

AGREEMENT ON COVERAGE OF DRINKING  
WATER AND WASTEWATER SERVICES AND  
POOLING OF COMPLEMENTARY EQUIPMENT

*Béarn*  
NOTRE RICHESSE....  
NOTRE POPULATION



*Ms. Lynda Gaudet,  
Chief Administrative Officer*

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# SITUATION

For many years, municipalities operating a drinking water distribution system have had to comply with many standards regarding the quality of the water they distribute.

Among these standards is the obligation to have an Emploi-Québec-certified operator.

As of January 1, 2017, this obligation shall also extend to wastewater operators.

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# THE PROBLEM

In 2005, following the restructuring of terms of office, and of duties and responsibilities, a person was assigned to this position, and the service was also offered to the municipality of St-Édouard-de-Fabre. Due to an extended leave, and as of May 2014, we could unfortunately no longer count on this employee.

As a temporary solution, the town of Ville-Marie provided the service. As time passed, it became increasingly apparent that our employee could not return to work. That meant we needed to find a permanent solution! Considering that none of the Ville-Marie employees were certified as required with regards to drinking water chlorination, we had to think of another alternative.

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AND WHAT IF...

WE WERE NOT ALONE ?

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# A PROCESS IS SET IN MOTION!

- **Mandate:** Given by the municipal council to the development officer at Foresterie Lac B inc., Ms. Lise Turcotte;
  - **Collaboration:** Ministry of Sustainable Development, Environment and the Fight against Climate Change (MDDELCC);
  - **Drinking Water:** Inventory of mandatory training programs and tasks that can be performed once training has been completed;
  - **Wastewater:** As training is not yet mandatory, the development agent proceeded to identify, in collaboration with the incumbent operators, the various tasks to be performed and the standards to be upheld, and that is, according to the different types of facilities. A needs analysis questionnaire was drawn up.
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# FROM OBJECTIVES TO SOLUTIONS...

## **A CLEAR OBJECTIVE**

Hire an employee that has a college diploma in order that the standards with respect to drinking water and wastewater quality be upheld.

## **THE SOLUTION: WORKING TOGETHER!**

Rather than being lone rangers, the elected officials of the municipality of Béarn decided to take on a leadership role by offering the other municipalities to take a step back and consider the possibility of amalgamation in order to obtain the services of a specialized workforce.

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# NEEDS ANALYSIS

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# APPROACH WITH MUNICIPALITIES

- **Project presentation and invitation to municipalities:** Invitation to all municipalities of the MRC to take part in the first phase, that of the needs analysis.
- **Meeting with municipalities:** Meet with senior management and the employee in charge of drinking water management in order to complete the questionnaire.

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The unique financial commitment required from the municipalities.

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Municipalities responded positively to the invitation.

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Ministry present, that is, the MTQ (similar standards applicable to rest areas).

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# DATA ANALYSIS AND TRANSFER

- **Compilation:** Data from the 12 questionnaires.
- **Tour of municipal councils:** Presentation of results to all elected officials to discuss with them and take note of their comments to clarify things, answer questions, and reach a resolution in order to be able to move on to the project's next phase.

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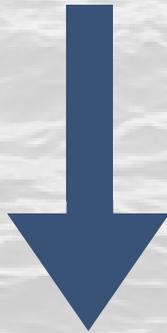
Municipal councils met

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# NEEDS EXPRESSED BY THE ELECTED OFFICIALS

**ONE OF THE NEEDS  
EXPRESSED BY THE ELECTED  
OFFICIALS DURING THE TOUR  
OF COUNCILS**



**CERTIFICATION FOR  
EMPLOYEES RESPONSIBLE  
FOR DRINKING WATER  
SAMPLING**

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**COLLABORATION WITH  
THE CÉGEP DE L'ABITIBI-  
TÉMISCAMINGUE**



**TRAINING PROVIDED  
IN TÉMISCAMINGUE TO A  
DOZEN PEOPLE**

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# INTERMUNICIPAL AGREEMENT

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# FROM RESOLUTIONS TO ACTIONS!

## RESOLUTIONS ARISING FROM THE TOUR OF MUNICIPAL COUNCILS

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Municipalities decided to proceed to phase 2 of the project.



Due to the distance separating Kipawa and Témiscaming from the other municipalities, they two agreed to sign an agreement together. The development agent attended their first meeting.



