

**CORPORATION OF THE TOWN OF LATCHFORD
MINUTES OF THE REGULAR MEETING OF COUNCIL
THURSDAY September 26th 2013
At 7:00 p.m.
HELD AT THE LATCHFORD COMMUNITY RECREATION
CENTRE**

1. Call to order and mayoral comments.

PRESENT:

Council: Mayor George Lefebvre, Councilors Scott Green, and Dave Willcock. Larry Anderson and Jo-Anne Cartner.

Regrets: Councilor Cannon

Staff: Lise Remillard, CFO

Public: 14, members of the public.

Press: Jim Patrick CJTT.

1. Mayor Lefebvre called meeting to order.
2. **Adoption of the agenda as circulated**

Resolution No.: 13/1236

Moved By: Larry Anderson

Seconded By: Scott Green

Be it resolved that the September 26th 2013. Agenda is adopted as circulated and amended.

CARRIED

**3. DECLARATION OF PECUNIARY INTEREST/CONFLICT OF INTEREST
NIL**

4. Adoption of the Minutes

Resolution No.: 13/1237

Moved By: Theo Cull

Seconded By: Jo-Anne Cartner

Be it resolved that the minutes of the Regular, Budget Committee and in camera Council meetings of August 12th August 15th and August 29th 2013. Be adopted as circulated and amended.

CARRIED

5. DELEGATIONS / PRESENTATIONS: Ontario Clean Water Agency; Eric Nielsen Senior Operations Manager for Northeastern Hub. Presented proposal to Council regarding operating Latchford Water Treatment Plant. Focused on cost and liability. (see attached)

**6. COUNCIL COMMITTEE/MAYOR/CLERK REPORTS:
Councillor Anderson: see attached**

Councillor Green: Budget meeting Scheduled for Oct 21st 6:30pm at the Rec. Center
Councillor Cull: Inquired if the Fire Department can store the tanker truck in the Town garage in place of the grader. So the tanker could be available this winter.
Councillor Willcock: see attached
Councillor Cannon: see attached
Councillor Cartner: see attached
Mayor Lefebvre: Mayors monthly report (see attached)

7. **CORRESPONDENCE AND ACTION ITEMS**

A. **Action Items**

1. **Air Passenger Service Earlton Airport.**

Resolution No.: 13/1238

Moved By: Theo Cull

Seconded By: Jo-Anne Cartner

Be it resolved that the: Corporation of the Town of Latchford supports in principal the efforts of Temiskaming Shores to acquire air passenger service from Earlton to Toronto As per attached proposal.

CARRIED

Payroll and General Bills.

Resolution No. 13/1239

Moved By: Larry Anderson

Seconded By: Scott Green

Be it resolved that the following payroll in the amount of \$71,572.54 and general bills in the amount of \$191,071.22 for the period Apr 22/13 to July 25th /13 be passed on behalf of the Corporation of the Town of Latchford.

CARRIED

Botha Creek

Resolution No. 13/1240

Moved By: Dave Willcock

Seconded By: Larry Anderson

Whereas the ratepayers of Latchford and other users of the former rail bed to Silver Centre who use that to access their properties as well as pursue recreational activities such as fishing and hunting are strongly opposed to the removal of the historic bridge over Botha Creek providing access to that area of Latchford and its replacement with a "ford" through said creek,

And whereas this Council is highly sceptical of the ability of a ford to provide access to this highly valued recreational area of our municipality during all weather conditions,

And whereas this Council considers the Botha Creek bridge which was originally built by the T&NO railway as a part of their spur line to serve the historic Silver Centre mining camp as a significant historical feature and supports the return of that structure to its original state through the removal of its enhanced width installed to accommodate logging activities which no longer occur in that area.

Therefore be it resolved that Council for the Corporation of the Town of Latchford hereby request that any plan by the Ministry of Natural Resources and Ontario Power Generation to remove the Bridge over Botha Creek be suspended and the bridge be restored to its original state so as to provide safe continued access for all users of that area of Latchford.

And further, that this resolution be circulated to the Councils of Cobalt and Coleman for their support.

CARRIED

Reduce Speed limit Hwy 11.

