

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, DECEMBER 14<sup>TH</sup>, 2015  
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, DECEMBER 14<sup>TH</sup>, 2015 @ 7:00 P.M.**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
  - 3.1 Mrs. Vala Monestime – Re: Announcement of Monestime Bursary Availability
- 4. Correspondence**
  - 4.1 Hon. Mauril Belanger, MP – Re: Letter of Thanks  
General Government Services Committee – Clerk
  - 4.2 LAS – Re: Natural Gas Program 2013 – 2014 Period Reserve Fund Rebate  
Finance Committee – Clerk
  - 4.3 Ruth Kost, M. Sc – Re: Habitat Mapping of Feral Wild Boar Across Canada  
Environmental Services Committee – Clerk
  - 4.4 Township of Montague – Re: Support Ontario Trails Act  
General Government Services Committee – Clerk
  - 4.5 West Nipissing – Re: Request for Support Stabilizing Hydro Rates  
Electricity, Gas & Telephone Committee – Clerk
  - 4.6 Ministry of Energy – Re: Energy Statute Law Amendment Act Bill 135  
General Government Services Committee – Clerk
  - 4.7 Economic Developers Council of Ontario – Re: December 2015 News Letter  
Recreation, Tourism & Special Projects Committee – Director of Recreation,  
Tourism & Special Projects Committee
  - 4.8 Ernie Hardeman, MPP – Re: Details for Upcoming Pre-Budget Consultations  
General Government Services Committee – Clerk
  - 4.9 C. B. Pappin – Re: Algonquin Land Claim  
General Government Services Committee – Clerk
  - 4.10 AMO – Re: Provincial Offences Act Default Fees Doubled  
Social & Family Services Committee – Clerk
  - 4.11 AMO – Re: Highlights of the November 2015 Board Meeting  
General Government Services Committee – Clerk

## **Monday, December 14, 2015**

### **Correspondence – Cont'd**

- 4.12 Cecile Lapierre – Re: Request for Christmas Dinner Donation  
Social & Family Services Committee – Clerk
- 4.13 FONOM – Re: Province Maintains Funding Levels for Power Dam Special Payment  
General Government Services Committee – Clerk
- 4.14 MMAH – Re: Involvement in Helping Resettle Syrian Refugees  
General Government Services Committee – Clerk
- 4.15 NBMCA – Re: Minutes of October 28, 2015 Meeting  
Conservation Authority Committee – Clerk
- 4.16 AMO – Re: AMO & UQM to Collaborate on Climate Action  
Environmental Services Committee – Clerk
- 4.17 MTCS – Re: 2016-17 Ontario Sport & Recreation Communities Fund (OSRCF)  
Recreation, Tourism & Special Projects Committee – Director of Recreation,  
Tourism & Special Projects Committee
- 4.18 AMO – Re: Federal Government Announces Plan to Resettle Syrian Refugees  
General Government Services Committee – Clerk
- 4.19 Municipality of Callander – Re: North Bay Regional Health Centre Funding  
General Government Services Committee – Clerk
- 4.20 Municipality of Callander – Re: Property Inquiry Reports & Real Estate Concerns  
General Government Services Committee – Clerk
- 4.21 NBPSDHU – Re: Accommodation Planning Approval of Phase 2  
Health Services Committee – Clerk
- 4.22 Hon. Kathleen Wynne, Premier – Re: Letter of Thanks for Resolution  
General Government Services Committee – Clerk
- 4.23 Pauline & Rene Thibert – Re: Letter to Appeal Supplementary Tax Bill  
Finance Committee – Clerk
- 4.24 NBMCA – Re: Clarification on Concerns for Laurentian Ski Hill & Snowboarding Club  
Conservation Authority Committee – Clerk
- 4.25 Town of Mattawa – Re: Sale of Land for Tax Arrears By Public Tender Notice  
Planning & Development Services Committee – Clerk

