



**CORPORATION OF THE CITY OF  
CLARENCE-ROCKLAND  
COMMITTEE OF THE WHOLE**

September 6, 2017, 8:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

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Pages

1. Opening of the meeting
2. Adoption of the agenda
3. Disclosure of pecuniary interests
4. Delegations / Presentations
5. Petitions / Correspondence
  - 5.1 Petition presented by Mrs. Francine Mault in regards to a speed reduction on Giroux Street 5
  - 5.2 Petition presented by Mrs. Carol Berndt in regards to Campeau Crescent and St-Jacques Street 9
  - 5.3 Sponsorship request from 'Épelle-moi Canada' 21
6. Notice of Motion
7. Comment/Question Period

Note: Members of the public may come forward to the podium and after seeking permission from the Presiding Officer, shall state their name and direct their question/comment on any matter which is related to any item included in this agenda to the Presiding Officer.

The maximum time allowed in all circumstances for a question/comment shall be three (3) minutes per person per meeting. There shall be a maximum of 30 minutes dedicated to the question/comment period. Any unasked questions/comments due to the time restriction may be submitted in writing to the Clerk.

At no time shall this question period be taken by members of the audience to make speeches or accusations.
8. Report from the United Counties of Prescott and Russell

<b>9.</b>	<b>Committee/Staff Reports</b>	
9.1	Property to be declared surplus to the needs of the City, chemin Drouin	25
9.2	Amendment to the Client Accounts Policy for Daycare Services	27
9.3	Delegation of authority with respect to property assessment and the collection of taxes	45
9.4	Tax reduction under Sections 357 and 358 of the Ontario Municipal Act	49
9.5	Accounts Receivable Write Off	51
9.6	Agreement to become a Regional Training Centre for the Ontario Fire College	53
9.7	Bill 148, Fair Workplaces, Better Jobs Act, 2017	57
9.8	10 Year Capital Works Program	69
9.9	Bouvier Road Project Update and Options	77
9.10	Fall clean-up	81
9.11	St-Joseph Project, Contingency Costs Update #3	85
9.12	Fire Stations Revised Options and Budget Request	89
<b>10.</b>	<b>Other items</b>	
<b>11.</b>	<b>Adjournment</b>	



**CORPORATION DE LA CITÉ DE  
CLARENCE-ROCKLAND  
COMITÉ PLÉNIER**

le 6 septembre 2017, 20 h 00

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion
2. Adoption de l'ordre du jour
3. Déclarations d'intérêts pécuniaires
4. Délégations / Présentations
5. Pétitions / Correspondance
  - 5.1 Pétition présentée par Mme Francine Mault au sujet d'une réduction de vitesse sur la rue Giroux 5
  - 5.2 Pétition présentée par Mme Carol Berndt au sujet du croissant Campeau et la rue St-Jacques 9
  - 5.3 Demande de commandite de Épelle-Moi Canada 21
6. Avis de motion
7. Période de Questions/Commentaires

Note: Les membres du public sont invités à se rendre au podium et après avoir reçu la permission du président de l'assemblée, doivent se nommer et adresser leur question et/ou commentaire sur tout sujet qui est relié à n'importe quel item qui figure à l'ordre du jour au président de réunion.

Le temps maximal accordé pour une question/commentaire dans toutes circonstances est de trois (3) minutes par personne par réunion. Il y aura un maximum de 30 minutes consacrés à la période de questions/ commentaires. Toutes questions et/ou commentaires qui n'ont pas été adressés par faute de temps peuvent être soumis par écrit à la greffière.

En aucun cas, cette période de questions/ commentaires ne peut être utilisée par les membres du public pour faire des discours ou porter des accusations.
8. Rapport des Comtés unis de Prescott et Russell