Resolution No. 13/1241

Moved By: Jo-Anne Cartner

Seconded By: Theo Cull

Whereas the present speed limit on Highway Number 11 south of Latchford is reduced to 60 km an hour at the southern end of the Sgt Aubrey Cosens VC Bridge,

And whereas, it has been noted by concerned residents that the 90 km an hour speed limit at the entrance to Paige Road and our municipal waste disposal site has resulted in some very near accidents on Highway 11 at that location,

Therefore be it resolved, that Council for the Corporation of the Town of Latchford respectfully request the Ministry of Transport to reduce the speed limit on that portion of Highway 11 to 60 km an hour immediately south of the Paige Road entry point, thereby extending it southerly by approximately 150 metres.

CARRIED

Resolution No. 13/1242

Moved By: Larry Anderson

Seconded By: Scott Green

Be it resolved that the following Information Items be noted and filed:

B. Information Items

1. Assessment review Board.
2. Ministry of Northern Development and Mines ONTC update.
3. Gillies limit South concerns.
4. Literacy Council of south Temiskaming thank you note.
5. Temagami, Cobalt, Corridor minutes for, June 5th, July 3rd, and August 7th 2013.
6. Timiskaming Health Unit Board minutes June 25th and Report to the Board of Health.
7. Trans Canada news release.
8. Ministry of Natural Resources, 2009-2019 Forest management plan.
9. Conway, Davis Gryski Hound Chute update.
10. The Risk Reporter

CARRIED

09. **NEW BUSINESS:** Reviewed letter from Bay Lee Mac, Public Works will look into this.

10. **BY-LAWS**

Resolution No 13/1243

Moved By: Larry Anderson

Seconded By: Scott Green

Be it resolved that By-Law No. 13/1352 being a by-law to confirm certain proceedings of Council of the Corporation of the Town of Latchford for Council meeting held September 26th 2013 Be taken as read a first, second, and third time and finally passed by Council of the Corporation of the Town of Latchford. **CARRIED**

11. **Closed Session,**

Resolution No. 13/1244

Moved By: Theo Cull

Seconded By: Jo-Anne Cartner

Be it resolved that the Council for the Town Of Latchford enter into Closed Meeting At 8:19 am to discuss the following matters set out in the Municipal Act Section 239 (2)
(1) Personal Matters about an identifiable individual, including municipal or board employees.

(2)

CARRIED

Resolution No. 13/1245

Moved By: Scott Green

Seconded By: Larry Anderson

Be it resolved that Council now arise at 8:40pm with no report.

CARRIED

12. **ADJOURN**

Resolution No. 13/1246

Moved By: Theo Cull

Seconded By: Jo-Anne Cartner

Be it resolved that Council now adjourn at 8:04pm until the next regular meeting or call from the Mayor.

CARRIED

Dated at Latchford this 26th day
Of September 2013.



Mayor



CFO

Mayor's Report, Sept 26, 2013

Latchford Control Dam Project

Jeff Barton and I hosted a meeting with representatives from the Temagami and Timiskaming First Nations as well as the Township of Coleman in Latchford on September 05. We discussed and shared our common concerns as well as enlightening them to our very serious concerns regarding the proposed location of the turbines in the new dam. They share those concerns due to the impact on the fisheries spawning area and we will collectively convey that to PWGSC. Other items discussed were the potential for partnerships to pursue the development of the hydro generating component of the new dam should the WPG plan not be realized. It was agreed to delay further meetings with WPG until after our next key stakeholders meeting.

There has been no new correspondence from Angela Russell, Real Estate Advisor for PWGSC regarding the requested land transfer to Latchford but that will continue to be monitored.

The present activity at the dam involves work with respect to the Environmental Assessment and riverbed examination in the area where the new dam will be located. Also, shortly Settlement Surveys of New Liskeard will be conducting an archeological study of the area and will be hiring our backhoe and operator to assist with this.

The next key stakeholders meeting which had been indicated to be held in September has still not been announced.

Highway 11 issues in Latchford

While Larry and I did meet with Rick Wink and Dennis Matte on August 20th and the manhole elevation correction occurred the following day, nothing more has transpired since that date. We were assured that the hole in the sidewalk at the corner of Mowat and Main constituted a safety hazard and would be dealt with along with the other issues we brought to their attention.

Rick Wink did provide the contact information with regard to our request to have the speed limit south of the Sgt Cosens' bridge reduced to 60 km until south of the Paige Road. A motion has been prepared dealing with that for this meeting.

OPG Hound Chute Assessment Appeal

I attended two meetings during the past month dealing with this as well as a site tour of Hound Chute G. S. on Sept. 18 along with Kathryn Pirie; Donald Grant, Assessment Advisor; Councillors Kathy Marcella and Lisa Neil of Coleman Township. The information being assembled will be reviewed to determine the next step in this process of appeal which could result in a direct

presentation to the Minister of Finance to illustrate the unfairness of the present PIL on that site. There is another conference call slated to be held with MPAC on October 03.