The other 6 municipalities began the process of drafting an intermunicipal agreement. It was agreed that the municipality of Béarn would act as manager of the agreement.

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# HUMAN RESOURCES REQUIRED

- **Number of hours:** 56 hours of work per week
  - **Number of employees:** Recruitment of 2 operators working 32 hours per week each
  - **In case of absence:** Recruitment of 2 operators ensures the continuation of work should one of them take leave.
  - **Remaining hours:** Equivalent to 8 hours per week, and they remain available for either municipality in case of additional need during the year. If these hours are not used, the municipality of Béarn undertakes to bear the costs. (*Calculation: 32 hours per week X 2 operators = needs fixed at 56 hours per week*)
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# DEVELOPMENT OF DRAFT AGREEMENT

The administrative clauses were drawn up with the help of the Ministry of Municipal Affairs and Land Occupancy (MAMOT).

## MAIN CLAUSES INCLUDED IN DRAFT AGREEMENT

- **Needs:** Both at the level of tasks and work hours
  - **Development of a monitoring committee:** Consists of an elected official and of the senior management of each municipality
  - **Monitoring committee meetings:** Obligation to hold 4 meetings/year
  - **Appointment of a respondent for each municipality:** To provide liaison with the operator
  - **Monetary clause:** Wages, travel expenses, and administrative fees (the latter were fixed at 15 %)
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# PRESENTATION OF DRAFT AGREEMENT

Senior management of each municipality had the responsibility to present the draft agreement to its elected officials for comments.

Once the comments were gathered, and following improvements made to the draft agreement, the project was presented to all the elected officials of the six councils in October 2015 by the MAMOT advisor (legal aspect) and I (financial aspect).

Following the meeting, the six municipalities were ready to move on to the third phase, that is to say, signature of the agreement. Each municipality committed to forwarding its decision by resolution of the municipal council.

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# WITHDRAWAL OF TWO MUNICIPALITIES ...

IN NOVEMBER 2015. THUS, THERE REMAIN

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Municipalities



Senior management of these 4 remaining municipalities work together to review the needs, as well as the clauses, terms, and conditions of the agreement.

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# HUMAN RESOURCES REQUIRED

- **Number of hours:** 43 hours of work per week (the number of hours allocated to each municipality is determined according to a previously-fixed percentage).
  - **Number of employees:** Recruitment of 1 operator working 35 hours per week, with the possibility of working 40 hours.
  - **Remaining hours:** Equivalent to 8 hours per week, and they remain available in case another municipality would like to adhere to the agreement, or if the needs of those who have already adhered to the agreement change.
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# SIGNATURE OF INTERMUNICIPAL AGREEMENT

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THE THREE-YEAR AGREEMENT WAS  
SIGNED DURING THE REGULAR  
MEETING OF THE COUNCIL OF  
MAYORS ON DECEMBER 16, 2015.

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LAUNCHING THE  
CALL  
FOR CANDIDATES

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# HIRING PROCESS

- **Launching the call for candidates:** As soon as the intermunicipal agreement was signed during the regular meeting of the Council of Mayors on December 16, 2015.
  - **Assistance:** The selection committee was assisted by the water management technician of the town of Témiscaming, who acted as a resource person during the entire hiring process. At that time, the town of Témiscaming was the only municipality that had an employee with a college degree in water management techniques.
  - **Start date:** Following recruitment, the operator began work February 15, 2016.
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VISION

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# LOOK ABOVE AND BEYOND ...

The municipalities that are part of this agreement are convinced that in the next few years, the present agreement will serve as a basis to implement a broader water and wastewater management system that will regroup many other municipalities, or even all municipalities that provide water and sewage services.

The mandatory wastewater management certification as of January 1, 2017, the requirement for certain municipalities to have a wastewater treatment system by 2020, and staff movement are all reasons why we believe that other municipalities will want to adhere to the agreement later on.

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# FOR A SCALABLE OFFER

It is thanks to the adhesion of new municipalities that we will be able to consolidate, improve, and increase the availability of the services offered:

**Compliance with applicable standards:** Graduates holding a DCS or ACS in water management

**Equipment maintenance:** Graduates holding a DCS in water management

**Maintenance of water and sewer systems:** Put together a team to address this task.

**Isolated residences:** Assess the possibility of including septic systems.

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THANKS!

Traductions  
BELLERSE