## **9. Rapports des Comités/Services**

<b>9.1</b>	<b>Propriété à déclarer surplus au besoins de la Cité, chemin Drouin</b>	<b>25</b>
<b>9.2</b>	<b>Modifications à la politique des comptes clients pour les Services de garde</b>	<b>27</b>
<b>9.3</b>	<b>Délégation de pouvoir relativement à l'évaluation foncière et la collecte des taxes</b>	<b>45</b>
<b>9.4</b>	<b>Réduction de taxes suite aux articles 357 et 358 de la loi sur les municipalités de l'Ontario</b>	<b>49</b>
<b>9.5</b>	<b>Annulation de comptes recevables</b>	<b>51</b>
<b>9.6</b>	<b>Entente pour devenir un Centre de formation régional pour le Collège des pompiers de l'Ontario</b>	<b>53</b>
<b>9.7</b>	<b>Projet de loi 148, Loi de 2017 pour l'équité en milieu de travail et de meilleurs emplois</b>	<b>57</b>
<b>9.8</b>	<b>Programme d'immobilisations sur 10 ans</b>	<b>69</b>
<b>9.9</b>	<b>Bouvier Road Project Update and Options</b>	<b>77</b>
<b>9.10</b>	<b>Fall clean-up</b>	<b>81</b>
<b>9.11</b>	<b>Projet St-Joseph, Mise à jour #3</b>	<b>85</b>
<b>9.12</b>	<b>Casernes, options revises et budet requis</b>	<b>89</b>

## **10. Autres items**

## **11. Ajournement**

## **pétition vitesse Giroux**

**le 5 août 2017**

**Objet: vitesse sur la rue Giroux**

**Monsieur le maire et membres du conseil,**

**Comme la rue Giroux est située dans la zone écolière, nous aimerions que le conseil accepte de réduire la vitesse existante de 50 kilomètres/heure à 40 kilomètres/heure.**

**Depuis toujours, la rue Giroux est utilisée par les étudiants des écoles Ste Trinité, le Carrefour Jeunesse, l'École publique anglaise ainsi que les étudiants de Rockland District High School qui se rendent sur la rue Laurier pour fréquenter les restos à l'heure du dîner.**

**Cette rue est aussi très passante quand les autobus scolaires ainsi que les enseignants se rendent aux écoles ci-haut mentionnées.**

**Les écoliers de Ste Trinité doivent aussi la traverser quand ils se rendent à l'église Ste Trinité et les professeurs doivent être très vigilants quand ils traversent cette rue.**

**Nous remarquons que la vitesse est aussi 40 k/h sur les rues Chené, St-Joseph, Alma ainsi que Laurence.**

**Vous trouverez-ci joint une pétition signée par la majorité des propriétaires et des résidents de la rue Giroux.**

**Auriez-vous l'obligeance d'étudier notre demande et de nous répondre dans un délai raisonnable.**

**Bien à vous,**



**Francine Mault**

**Représentante pour les résidents et les propriétaires de la rue Giroux**

**pièces jointes: -la pétition**

**-la liste des propriétés de la rue Giroux fournie par les services administratifs de la municipalité**

## Pétition des résidents de la rue Giroux





Nom	Signature	Adresse
FRANCINE MAULT	Frmault	883, Giroux
GREGORY P. MAULT	Gmault	883, Giroux
Sylvie Rollin	Sylvie Rollin	936 Giroux
Benoît Rollin	Benoît Rollin	936 Giroux
OMER DION	Omer Dion	801-8 Giroux
Lynn Blanchard	Lynn Blanchard	814 Giroux
PATRICK VALLICRES	Patrick Vallieres	844 Giroux
DANIEL M. LABILE	Daniel M. Labile	874 Giroux
HENRIETTE SAUMURE	Henriette Saumure	892 Giroux -
Antonio Julianna Martin	Antonio Julianna Martin	920 Giroux
Max Bourgon	Max Bourgon	950 Giroux
CÔME BOUCHER	Côme Boucher	1855 ST-LAURENT <sup>Giroux</sup>
Lise Pigeon	Lise Pigeon	925 GIRoux
COLLIN PIGEON	Collin Pigeon	925 GIRoux
Shawna Andrews	Shawna Andrews	861 Giroux
Dan Bell	Dan Bell	861 Giroux
PIERRE CHEVIER	Pierre Chevier	835 GIRoux

## Pétition des résidents de la rue Giroux

Nom

Signature

Adresse

DIANE PRESSEAU CLAUDE CHARRON	Diane Presseau 	801-2 Giroux Rockland 746 <del>Presseau</del> Rockland
Pierre Dauth		724 Giroux + Rockland
Elysa Pierre-Gilles		772-A Giroux St.
FRANCINE COTE	Francine Cote	772-C rue Giroux
YOLANDE LABELLE	Yolande Labelle	870 GIROUX
Gilles Vallières	Gilles Vallières	844-Giroux
Mario Brun	Mario Brun	960 Giroux
Roxanne Deschênes		788 Giroux
Colette Luyon	C. L.	801 Giroux
Monique Chartrand	Monique Chartrand	801 Giroux # 9
Louis Villeneuve	Cliff Powers	954 Giroux