Botha Creek Bridge

A discussion with a ratepayer that is directly impacted by any of the proposed changes to the Botha Creek Bridge by replacing it with a ford through the creek confirmed that none of our ratepayers located in that portion of Latchford is in agreement with this proposal.

A motion has been prepared conveying this to the MNR and supporting the continuance of using the historic railroad bridge that has always been used to access this area of Latchford.

Ministry of Environment Meeting

I attended a meeting in Cobalt on September 16 with Sherry Hlersich and Scott Milne of the MOE Safe Drinking Water Branch. They outlined the changes that resulted from the MOE transferring the Operations Division to the Drinking Water Management Division.

Among the revelations was that fact that our certificate of approval on our plant is dated and that we are operating under an order of extension at present.

GIS Mapping Proposal

I participated in a conference call on August 27 that included Michelle Menard from the Frontiersman Motel and Gilles Poulin regarding a proposal he made with respect to creating GIS mapping of the area dedicated to promoting bird hunting. He is to visit and meet in regard to this. I would welcome the participation of anyone who is knowledgeable with GIS mapping.

GLL

Public Works September 26, 2013.

Committee Meeting September 11, 2013 – Present; Terry Inglis, Theo Cull, Larry Anderson.

- 1/2 ton has had @ \$2400.00 in repairs.
-
- Have had good interest in the grader but still unsold. One very promising contact, but it could take a while to complete.
-
- Requesting council's approval to post around town for a spare public works worker. In the event Terry is indisposed or has work that requires 2 people this person would be on call to replace or help out.
-
- It was determined that the waterfront lot just sold near the Water Plant will not require any pavement removal to be serviced with water and sewer. This is good news.
-
-

Report from Councillor Dave Willcock

September 26, 2013

At our last meeting, at which time we passed our 2013 budget, our council came under attack by a few people who believe that they have a better plan. While I believe that their intentions may be good, they have not been involved in the budgeting process as we on council have, and there is no doubt in my mind that we have produced the best budget to address our financial state for a healthy future. It will not occur painlessly, but it will benefit our town in the long term. The suggestion of borrowing more money to "fix" the problems seems absurd to me. The loans that we are already servicing effectively double the costs of the assets that they purchased. Some of these assets are already failing, with 14 or so years left to pay for them.

Most people with personal debt long to be free of it, and it is with that mindset that we formed this budget for our town. It is a budget that will ultimately make the towns future stronger than those municipalities that continue to sink deeper into debt. We have done our best, balancing between the harsher recommendations that have been provided by The Ministry of Municipal Affairs and Housing and what seemed possible for most of our residents. We made cuts everywhere that we could, before applying any increases. Some of our councillors made a personal choice to finish the year without being paid at all. (I personally did not, and will continue to be paid).

I find it difficult at best, to accept advice, or to be berated from those who chose to quit during their term of council, but nevertheless I will listen patiently, and accept any suggestion that appears to have merit.

I thank my fellow councillors and Mayor Lefebvre for standing unified in the face of such bullying, and for passing the best budget that we could produce to address our financial troubles.

OSWAP Funding:

To my knowledge, there has still been no announcement to advise that this funding will be forthcoming this year.

Monitored Hydro Costs (All taxes included)

Aug 30	Town Office	\$217.48 (kwh/day decrease 52%)	1 mth
Sep 11	Street Lighting	\$4311.50 new billing process needs clarification.	
Aug 30	Fire Hall	\$117.92 (kwh/day increase 36%)	1 mth
Aug 30	Town Garage	\$122.04 (Average kwh/day decrease 21%)	1 mth
Mar 1	Rec Centre	\$282.68 (kwh/day identical % from previous year)	1 mth

End of Report
Dave Willcock

Filename: Council Report 13-09

Thurs. Sept 26th, 2013

Our town camping park has two renters, one is for overnight, full service the other is for the year ending in October for 3 days a week.

The Latchford Recreation Centre gym has 11 members for September and has had two meetings as far as I am aware the Recreation Committee meeting and the Emergency Management meeting. Oh I almost forgot there also was a Ratepayers meeting at the Centre.

We paid \$268.38 for July and will be paid \$282.68 for August's bill. September's bill has not arrived yet.