## **Monday, December 14, 2015**

### **Correspondence – Cont'd**

- 4.26 FONOM – Re: Use of Wood in Northern Ontario Communities  
Environmental Services Committee – Clerk
  - 4.27 NBPSDHU – Re: Accommodation Planning Phase 2 Update Tender Process  
Health Services Committee – Clerk
  - 4.28 MTO – Re: New Connecting Links Program Launched  
Transportation Services Committee – Clerk
  - 4.29 CCAP – Re: Hydro One Not For Sale Campaign  
Electricity, Gas & Telephone Committee – Clerk
  - 4.30 Municipality of Callander – Re: Laurentian Ski Hill & Snow Boarding Club  
Conservation Authority Committee – Clerk
  - 4.31 AMO – Re: Watch File for November 19, 2015  
General Government Services Committee – Clerk
  - 4.32 FONOM – Re: Reminder of Deadline to Submit Spring Bear Hunt Proposal Feedback  
General Government Services Committee – Clerk
  - 4.33 Cassellholme – Re: Letter of Intent Prepared by KPMG  
Social & Family Services Committee – Clerk
  - 4.34 NBPSDHU – Re: November 25<sup>th</sup>, 2015 Board of Health Meeting Agenda  
Health Services Committee – Clerk
  - 4.35 Steve Pitt – Re: Letter to Council Requesting Donation  
Finance Committee – Clerk
  - 4.36 Municipality of Neebing – Re: Police Services Act Consultation Resolution  
General Government Services Committee – Clerk
  - 4.37 Ministry of Finance – Re: Ontario Municipal Partnership Fund Program 2016  
Finance Committee – Clerk
- 5. Questions/Comments (public & Council) about the Content of the Agenda**
- 6. Municipal Report Number 725**
- **Minutes of Previous Meeting (s)**
  - **Presentation of By-laws/Resolutions**
  - **Adoption of Report**

**7. Committee Reports**

7.1 Public Works Equipment

7.2 Property Tax Arrears

**8. Questions from the Floor**

**9. New/Old Business**

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

**11. In Camera (Closed)**

11.1 Legal Matter

**12. Return to Regular Session**

**13. Adjournment**

Monday, December 14<sup>th</sup>, 2015

Members of Council,

Attached please find Municipal Report Number 725 for consideration by Council.

Respectfully submitted

Francine Desormeau  
Clerk (Interim)

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**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

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

**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 November 23, 2015, the Special Meeting of Thursday November 26, 2015 and the Special Meeting of Wednesday, December 2, 2015 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 23, 2015 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 (Interim)

\*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 Ms. Nadine Lagace made presentation to Council regarding Bissett and 12<sup>th</sup> Streets safety concerns.
4. Correspondence
5. No Questions/Comments about the Content of the Agenda
6. Municipal Report Number 724

Page No. 263

*It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday November 9, 2015 be adopted as circulated.*

Carried

Page No. 264

*That Resolution Number 15-125 and Page 252 of Resolution Number 15-126 being resolutions for the purpose of hiring the Youth and Senior Recreation Programmer on a one year contract, which was adopted by Council at the last regular meeting of November 9, 2015 be reconsidered as "Motions of Reconsideration".*

Carried – Recorded vote on Page 264 and the vote was unanimous



Page No. 265

*It is therefore recommended that the Corporation Town of Mattawa extend the Mattawa Youth and Senior Recreation Programmer position for 1 year (2016) and that the contract position be offered to Rowan Thornborrow. Salary will be set \$34,434.00 or @ \$18.92 per hour + mandatory employer costs which is the same as the existing salary. Funds for the program will be included in the 2016 municipal budget.*

Carried – Recorded vote on Page 265 and the vote was unanimous

Page No. 266

*It is therefore recommended that By-law 15-36 be adopted which will formally enter the municipality into a funding agreement with the Northern Ontario Heritage Fund Corporation for the hiring of a Youth Administrative and Accounting Intern for a period of 52 weeks. The ministry will provide 90% funding in the amount of \$30,990 and the Town of Mattawa will be responsible for \$3,444 plus benefits at a total cost of \$6000.*

Carried

Resolution Number 15-127

Moved by Councillor C. Lacelle

Seconded by Councillor C. Bastien, Jr.

*That the Municipal Report Number 724 be adopted.*

Carried

7. Committee Reports
- 7.1 Jacques Begin – Re: Mattawa Voyageur Days 2015 / 2016
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)
11. In Camera (Closed) Session

Resolution Number 15-128

Moved by Councillor G. Larose

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 15-129

Moved by Councillor C. Lacelle

Seconded by Councillor C. Bastien, Jr.

*That the special meeting reconvene from the In Camera session at 9:26 p.m.*

Carried

Mayor Backer stated that the in-camera session was to deal with a personnel matter.

12. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, November 23<sup>rd</sup>, 2015 adjourned at 9:27 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 Thursday, November 26, 2015 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

\*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.

2. Meeting Called to Order
2. No Disclosure of Pecuniary Interest and Nature Thereof (None)
3. Committee Reports
- 3.1 Voyageur Days Discussion
4. In Camera (Closed Session)
5. Presentation of By-law/Resolutions/2/3 Special Resolutions: (None)

Resolution Number 15-130

Moved by Councillor C. Lacelle

Seconded by Councillor G. Thibert

- 2/3 *That Council approve an entertainment budget of \$300,000.00 for the Mattawa Voyageur Days 2016 music festival.*

Carried – Recorded vote for Resolution Number 15-130 and the vote was as follows:

Voting for: Mayor D. Backer, Councillors C. Bastien, Jr., L. Mick, C. Lacelle,  
G. Thibert, G. Larose

Voting against: Councillor D. Sarrazin

6. Return to Regular Session
7. Adjournment

The special meeting of Council Thursday, November 26, 2015 adjourned at 8:40 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 Wednesday, December 2, 2015 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

\*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.

3. Meeting Called to Order

Resolution Number 15-131

Moved by Councillor G. Thibert

Seconded by Councillor G. Larose

2/3 *That in the absence of the Clerk, Francine Desormeau, Ms. Lucie Viel be appointed to take the minutes of this Special Meeting of Council.*

Carried

2. No Disclosure of Pecuniary Interest and Nature Thereof (None)

6. Committee Reports

3.1 Arena Ice Plant Repairs

7. In Camera (Closed Session)

8. Presentation of By-law/Resolutions/2/3 Special Resolutions:

Resolution Number 15-132

Moved by Councillor D. Sarrazin

Seconded by Councillor G. Thibert

- 2/3 *Be it resolved that as a result of a total failure of the existing Mike Rodden Arena and Community Centre ice plant condenser, the Corporation of the Town of Mattawa approves the purchase of a dry operation condenser and plant upgrades from Metal Air at a cost of \$79,487.00 plus taxes. It is further understood that there may be some additional labour costs for overtime and weekend hours for technical staff to complete the work if required. The attached report and quote is included and forms part of this resolution. Council at this point agrees to waive the purchasing policy due to emergency nature.*

Carried

6. Return to Regular Session

7. Adjournment

The special meeting of Council Wednesday, December 2, 2015 adjourned at 7:25 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 A. BELANGER, CAO/TREASURER**

**TITLE: DONATION TO COMMUNITY CHRISTMAS DAY DINNER**

     Draft By-Law        X   Item      Policy Recommendation

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

In the correspondence section of this Meeting of Council, a letter (4.12) from a group of good Samaritans, and the Mattawa Legion advised of a Christmas Day community dinner.

They are fundraising to assist which the cost of hosting the dinner and have requested Council's participation.

It is a very worthwhile cause and the Legion is a very generous contributor to various causes in our community and it is therefore recommended:

**Recommendation:**

That the Town of Mattawa contribute \$200.00 to the Christmas Day community dinner which will be held at the Mattawa Legion by a group of good Samaritans from 5-8 pm.

Respectfully Recommended

Councillor C. Lacelle

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE:** FINANCE

**CHAIRPERSON:** COUNCILLOR C. LACELLE

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

**TITLE:** TAX WRITE-OFFS UNDER SECTION 354 OF THE MUNICIPAL ACT

Draft By-Law     Item     Policy Recommendation

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

Provisions under Section 354 of the *Municipal Act, 2001* allows for the write-off of taxes deemed uncollectible. The Treasurer has the authority to recommend to Council that uncollectible taxes be written off. These properties, as described in Schedule “A”, have been sold deeming the property tax adjustments uncollectable.

The purpose of this report is to obtain approval by Council to write-off the balance of certain property tax accounts as set out in the attached Schedule “A”. Total adjustments are \$12,497.36 in taxation, which the municipal share is \$11,063.71 and the educational share is \$1,433.65. Staff has determined that tax levies billed on these thirteen properties are deemed uncollectible as per our auditors suggestions and they should be written off.

**Recommendation:**

That Council under Section 354 of the Municipal Act, 2001 approves the cancellation of municipal taxes in the amount of \$11,063.71 and \$1,433.65 in education taxes for a grand total of \$12,497.36 as listed in Schedule “A”.