## Pétition des résidents de la rue Giroux

[illegible]

PETITION TO THE CITY OF CLARENCE-ROCKLAND

We, the undersigned residents of Clarence-Rockland residing on Campeau Cres /or St. Jacques St (Ward #1) draw the attention of the city to the following:

THAT, *the current state of Campeau Cres and St. Jacques St is getting worse. More and more pot holes are being created by the amount of use on the road and has also caused sections of crumbling asphalt to continuously deteriorate which is obviously unsafe for the general public and motor vehicles. It has been this way for years, even closer to decades. Simple patch work over the years has actually worsened the condition and is not even a possible option where the road has crumbled into chunks of asphalt.*

*Clarence-Rockland Council knows of this needed repair and has done nothing to secure the funding for this well-known area of the city requiring critical attention.*

*The residents would like the infrastructure and road repaired and leveled to reflect a better ideal for our community. The value of our homes and economic status has suffered because the roads are an absolute turn-off.*

Dear Residents!

Please sign the petition to have our community upgraded to reflect the presence that is required to show that we belong to the greater whole.

Thank you!

SIGNATURES

(Sign your full name. Do not Print)

M. Keenan  
Martin Duggan  
William Chénier  
Daphni Duggan  
Hassan Abdel-Louissouze  
Katharine Gordon  
Jason Harrison  
Carole Fortaine

ADDRESSES

(Give your home address)

1223 Campeau Cres  
1203 Campeau Cres  
1203 Campeau Cres  
1203 Campeau Cres  
1215 Campeau Cres  
1215 Campeau Cres  
1219 Campeau Cres  
1261 Campeau Cres



**We, the undersigned residents of Clarence-Rockland residing on Campeau Cres /or St. Jacques St (Ward #1) draw the attention of the city to the following:**

## SIGNATURES

**(Sign your full name. Do not Print)**

Lorraine Lee Lewis  
 1000 1st St  
 Miami

*[Handwritten signature]*

Tracy L. P.

John L. Linn

Michael Melcher  
Daniel Farnsworth

Don G. ...

Diane Gervais

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## ADDRESSES

**(Give your home address)**

1263 Campana Creek

663-716 1414

1257 Campan Crst.

1257 Campbell Cres

1268 Campan Creek

12 12 Camperu Cres

1272 CFM FEBU (kt)

1246 Campan-los

1260 Campan Cras

261 Campbell Creek

1208 Compeau Cres

Name:

Address

Signature

Carol Beaudt	1212 Campeau Cres	
Steve Beaudt	1212 Campeau Cres.	
Deloise Lalonde	1200 Campeau Cres	
Luc Chabot	1200 Campeau Cres.	
Gilles Bazinet	1196 Campeau Cres.	
Tim Bazinet	1196 Campeau Cres	
Nicole Bazinet	1196 Campeau Cres	
Rhonda Deslaurier	265 St. Denis St	
Lise Blanchard	1216 Campeau St	
Jean-Luc Blanchard	1187 St-Jacques St	
Alben Maringe	1236 Campeau	
Daniel Parent	1220 Campeau	
Don Jasku	1224 Campeau Cres	
Lise Bougie	1228 CAMPEAU CR	
Jacques Bougie	1228 Campeau Cr	
Celine Bissanette	1232 Campeau	
LEO BISSANETTE	2137 BOQUEBON	
Sylvie Bissanette	2737 BOQUEBON	
Dennis Bissanette	1232 Campeau	
Dave + Donni Bodnar	1244 Campeau	
Annie Ranger	1248 CAMPEAU CRES	
Luc Ranger	1248 Campeau Cres	
Colette Cossette	1071 St-Jacques	
KRISTINA COFFIN	1075 St-Jacques	
Yvon F. Cossette	1071 St-Jacques	
GARY COFFIN	1075 St-Jacques	
Jocelyne Desjardins-Lacasse	1067 St-Jacques	
Marc-André Lacasse	1067 St-Jacques	
Maurice Lacasse	1067 St-Jacques	
CAROLE-ANNE LACASSE	1067 St-Jacques	
Christine Bradley	1271 Campeau Cres	
Steve Bradley	1271 Campeau Cres	