Water monitoring stations were one of the topics discussed, some ideas were brought forward at the Emergency Management meeting. I believe we will be working on a plan to put them in place in the future. In case of flooding we must be prepared. Sand bagging is another thing we should look into for places around town that are essential to the town's well being. There will be another meeting as I understand to sum up all the names and numbers we will need for any future emergency flooding for the communities that will be affected.

Thank you Jo for reading this report while I attend the TMA meeting.

Maxine

September 26, 2013

Report from Councilor Jo-Anne Cartner

Temagami-Cobalt Corridor

At the September 4th meeting of the Temagami-Cobalt Corridor the final planning process for the ATV event which was held this past Saturday was reviewed. I haven't seen the actual dollar figures from the event to see if we made a profit or not but I understand there were approximately 70 participants and I know from speaking to a few riders from town, that they all had a great ride and are looking forward to next year's event. Phase two of the FedNor application for the geotechnical compilation for the area is in the process of being completed. At the May strategic planning session we discussed the next step in governance for the committee. We now have a draft Governance Agreement for our review prior to our next meeting which is being held on Wednesday, October 2nd.

Emergency Management Meeting on Flooding

The high water situation experienced in late April early May, the lack of communication between the OPG, the MNR and PWGSC during that event, as well as the need for a Water Management Plan was discussed. It was suggested that as part of our hazard based planning we develop our own Flood Emergency Plan with the aim to allow for a more coordinated response in the event of a flood. This plan would be added as an annex to our Emergency Plan.

Library

At the meeting of the Board held September 18th it was decided to extend the closure of the library while we investigate what closing the library entails. It should come as no surprise that the board has come to this decision. Our Library has not seen many visitors over the past few years. A notice will be put in each resident's mail box informing them of the situation. Our next meeting is scheduled for October 15th at which time we are hoping to have the information we need to proceed.

Recreation/Community Association

The Community Association at their meeting on September 24th agreed to cover the expense of operating the rink once again this coming winter. The job will be posted in late November early December. If the weather is cold enough we may have the rink open for the Christmas Holidays.

Smoke-Free Timiskaming Workshop – September 25th

This workshop was held to inform participants of the current issues concerning tobacco control, provide solutions to address them as well as provide information to aid Municipalities in the development of their Municipal Smoke Free By-laws with specific focus on smoke free outdoor places. Definitions for smoking, tobacco, smoke-free municipal property as well as the buffer zone allocated as smoke-free in relation to these properties, along with a complete listing of all smoke-free outdoor spaces are all areas to be looked at when drafting a Smoke-Free By-law together.

Medical Centre

We had a brief update meeting with Dr. Roedde this afternoon and went over the Medical Centre budget to date. We will be meeting monthly to review the progress of the clinic, as well as any budget issues or concerns that the doctor or town may have.

Thank you.

Water and Wastewater Operational Liability & Risk

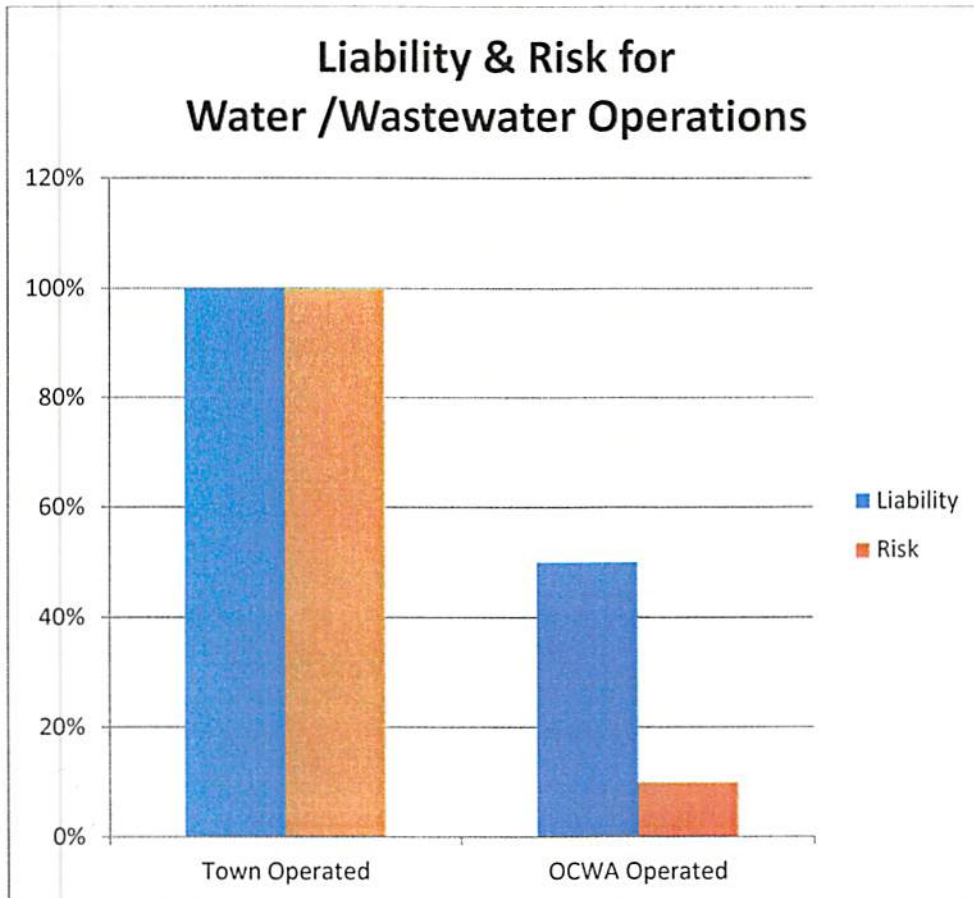
OCWA's compliance department works very closely with the regulator. Our compliance staff is consulted on and review potential new legislation and regulations. Hence when these regulations become law, many of OCWA operated facilities are already compliant or will be within the required time period. Municipally operated facilities have to interpret and then try and become compliant within the required time frame. As a point of note, OCWA has continually maintained a high compliance rating for the water and wastewater facilities.