Respectfully submitted

Councillor C. Lacelle



Schedule "A"

**Summary of Uncollectable Taxes**

Tax Write-Offs

Roll #	Municipal	Education/School Support		Total	Assessment Year	Reason
4821-010-001-08100	\$ 5,847.92	\$ 736.40	EP	\$ 6,584.32	2009-10	Sale of Property
4821-010-001-08700	\$ 80.93	\$ 11.58	EP	\$ 92.51	2008	Sale of Property
4821-010-002-00100	\$ 689.47	\$ 81.17	EP	\$ 770.64	2009-10-11	Sale of Property
4821-010-003-24300	\$ 98.85	\$ 14.14	FS	\$ 112.99	2008	Sale of Property
4821-020-005-12901	\$ 203.71	\$ 22.76	EP	\$ 226.47	2011	Sale of Property
4821-020-005-14710	\$ 149.91	\$ 18.13	ES	\$ 168.04	2010	Sale of Property
4821-020-006-07000	\$ 83.53	\$ 11.94	ES	\$ 95.47	2008	Sale of Property
4821-020-006-08400	\$ 386.83	\$ 47.71	ES	\$ 434.54	2009-10	Sale of Property
4821-020-006-10300	\$ 111.30	\$ 12.43	EP	\$ 123.73	2011	Sale of Property
4821-030-007-17540	\$ 2,295.66	\$ 330.54	EP	\$ 2,626.20	2007-08	Sale of Property
4821-030-007-17540	\$ 344.59	\$ 43.07	ES	\$ 387.66	2009-10	Sale of Property
4821-030-007-17900	\$ 195.42	\$ 28.18	EP	\$ 223.60	2007-08	Sale of Property
4821-030-008-15400	\$ 575.59	\$ 75.60	EP	\$ 651.19	2009	Sale of Property
	<b>\$ 11,063.71</b>	<b>\$ 1,433.65</b>		<b>\$ 12,497.36</b>		

Date: MONDAY, DECEMBER 14<sup>TH</sup>, 2015

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**THE CORPORATION TOWN OF MATTAWA**

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR C. LACELLE

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: FINANCIAL REPORT FOR THE MONTH OF NOVEMBER

Draft By-Law

Item

Policy Recommendation

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

That the disbursements for the month of November 2015 in the amount of \$808,366.28 be adopted as submitted.

Respectfully submitted

Councillor C. Lacelle

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE:** GENERAL GOVERNMENT SERVICES

**CHAIRPERSON:** COUNCILLOR L. MICK

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

**TITLE:** APPLICATION UNDER THE SECOND INTAKE OF THE ONTARIO COMMUNITY INFRASTRUCTURE FUND (OCIF)

     Draft By-Law

  X   Item

     Policy Recommendation

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

The Town of Mattawa submitted two (2) Expression of Interest (EOI) request for funding. One for the Ontario Community Infrastructure Fund (OCIF) for the Mattawan Street Wastewater and Water Mains Replacement on September 11, 2015 estimated at \$1,649,032.00 which provides 90% funding.

The second EOI for the New Building Canada Fund Small Communities Fund (SCF) for the Ottawa and Champlain Streets Water Main Replacement was submitted on September 29, 2015 and is estimated at \$643,620.20 and provides up to 66% funding. Both of these projects have been identified as priority in our Asset Management Plan.

The Expression of Interest request is the first step in the application process. When successful at this phase, an invitation to submit a full application is granted. On November 4, 2015, we received the good news that we have been successful in reaching the next step which is to submit the application for the Mattawan Street Wastewater and Water Mains Replacement OCIF request. The deadline for submission is December 16, 2015.

Being that we have been successful with this phase, Council directs staff to complete and file the application for funding. It is understood that this does not guarantee the approval for the funding request.

**Recommendation:**

That the Council of the Town of Mattawa authorize staff to submit an application under the Ontario Community Infrastructure Fund (OCIF) for the Mattawan Street Wastewater and Water Mains Replacement project.

Respectfully submitted,  
Councillor L. Mick

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR L. MICK**

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

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

Draft By-Law     Item     Policy Recommendation

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

The next regular scheduled meeting of Council is on Monday, December 28, 2013.

It is normal for Council to cancel the second meeting in December because of the busy Christmas schedule everywhere but if a Special Meeting is required Mayor Backer will call the meeting.

