe, the moment it is dispensed and handled by others, we completely lose control of the safety of the water.

The risk we assume by taking part in providing potable water to Calvin or anyone is that if for some reason the water becomes contaminated en route to Calvin and someone becomes sick, the Town of Mattawa water distribution and supply system will be highlighted as the source of the water. This will undoubtedly come with very negative perceptions by the public.

The only dispensing locations we have to provide water to a carrier is at any one of our newer hydrants, including inside the Fire Hall. During the winter months we could not supply water from our outdoor hydrants as the cost to re-winterize them would be prohibitive. This leaves us with using the hydrant at the fire hall as a dispensing point.

The decision to take on the liability associated with selling water to a contractor to transport from Mattawa to a holding tank in Calvin rests with Council. Should it be acceptable and we wish to provide water to Calvin, it would be our recommendation that the contractor restrict his collection of water from our system to Wednesday evenings when fire fighters are at the hall undertaking their regular programming. They would be able to assist with the dispensing of water.

It is expected that the contractor would pick up water once a month and perhaps twice in December and twice in August. We expect some 15 water collections of 1500 gallons each per year. We recommend that if Council chooses to sell water to the contractor to supply Calvin that:

- a) Administration prepare a waiver for Calvin Council to pass and sign saving the Town of Mattawa harmless from any lawsuit or litigation for damages caused by the water once it leaves our system.
- b) We charge \$50 for the water and \$50 service charge for making the hydrant available.
- c) That we restrict the water dispensing to Wednesday nights when fire fighters are on site.

Discussion should take place to further analyze the fees charged and whether they compensate us for the risk we are taking by supplying potable water to Calvin through a 3rd party contractor.