Liability is reduced by at least 50% with an OCWA operated facility. The new legislation and regulations introduced into the marketplace have an accompanying principle of a standard of care. All those who have oversight of water facilities will be held to a standard of care as defined by the Ministry of the Environment. Sharing those responsibilities and liabilities with an Agency of the Crown also provides value for dollar.

Managing risk in water and wastewater treatment facilities is significant because of the environmental, health, and financial ramifications. There are several reasons why having OCWA as your Operator poses the least risk to the Town. Among these are OCWA's status as a known entity and as a single organization, our public accountability, and our all-Ontario ownership. As an Agency of the Crown, it means that OCWA will not put the environment or public health at risk.

OCWA has augmented its Quality & Environmental Management and Occupational Health & Safety Systems through OCWA's Enterprise Risk Management Program. With a clear and comprehensive commitment to public health and the environment, and occupational health and safety, we understand our partner's risks and make certain that they are always well-managed.

Water and Wastewater Operational Liability & Risk



Town Operated

Town assumes 100% liability and risk for municipally operating their water and wastewater facilities as the Town stands alone.

OCWA Operated

Risk is reduced dramatically. Most of all the operational risk is transferred to OCWA. OCWA bears the risks inherent in the compliance, operations, maintenance and labour costs required for our highly regulated industry. Protection of assets, human resources, security, and the facility in general are all risks allocated to OCWA. With OCWA's depth of resources they are able to draw from other areas in case of emergencies or with potential temporary reduction in staff (e.g. sickness, vacation) with no operational loss to the Town.

Water and Wastewater Operational Liability & Risk

OCWA's compliance department works very closely with the regulator. Our compliance staff is consulted on and review potential new legislation and regulations. Hence when these regulations become law, many of OCWA operated facilities are already compliant or will be within the required time period. Municipally operated facilities have to interpret and then try and become compliant within the required time frame. As a point of note, OCWA has continually maintained a high compliance rating for the water and wastewater facilities.

Liability is reduced by at least 50% with an OCWA operated facility. The new legislation and regulations introduced into the marketplace have an accompanying principle of a standard of care. All those who have oversight of water facilities will be held to a standard of care as defined by the Ministry of the Environment. Sharing those responsibilities and liabilities with an Agency of the Crown also provides value for dollar.

Managing risk in water and wastewater treatment facilities is significant because of the environmental, health, and financial ramifications. There are several reasons why having OCWA as your Operator poses the least risk to the Town. Among these are OCWA's status as a known entity and as a single organization, our public accountability, and our all-Ontario ownership. As an Agency of the Crown, it means that OCWA will not put the environment or public health at risk.

OCWA has augmented its Quality & Environmental Management and Occupational Health & Safety Systems through OCWA's Enterprise Risk Management Program. With a clear and comprehensive commitment to public health and the environment, and occupational health and safety, we understand our partner's risks and make certain that they are always well-managed.