Name:

Address:

Signature

Chris Redize	1255 Campeau	OK
Rob Mahoney	1251 Campeau	Rob Mahoney
Linda Rickey	1251 Campeau Cr	OK
2 Leslie <del>Arbous</del> Leed	1245 Campeau	OK
Essee Chartrand	1247 Campeau	Essee Chartrand
Nicole Prevost	1247 Campeau	Nicole Prevost
Louise Beauchamp	1247 "	Louise Beauchamp
Kristy Prevost	1247 "	Kristy Prevost
Martin Rodon	1241 Campeau	Martin Rodon
Sylvie Anne Giroux	1241 Campeau	Sylvie Anne Giroux
Michel Lanthier	1239 Campeau Cr	Michel Lanthier
Celine Lanthier	"	Celine Lanthier
Eisele Girard	1235 Campeau Cr	Eisele Girard
ERIK Girard	1235 Campeau	ERIK Girard
Rose Seward	1227 Campeau Cr	Rose Seward
JEAN BERGERON	1227 Campeau Cr	JEAN BERGERON
Helen Bergeron	1227 Campeau Cr	Helen Bergeron
JEAN BERGERO JR.	117 MCINTYRE LANE	JEAN BERGERO JR.
Carl Morris	1225 Campeau	Carl Morris
Johi Morris	3965 Milton Rd.	Johi Morris
Brooke Laviolette	3965 Milton Rd.	Brooke Laviolette
LISE LAVIOLETTE	1265 CARON, ROCKLAND	LISE LAVIOLETTE
MARIE LAVIOLETTE	1265 "	MARIE LAVIOLETTE
KAY LAVIOLETTE	1265 CARON	KAY LAVIOLETTE
CHAR MORIS	1225 Campeau	CHAR MORIS
STEPHAN GRIGNON	1217 CAMPEAU	STEPHAN GRIGNON
JOANNE ROBERT	1217 CAMPEAU	JOANNE ROBERT
SABRINA GRIGNON	1217 CAMPEAU	SABRINA GRIGNON
Maurice Cozon	1199 Campeau	Maurice Cozon
MARIELE CAZABON	1199 CAMPEAU	MARIELE CAZABON
Curtis Berndt	1212 Campeau Cres.	Curtis Berndt

Name:

Address:

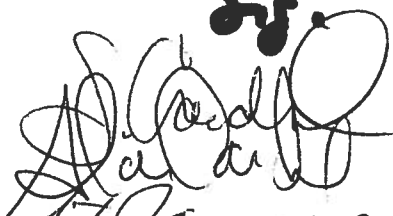
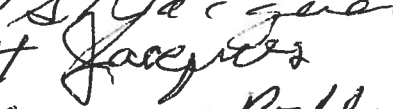
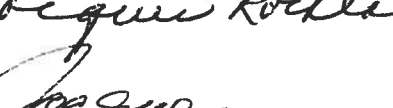




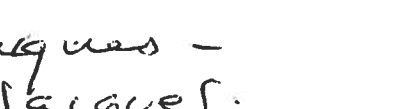
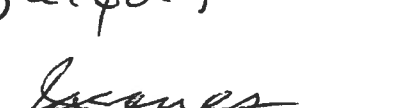

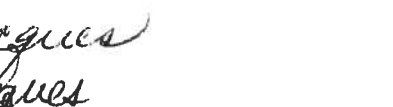

Signature:

Gilles-Paul Gaudet	1087 St Jacques	Gilles-Paul Gaudet
Allison Gaudet	1087 St Jacques	Allison Gaudet
Sydney/Darlene Legare	1063 St. Jacques ST	Sydney Legare
Kara Law	" "	Kara Law
Natalie Shaw	1023 St-Jacques	Natalie Shaw
Curtis Shaw	1023 St-Jacques	Curtis Shaw
Gabrielle Marbeau	1007 St Jacques	Gabrielle Marbeau
Jeanne Lauzon	1003 St-Jacques	Jeanne Lauzon
Robert Brown	994 St Jacques	Robert Brown
Patricia Sawicki	999 St JACQUE	Patricia Sawicki
BEK CHARRON	995 ST. JACQUES	B.K. Charron
DON CHARRON	" "	D. Charron
Alain Joannice	983 St Jacques	Alain Joannice
Danyse Legare	983 St Jacques	Danyse Legare
Danyse Legare	983 St Jacques	Danyse Legare
Danyse Legare	986 ST JACQUES	Danyse Legare
Danyse Legare	1002 St Jacques	Danyse Legare
ALAIN DILON	1002 St-Jacques	Alain Dilon
Nicolas Legare	998 ST-JACQUES	Nicolas Legare
Robert Legare	1008 St-Jacques	Robert Legare
Robert Legare	1008 St-Jacques	Robert Legare
Jean-Guy Legare	1008 St-Jacques	Jean-Guy Legare
Gregory Legare	1016 St-Jacques	Gregory Legare
J. Laroché	1016 St-Jacques	J. Laroché
S. Laroché	1015 St. Jacques	S. Laroché
Linette Friedhomme	1252 Conquest Cr.	Linette Friedhomme
Mimi Rodin	1130 St-Jacques	Mimi Rodin
Marie Odier	269 St-Denis	Marie Odier
Benoit	465 Charron St.	Benoit
Anne Marie St-Onge	2762 Julie St.	Anne Marie St-Onge

NAME	ADDRESS	SIGNATURE
DAN MARTIN	1175 ST. JACQUES	<i>[Signature]</i>
	1176 ST. "	
Rachel Gagnon	1167 St-Jacques	<i>[Signature]</i>
Katherine Gagnon	1167 St-Jacques	<i>[Signature]</i>
Tara Gray	1163 St-Jacques	<i>[Signature]</i>
Robert Gray	1163 St-Jacques	<i>[Signature]</i>
Stephane Lefebvre	1159 St-Jacques	<i>[Signature]</i>
Christine Raymond	1151 St-Jacques	<i>[Signature]</i>
Sarah Rayner	1151 St-Jacques	<i>[Signature]</i>
Robert Rayner	1151 St-Jacques	<i>[Signature]</i>
Anne CARDINAL	1147 St-Jacques	<i>[Signature]</i>
Juile Fortin	"	<i>[Signature]</i>
<i>[Signature]</i>	1139 ST JACQUES	<i>[Signature]</i>
DANIELLE CARPENTIER	1183 ST-JACQUES	<i>[Signature]</i>
Rachel Guellotte	1187 St-Jacques	<i>[Signature]</i>
Lucie Doucette	"	<i>[Signature]</i>
Chloe Guellotte	"	<i>[Signature]</i>
Marilene Guellotte	"	<i>[Signature]</i>
Rachel St-Jean	1195 "	<i>[Signature]</i>
Rose Gylesson	1207 "	<i>[Signature]</i>
Bernie Gylesson	1207 "	<i>[Signature]</i>

# Pétition pour Rue St Jacques.

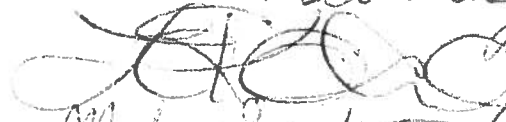

Réparer Le Pavé Maires Dupontin

Nom	ADRESSE	Sig.
Suzanne Cardinal	1091 St-Jacques	
Alain Cardinal	1094 St-Jacques	
Rachel Tremblay	1103 St-Jacques	
George Tremblay	1103 St-Jacques	
Lorraine Séguin	1107 St-Jacques Rockland	
<del>Robert Séguin</del>	1107 St-Jacques	
Robert Séguin	1115 St-Jacques	
	119 St-Jacques	
	1123 St-Jacques	
Denis Ouimet		
SUZANNE OUMET		
André Perras	1098 St-Jacques -	
Yvan Perras	1110 ST-Jacques.	
M Zube	1104 St-Jacques	
<del>1107 St-Jacques</del>		
Jocelyne Perras	1111 St-Jacques	
Paul Perras	1111 St-Jacques	
Patrick Séguin	1107 St-Jacques	
Marc-André Séguin	1107 St-Jacques	
Helene Freepick	1091 St-Jacques	
Jacques FREDERICK	1091 St-Jacques	