For these reasons it is recommended:

**Recommendation:**

That the December 28, 2015 Regular Meeting of Council be cancelled due to everyone's busy Christmas holiday schedule and business normally conducted at that meeting be dealt with at the January 11, 2016 Regular Meeting of Council.

Respectfully submitted

Councillor L. Mick

**THE CORPORATION OF THE TOWN OF MATTAWA**

COMMITTEE: PERSONEL

CHAIRPERSON: COUNCILLOR . LACELLE

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: PROCESS & COMPLIANCE TECHNICIAN (PCT)

     Draft By-Law

  X   Item

     Policy Recommendation

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

On October 13<sup>th</sup>, 2015, Council directed the CAO to develop a new administrative position to help in the short term delivery of services in the Public Works Department following the job offer refusal of the successful candidate to the Public Works Superintendent posting.

A draft report was presented to Council at the Regular Meeting of October 26<sup>th</sup>, 2015. The contents of this document was to be reviewed and any suggestions reported back to the CAO to prepare a final job posting and job description.

This new administrative Process and Compliance Technician (PCT) position will be considered as temporary in order to give Council the time required to re-evaluate the Corporation's needs moving forward within the Public Works Department.

This posting was open from November 10<sup>th</sup>, 2015 (noon) and closed on November 17<sup>th</sup>, 2015 (5:00 pm). Two applications were received and one candidate has since withdrawn. The successful candidate has been interviewed and will report to his new position on December 15<sup>th</sup>, 2015.

**Recommendation:**

That the Town of Mattawa hire Mr. Daniel Finnigan as Process and Compliance Technician (PCT), formal job description attached, on a temporary full-time basis (40 hours per week) with full benefits, at an annual salary of \$60,000.00 effective December 15, 2015. The PCT will be considered on leave from the bargaining unit and on probation for a period of up to six (6) months.

Respectfully submitted,

Councillor C. Lacelle



<b>ENVIRONMENTAL DEPARTMENT</b>
<b>JOB DESCRIPTION (TEMPORARY)</b>
<b>PROCESS &amp; COMPLIANCE TECHNICIAN</b>

## **POSITION OVERVIEW**

The Process & Compliance Technician (PCT), subject to the general direction of the Chief Administrative Officer (CAO), is responsible for managing all day-to-day operational and administrative functions of the Water Distribution Subsystem, Wastewater Collection and Treatment System, and the Mattawa Landfill Site. In this role, the PCT will implement and evaluate programs to support environmental compliance, process control programs, and health and safety requirements for water, wastewater, and landfill processes for the Town of Mattawa.

The PCT will establish and coordinate priorities for operators to ensure efficiency and the meeting of deadlines, while adhering to approved procedures and will further the development and application of organizational policy.

As the Overall Responsible Operator (ORO), the PCT will provide services in our Water Distribution and Supply Subsystem, Wastewater Treatment and Collection systems, and the Mattawa Landfill Site. The PCT will also prepare and deliver reports for Council, the Ministry of the Environment (MOE), the Ministry of Health (MOH), the Ministry of Labour (MOL), and Environment Canada.

## **ESSENTIAL JOB FUNCTIONS**

### **Manages Operations**

- Organizing and delegating work responsibility to maintain operational standards and efficiency.
- Developing and implementing new operations process, procedures and work methods.
- Scheduling, directing and advising of the “Environmental Department”.
- Designing, developing, implementing, and revising programs, systems, process and standards to meet operational goals and objectives.
- Enabling teamwork and collaboration through information meetings within the department.
- Monitoring incidents and ensure proper documentation is sent to proper files.
- Making recommendations and determinations regarding current and future operational policies, procedures, plans, standards process and practices.
- Participating and making recommendations regarding development, evaluation, and revisions to goal, objectives and procedures of the department.

### **Manages Staff**

- Provide leadership direction, instruction, guidance and supervision to ensure that operational goals, objectives and policies are maintained.
- Ensuring understanding of roles and responsibilities throughout the department through effective communication.
- Monitor staff reports and ensure that documentation is accurate and complete as per legislation and policy.
- Providing direction and guidance for decision making relating to departmental issues and assisting staff with solving problems.
- Ensuring that mandated programs are followed such as Occupational Health and Safety Act.
- Identify training needs and training delivery options.