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

The Ontario Clean Water Agency is honoured to have been asked to provide a proposal to serve the Town of Latchford. As part of our commitment, OCWA ensures that we have all the necessary staff, resources and expertise required to perform the water and wastewater treatment services listed below. The service package being offered by OCWA has been developed with specific consideration of the Town of Latchford's operating requirements.

OCWA will provide the Town of Latchford with the highest level of value throughout the term of the proposed service agreement by delivering reliable, quality services with excellent value.

The operating costs for the Town of Latchford water and wastewater treatment facilities are based on a review and analysis of all activities involved in the operations and maintenance of the facilities including the specifications in the Certificates of Approval and water and wastewater regulatory requirements. Our experience both as an Accredited Operating Authority and as the operator of over 700 facilities throughout the province ensures the price to be a true reflection of the actual costs of operating.

OCWA, the largest service provider in Ontario, has been progressively utilizing and enhancing leading edge and innovative technologies over the past few years resulting in lower operating costs, more assurance of fully compliant operations and the long term protection of your assets. The ability to use leading edge technologies enables OCWA to significantly reduce the day to day physical presence of an operator at your facilities yet still improve the frequency and substance of communications with Municipal authorities. This more frequent communication enables both parties to work as partners in the operation of your facilities. We operate numerous facilities in the Latchford area on this basis.

This proposal is conditional based on the completion of a pre-condition assessment of the facilities by OCWA's operational team.

For many years, we have worked to retain the trust and confidence of our communities through our operational integrity, innovative support, and added-value services. OCWA is dedicated to providing the Town with environmentally responsible and cost-effective water and wastewater services.

The Partnership

OCWA appreciates the importance of partnership and advocates for continued consultation and discussions with our partner-municipalities. Together we share the responsibility of providing clean water to your residents and protecting the environment.

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

TOWN	OCWA
Owns the facilities	Operates and maintains the facilities
Seeks to minimize operational costs	Provides valuable service at a competitive rate
Invests in the infrastructure to ensure quality of life to residents	Manages the infrastructure to extend equipment life and reduce capital costs
Complies with Provincial regulations (<i>Safe Drinking Water Act, Nutrient Management Act, etc.</i>)	Provides a best-practices and all-inclusive approach with peace of mind

Cost Recovery Pricing

OCWA is owned by the people of the Province of Ontario. As such, there are no external shareholders for whom a profit must be generated, and OCWA therefore operates solely on the basis of full cost recovery. OCWA and the Town have previously discussed local issues and regulatory requirements that directly affect our costs to operate and maintain your facilities. Our proposal endeavors to reflect OCWA's scope of services while providing a price that reflects the true cost of operations. These factors, along with our experience as the leading operating authority in Ontario and our knowledge gained from our present operation of many facilities comparable to those of the Town, ensures the price is a true reflection of the actual costs of operating.

OCWA proposes a Fixed Price for the operation and maintenance of the Latchford Water Treatment and Wastewater Treatment Facilities for a period of five years. Under this pricing arrangement, the Town pays a fixed annual fee. This guarantees that - *for a period of 5 years* - the Town's cost for labour as well as volatile commodities such as chemicals, laboratory analysis, gasoline, and insurance will remain fixed, effectively limiting the Town's exposure to inflation over the term of the agreement.

Price Proposal for Five (5) Years

Town of Latchford Price Proposal	
Service	Total
Operations & Maintenance	\$133,400
Capital Component	To be identified on an ongoing and annual basis at a 20% markup
DWQMS	All internal costs including internal audits, maintenance, and management review included in the annual cost. External 3 rd party costs to be flow through with no markup
Total Annual Price	\$133,400

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

The Annual Fee is fixed for the first year of the contract. Subsequent years are subject to adjustments for inflation (Ontario CPI) and any upgrades or changes to the Scope of Work.

Harmonized Sales Tax (HST)

Operations and maintenance of water and wastewater treatment systems are not subject to the 13% Harmonized Sales Tax (HST) which came into effect July 1, 2010. OCWA's annual fee for such services is therefore exempt of HST.

CPI—Annual Adjustment to Rate of Inflation

Statistics Canada Consumer Price Index, all Items (Ontario) (CPI) would be used to calculate the inflation adjustment on the Annual Fee. The difference between the CPI during the month of June of the previous year as compared to the CPI of the month of June of the current year shall be the inflation adjustment for the next year. The adjustment will be calculated as soon as information is available from Statistics Canada. In Year 2 of the Services Agreement, and in subsequent years, the inflation adjustment shall be added to the Annual Price for Year 1 of the Agreement on a cumulative basis.