NAME	ADDRESS	SIGNATURE
Lyn Galloway	1172 ST JACQUES	LG
Monika Hynes	1164 " "	MH
Paula Sobieralski	1168 St Jacques	PS
Vera Brittain	1168 St Jacques	VB
Mike Brittain	1168 St Jacques	MB
<del>Stephane Crête</del>		
<del>Stephane Crête</del>		
Chantal Hric	1176 St Jacques	CH
Alyssa Dickie	<del>1160</del> " "	
Gavin Dickie	1156 St Jacques	
Riley Dickie		
Andrea Dickie		
Dave Wood	1152 ST. JACQUES ST.	DW
JOHN DONALD		
Lise Cardinal-Vinette	1148 St-Jacques St	LCV
LUC VINETTE	1148 ST. JACQUES ST	LV
Luc Ladouceur	1144 St. Jacques St R.T. L.R.	
Paumarie Ladouceur		
NORM Goulet	1127 St. Jacques	NG
DENNIS LAFLAMME	1131 ST JACQUES	DL
DENNIS LEWIS	1135 ST JACQUES	DL
FRANÇOIS ROBITAILE	1142 St. Jacques	FR Robitaille

# 

Name	Address	Signature
Josephine & Clement	1095 St. Jacques St.	[Signature]
Bruce Mitchell	1095 St. Jacques St.	[Signature]
[Signature]	1099 ST. JACQUES ST.	[Signature]
N. Jamieson	1099 St. Jacques	N. Jamieson
George Vato	1082 St. Jacques	George Vato
Arthur Vato	1080 St. Jacques	Arthur Vato
Donald Vato	1083 ST-JACQUES	Donald Vato
	1060	
Christiane Peras	1098 ST-Jacques	Alexas
Nicholas Boissert	698 St Jacques	Victor Boissert
Francis MacInnis	1102 ST JACQUES	A MacInnis
Bernadette MacInnis	1102 St Jacques	B. MacInnis
Kevin MacInnis	1102 St. Jacques	Kevin MacInnis

NAME	ADDRESS	SIGNATURE
Evan Kaeding	266 St. Denis St	Evan Kaeding
Laura Kaeding	"	
Melanie Fortier	"	Melanie Fortier
GUILLOTINE GENDRON		G. Fortier Gendron
		Georgie Gendron
Jason de Lepper	261 St. Denis St	
Julie Saucier	"	



# Lettre de Commandite

À: Monsieur **Guy Desjardins**  
Maire de la Cité de Clarence-Rockland

Mardi, le 15 août 2017

Monsieur le Maire,

Épelle-Moi Canada lancera sa deuxième édition du concours national d'épellation en français pour les écoles et la communauté du programme Épelle-Moi Canada de la région de Prescott-Russel, **le 4 mars 2018 pour Prescott-Russel** au Gymnase de l'EP carrefour Jeunesse de Rockland de 9h-15h. Lors la première édition qui a débuté du 24 mars 2017 au 8 avril 2017, nous avons près de 750 jeunes de 6 à 14 ans inscrits dans les 3 cycles aux compétitions régionales et répartis dans 10 régions. Le championnat national s'est tenu le 7 mai dernier à Toronto où 84 finalistes de nos 10 régions se sont affrontés. La Cité de Clarence Rockland a eu l'honneur d'avoir le vice-champion nationale du cycle primaire. La communauté a répondu positivement à cette nouvelle initiative et est emballée pour les éditions à venir. Notre nombre de régions s'élève à 15 pour l'année 2017-2018. C'est pourquoi nous sollicitons auprès de votre institution une aide soit financière ou matérielle afin d'honorer nos lauréats dans les 3 secteurs de la ville.

En collaboration avec "Spelling Bee of Canada", Épelle-Moi Canada (EMC) est un nouveau programme éducationnel ayant un numéro charitable (#890470198RR0001) qui vise la promotion et la valorisation de la langue française et le bilinguisme chez les jeunes dans tout le Canada. Il permet aussi à tous les membres des différentes communautés culturelles, sociales, scolaires, etc., de travailler ensemble afin de bâtir une fondation solide, permanente et durable mettant en évidence l'éducation en français de nos jeunes à travers notre mot d'ordre :

**ÉDUCATION + PERSÉVÉRANCE = SUCCÈS.**

Les participants des 3 secteurs de la ville d'Ottawa qui se mériteront la 1ère, 2ème et 3ème place de chaque groupe d'âge (6 à 8 ans, 9 à 11 ans et 12 à 14 ans), recevront des prix tels qu'une bourse monétaire, des trophées ou médailles et différents articles. De plus, les participants âgés d'au moins

15 ans deviendront les mentors pour les jeunes dans leur région. Toutefois, les gagnants de chaque groupe d'âge feront la compétition contre les autres gagnants de la même catégorie des autres régions au championnat national qui aura lieu à Toronto le 06 mai 2018 (lieu à venir).