### **Duties and Responsibilities**

- Oversight of Class 2 Water Distribution and Supply Subsystem.
- Oversight of Class 1 Wastewater Treatment and Class 1 Wastewater Collection Systems.
- Must be available to assist other operators on a full-time basis and for on-call and after hour shifts.
- Review all analytical results collected for the purpose of compliance, new water main construction, replacement, repair, as well as process improvement.
- Report to MOE and MOH on any adverse notification protocol.
- Track training and ensure operators are provided with the required opportunities to maintain and upgrade existing licences.
- Conduct internal audits and complete audit reports, responses and other documentation.
- Provide instruction and assistance to operators with process adjustments, compliance reporting, and other duties performed.
- Prepare annual water, wastewater, waste and recycling reports as required by provincial legislation.
- Collect and provide data as requested to various ministries and regulatory bodies.
- Liaise with Government officials (MOE, MOH, and Environment Canada) in respect to inspections and site visit.
- Respond to customer complaints and report to CAO.
- Assume the responsibility of Mattawa's DWQMS.
- Contact, coordinate, and assist contractors for repairs, maintenance, and upgrades to water and wastewater facilities.
- Order and maintain adequate supplies of chemicals as required on site for process and treatment. Maintain supplies and order part for repair and upgrades to the facilities.
- Develop and implement maintenance schedules for generators, UV system, chlorine pumps, alum system, blowers and other process and treatment devices.
- Conduct repairs to water distribution and wastewater collection systems as required.

## **Miscellaneous**

- Required to participate and provide guidance on pilot projects relating to energy and water conservation.
- Take an active role with the GPS/GIS administration and implementation.
- Monitoring departmental performance and developing programs and plans to support improved performance wherever possible.
- Performing other work, as required to support the Corporation in the work that it performs or to facilitate growth.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Minimum Education: Community College Diploma in related discipline.
- Must be certified to the level of both the Water Distribution and Supply Subsystem and the Wastewater Collection and Treatment systems (Class 2 WDS, Class 1 WWT, and Class 1 WWC).
- Minimum Experience: Two to four years direct related experience.
- Excellent communication skills (written and verbal).
- Good organizational skills.
- Strong attention to detail.
- Computer Skills: Microsoft Word, Excel, Power Point, and SCADA.
- Must be familiar and understand regulations such as: S.D.W.A., O. Reg. 170/03, O. Reg. 168/169 etc.
- Must have audit experience and/or training.
- Familiarization with Health and Safety requirements and regulations pertaining to Confined Space entry and rescue, lifting devices, etc.

## **WORKING CONDITIONS**

- General office environment with some exposure to field work and conditions applicable to construction environment.
- May be required to attend evening meetings and/or to respond to emergency situations.
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time.
- May be subject to inclement weather during the discharge of responsibilities.
- Perform other related duties as required.



**CERTIFICATION**

<hr/>		<hr/>	
Employee Signature		CAO/Treasurer	
<hr/>		<hr/>	
Print Name	Date	Print Name	Date
I certify that I have read and understood the Responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
<p><i>The above statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.</i></p>			

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE: PERSONEL**

**CHAIRPERSON: COUNCILLOR C. LACELLE**

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

**TITLE: PUBLIC WORKS TEMPORARY FULL-TIME LABORER**

     Draft By-Law

  X   Item

     Policy Recommendation

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

The new Process and Compliance Technician (PCT) is an administrative Temporary Full-Time position. That posting was filled internally and has created a vacancy within the Public Works Department staff.

A Temporary Full-Time Laborer internal posting was open from November 10<sup>th</sup>, 2015 (noon) and closed on November 17<sup>th</sup>, 2015 (5:00 pm). A single application was received and this applicant will report to his new position as of December 15<sup>th</sup>, 2015.

This position is considered a Band 3 classification and shall be remunerated as per C.U.P.E. Local 1465-1 Agreement 2013. This temporary full-time position is for a period of up to 6 months. The job is described in the Public Works Job Description (Rev. – Nov/12) and includes cleaning and janitorial type work.

**Recommendation:**

That the Town of Mattawa promote Mr. Norman Lefebvre to Temporary Full-Time Laborer as of December 15, 2015 for a period of up to six (6) months. This position is considered a Band 3 classification and shall be remunerated as per C.U.P.E. Local 1465-1 Agreement 2013. Duties relating to this position are outlined in the Public Works Job Description (Rev. – Nov/12) document, and will also include cleaning and janitorial type work.

Respectfully submitted,

Councillor C. Lacelle