Scope of Costs and Services

OCWA's Annual Fee includes the following costs and services to be provided in each year of a negotiated agreement. While most costs are controllable and predictable and are not subject to annual price adjustments, except for inflation, we have not included hydro costs due to the continued volatility of this commodity.

The costs and services to be provided include the following:

- OCWA has included all anticipated salaries and benefits for operations / operations management / facility oversight, technical, instrumentation, and compliance support and administration. For unanticipated, unexpected or emergency costs outside of normal working hours, provision is made for 6 callouts in the annual price. Any additional callouts will be invoiced separately subject to the terms outlined in the 2nd bullet in the section Out of Scope Work and Ancillary Services on page 6. Note however the client shall only pay for those callouts in excess of the 6 per annum included in the annual price to those due to power failure, acts of God (e.g. storms, high flow situations), and those initiated by the client due to operational issues
- The administration of annual reports to the Regulator as per the Certificates of Approval, PTTW, section 11 and Schedule 22 of O. Reg 170/03
- Be the Accredited Operating Authority for the Town
- Provision of ORO in the distribution system

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

- Provision of ORO oversight for repairs by others to water main leaks and collection system piping during normal working hours
- Providing ORO and OIC for all of the municipality's systems
- Provision of 24/7 response to emergency alarm notifications
- Providing the necessary technical support to properly operate the surface water treatment system and secondary waste water treatment system
- Calibration of meters
- Completing the conversion to the existing DWQMS Operational Plan at no charge to the Town
- We have included all activities with regards to liaising with the MOE, MOH and MOL including facilitating inspections and responding to ensuing reports
- Chemical costs for chemically assisted filtration treatment and disinfection
- Provision of a computerized maintenance management system in accordance with industry standards and manufacturer's specifications with work order generation and quarterly reports to the municipality
- Implementation and on-going service of an integrated safety program
- Training costs for OCWA staff to meet all regulatory requirements as per Ontario Regulations 128/04 and 129/04
- All analytical and laboratory, including freight, costs as per the Certificates of Approval and Environmental Regulations. (Lead sampling is assumed to have been successfully completed as per Schedule 15 and is now exempt)
- On-going costs for maintaining the DWQMS including internal audit and management review, and additional labour and training to ensure conformance (excludes third party fees and audits and completion of Financial Plan)
- All data communications costs. These include costs for OCWA's pagers and cell phones used in the course of regular operations
- All costs relating to transportation, vehicles and gasoline used in the course of normal operations
- Hauling of sludge to an approved site provided by the municipality (existing landfill site drying beds)
- Provision of insurance coverage comprised of property insurance, commercial general liability, environmental (pollution) and vehicle insurance

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

- Other incidental costs such as postage/courier services, cleaning, small equipment rentals, uniforms, miscellaneous tools and supplies all used in the normal course of operations at both facilities
- In addition to the direct costs of operating the facilities, there are a number of costs of a more general corporate nature—for example, OCWA's comprehensive Occupational Health and Safety program, our Quality & Environmental Management and Emergency Management systems, client services and reporting, public relations, use of our proprietary and other software, and costs for accounting, human resources and legal services. The costs associated with these corporate resources are included in OCWA's proposal

Excluded Costs and Services

The costs for services listed below are excluded from the Annual Fee but can be provided by OCWA on an as-needed basis:

- Third party costs for audits, registration and licensing fees for DWQMS
- Costs for hydro and utilities
- Diesel fuel for standby generators
- Repairs to water main leaks and collection system piping
- Inspections of hoists and fire extinguishers
- Thawing of water services
- Installation and servicing of Aqua flow units
- Installation and/or inspection of new water services
- Water meter installation, repair, replacement and meter reading
- Grass cutting and snow removal at plant, pumping stations and around hydrants
- Costs for non-routine sampling and lab analysis
- Cost of local municipal utilities
- Foam swabbing and pigging of water mains
- Labour charges for overtime and after-hours call-ins in excess of 6 callouts
- Costs for repair or replacement of any equipment, instrumentation or electrical devices

Out of Scope Work and Ancillary Services

OCWA has based our proposal on providing the required operating and maintenance services as detailed in this proposal.

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

OCWA is prepared to respond also to equipment breakdowns, process upsets, water main breaks, AWQI's, weather events and emergencies on a 24/7 basis. To address this additional work or services that are not included in this proposal, OCWA proposes labour rates and service fees for all out of scope work as summarized below but subject to final contract negotiations.