Veuillez trouver en pièce jointe quelques exemples d'aides que vous pouvez nous apporter. N'hésitez pas à me contacter pour toutes questions supplémentaires.

Dans l'espoir d'avoir votre institution parmi nos commanditaires officiels, veuillez accepter, nos sincères remerciements.

Cordialement,

**Monia Gaudreault**

Présidente EMC pour Prescott-Russel

Tel : 613 983 1897.

E-mail : [monia.gaudreault@cepeo.on.ca](mailto:monia.gaudreault@cepeo.on.ca)

**Gabriel Ngameni**

Coordinateur Épelle-moi Canada pour l'Est canadien

Tel: (613) 219 6317

Courriel: [gabrielngameni@epellemoicanada.ca](mailto:gabrielngameni@epellemoicanada.ca)

## COMMANDITAIRE OFFICIEL (\$ 2500+) Cash ou En Nature

En tant que commanditaire officiel, votre commandite s'accompagne d'un haut niveau de promotion pour le retour de votre investissement.

Comme commanditaire officiel, vous recevrez:

- Espace publicitaire (1/2 P.) dans la brochure de la compétition régionale et le magazine du championnat national (format bannière).
- Nom de votre organisme gravé sur une plaque de remerciement et remis au gala ÉMC.
- Logo de votre organisme affiché sur nos dépliants, réseaux sociaux et site internet.
- Reconnaissance pendant le championnat national (temps de parole, remise des trophées).
- reconnaissance pendant la compétition régionale (temps de parole, remise des médailles).
- Point central pour la promotion de votre organisme (table d'exposition, bannière).

## COMMANDITAIRE PARTENAIRE (\$1500+) Cash ou en Nature

Comme commanditaire partenaire, vous obtiendrez une exposition substantielle et les opportunités promotionnelles suivantes:

- Espace publicitaire (1/4 P) dans la brochure de la compétition régionale & le magazine du championnat national (format carte d'affaire).
- Nom de votre organisme gravé sur une plaque de remerciement et remis au gala ÉMC.
- Logo de votre organisme affiché sur nos dépliants, réseaux sociaux et site internet.
- Reconnaissance pendant le championnat national (temps de parole, remise des médailles).
- Reconnaissance pendant la compétition régionale (temps de parole, remise des médailles).
- Opportunité de faire la promotion de votre organisme (Affichage de votre bannière).

## DONATAIRE (\$1000+) Cash ou En Nature

En tant que donataire, vous recevrez:

- Espace publicitaire (format carte d'affaire) dans la brochure de la compétition régionale & nom de l'organisme inscrit dans le magazine du championnat national.
- Nom de votre organisme gravé sur une plaque de remerciement.
- Logo de votre organisme affiché sur nos réseaux sociaux et site internet.
- Reconnaissance pendant la compétition régionale (Remise des médailles).

## DONATAIRE (\$1000 -) Cash ou En Nature

Comme donataire, vous recevrez:

- Espace publicitaire (en fonction de la valeur du Don) dans la brochure de la compétition régionale & nom de l'organisme inscrit dans le magazine du championnat national.
- Nom de votre organisme gravé sur les certificats d'appréciation.
- Logo de votre organisme affiché sur nos réseaux sociaux et site internet.

**Les chèques doivent être émis à l'ordre d' Épelle-Moi Canada.**

**À l'onglet Memo, préciser le nom de la région pour laquelle le don est fait**

**Reçu à des fins d'impôts disponible sur demande**

## SUGGESTIONS ET POSSIBILITÉS DE DON 2017-2018

Vous pouvez toujours choisir de faire un don à différents niveaux:

### Groupe d'âge de la compétition

Cycle Primaire-(âges 6-8), Cycle Moyen-(âges 9-11), & Cycle Intermédiaire-(âges 12-14)

Offrir des dons pour les finalistes régionaux d'une valeur totale de 1800\$ réparti comme suit:

- ❖ Cycle primaire: 1ère place (200\$), 2ème place (150\$) et 3ème place (100\$) place = 450\$
- ❖ Cycle moyen: 1ère place (300\$), 2ème place (175\$) et 3ème (125\$) place= 600\$
- ❖ Cycle intermédiaire: 1ère place (400\$), 2ème place (200\$) et 3ème place (150\$) = 750\$

T-Shirts de la compétition avec exclusivement le logo de votre organisme gravé à l'endos.