Fees for additional services provided by OCWA which are not included in the Fixed Price proposal shall be billed directly to the Town at the following rates:

- Labour rates on business days, Monday to Friday, (08:00 to 16:30) excluding Statutory holidays shall be as per the following listing for the regular hourly rate
- Labour rates at all other times (after hour and on weekends) shall be as per the Emergency and O/T rates with a minimum 4 hour charge (call out) of \$300.00 per person. However, the Client shall only pay for those Call-outs that are in excess of the 6 Call-outs included in the Annual Price for each year of the Initial Term or Renewal Term of the Agreement. However the client shall only pay for those callouts in excess of the 6 per annum included in the annual price to those due to power failure, acts of God (e.g. storms, high flow situations), and those initiated by the client due to operational issues.

Schedule of Regular, Emergency and O/T Labour Rates		
Position Title	Regular Hourly Rate	Emergency & O/T Rates
Operations Manager	\$105.00	\$125.00
Cluster Manager	\$80.00	\$100.00
Instrumentation Technician	\$75.00	\$95.00
Senior Operator	\$70.00	\$90.00
Operator/ Mechanic	\$65.00	\$85.00
Process Technician	\$75.00	\$95.00
Operator in training	\$50.00	\$70.00

- Statutory Holiday rates are \$100 /hour for a minimum of 8 hours
- Vehicle and tool costs are included in this labour pricing. These rates will be reviewed on an annual basis for cost factors such as inflation, deflation and/or labour compensation, if any, and the client shall be advised of any changes.
- Costs for parts, equipment and supplies, and outside labour charges (i.e., contractors), used by OCWA staff to provide the additional service shall be billed to the Client and will be subject to the 20% Service Fee

Staffing

OCWA operates many facilities in Northern Ontario in close proximity to Latchford. Some of these include Township of James (Elk Lake), Temiskaming Shores, Earlton, Englehart and Temagami. Overall, OCWA operates almost 70 facilities in our

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

Northeastern Ontario hub. Personnel from throughout the Hub will be trained for the operation at Latchford so that they can be drawn upon in the event of absences, equipment breakdowns or emergency situations. In a similar vein the staff used at Latchford will assist at your other sister municipalities.

Retention and provision of certified staff in Northern Ontario has been difficult for many municipalities. Due to our depth of our human resources OCWA is better able to provide the certified and qualified personnel that can undertake any water and wastewater related operations. All recruitment, training and human resource issues remains the responsibility of OCWA.

If we are successful in our proposal, Latchford will not experience any service or labour disruption. OCWA will provide all human resources services and support as necessary. OCWA staff are unionized members and wages/benefits packages are developed through collective bargaining. We provide a competitive salary and excellent benefits package to our staff as well as constant opportunity and support for skills development and regulatory training. This provides for better retention of staff.

Of note is that OCWA operations staff are members of the Ontario Public Service and as such they are subject to the provisions of an **Essential Services Agreement**, which ensures that there is no impact to the delivery of **safe water** during a labour disruption. All OCWA Operations Managers are non-unionized and are therefore not affected during a potential strike situation.

Statutory Standard of Care

With the coming implementation of section 19 of the *Safe Drinking Water Act*, Municipal councilors and administrators as owners of the water systems will be faced with the necessity of becoming better informed and knowledgeable about the operations of their facilities. Failure to do so may potentially result in regulatory sanction to individuals. OCWA as the Accredited Operating Authority and Overall Responsible Operator of your water systems will commit to providing the knowledge, assistance and recommendations to Latchford to assist in ensuring their obligations and responsibilities to the *SDWA* are met.

Successful Partnerships

OCWA's experience reaches across all regions of our province. From small lagoon systems servicing a subdivision to large wastewater treatment systems serving over one million people, OCWA has knowledge, expertise and staff to meet the individual needs of all our clients.

The face of contract operations in the province of Ontario has changed significantly over the past decade. It has been a period of regulatory, technological, front line and

OCWA'S PROPOSAL TO THE TOWN OF LATCHFORD

management change. Regulations have required municipalities and operators to stay informed of emerging requirements and how best to meet those regulations.

Serving close to 200 municipalities, OCWA develops our alliances through shared decision making, active collaboration, and trust as we work together to provide this essential public health and environmental service to your community.

We look forward to ongoing discussions with Latchford to arrive at a mutually beneficial partnership.