1000\$ (un organisme) vs 500\$ (deux organismes non concurrentiels)

Trophées & Médailles:

- ❖ 300\$: Trophées & Médailles des finalistes régionaux gravés avec le nom de votre organisme comme commanditaire.

Tasses à café

- ❖ 500\$ : Tasses à café incluant le logo de votre organisation et celui d'EMC à remettre comme prix aux participants.

Suggestions des prix de consolation :

- ❖ Certificats cadeaux, Montres, Marqueurs de livres, etc.

Offrir des locaux pour:

- ❖ Sessions d'entraînement (Club d'épellation)
- ❖ Session de formation pour les bénévoles
- ❖ Compétition régionale

Besoins pour la compétition:

- ❖ Rafratchissement, Apéritif, Collation
- ❖ Enregistrement vidéos
- ❖ Système de son
- ❖ Photographe
- ❖ Transport des finalistes à Toronto pour le championnat national
- ❖ Impressions des documents (affiches, formulaires, livret d'études, brochure, magazine...etc.)

En tant que donataire, vous recevrez:

- Espace publicitaire dans la brochure de la compétition régionale & le magazine du championnat national (*l'espace disponible se base sur la valeur du don*)
- Nom de votre organisme gravé sur les certificats d'appréciation ou plaque de remerciement (*en fonction de la valeur du don*)
- Logo de votre organisme affiché sur nos réseaux sociaux et site internet

**Les chèques doivent être émis à l'ordre d'Épelle-Moi Canada.**

**À l'onglet Memo, préciser le nom de la région pour laquelle le don est fait**



Established in 1987 to enrich  
the learning experience of our youth

# Plan de Commandites 2018

2428 Islington ave suite 215, Totonto, On, M9W3X8

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[www.epellemoicanada.ca](http://www.epellemoicanada.ca), [info@epellemoicanada.ca](mailto:info@epellemoicanada.ca)



## REPORT N° FIN2017-024

<b>Date</b>	05/07/2017
<b>Submitted by</b>	Rob Kehoe, Monique Ouellet
<b>Subject</b>	Surplus City property, chemin Drouin
<b>File N°</b>	D00 Development and planning

- 1) **NATURE/GOAL :**  
To generate funds from surplus properties
- 2) **DIRECTIVE/PREVIOUS POLICY :**  
By-law 2004-153 Sale of Real Property
- 3) **DEPARTMENT'S RECOMMENDATION :**  
**WHEREAS** By-law 2004-153 provides the procedures for disposing of surplus property; and

**WHEREAS** further to a consultation with all department heads, the administration recommends that the property known as 3575 Drouin Road be declared surplus to the needs of the City;

**BE IT RESLOVED THAT** Council hereby declares the property known as 3575 Drouin Road to be surplus to the needs of the City; and

**BE IT FURTHER RESOLVED THAT** Council hereby authorizes the Clerk and/or the Director of Finance to proceed to the sale of the surplus property identified as 3575 Drouin Road as per the policy adopted under By-law 2004-153.

**ATTENDU** que le Règlement 2004-153 énonce les procédures pour disposer des biens excédentaires, et

**ATTENDU** que suite à une consultation avec tous les chefs de départements, l'administration recommande que la propriété connu comme le 3575, chemin Drouin soit déclarée bien excédentaire aux besoins de la Cité;

**QU'IL SOIT RÉSOLU QUE** le Conseil déclare la propriété connu comme le 3575, chemin Drouin bien excédentaire aux besoins de la Cité; et

**QU'IL SOIT AUSSI RÉSOLU QUE** le Conseil autorise la Greffière et/ou le Directeur des finances à procéder à la vente de la propriété identifié comme le 3575, chemin Drouin sujet à suivre la politique adoptée par le Règlement no. 2004-153.

4) **BACKGROUND :**

The City has received unsolicited interest in the property.

5) **DISCUSSION :**

The property was appraised at \$68,500.

As per procedures established by By-law 2004-153, the following steps will be undertaken by staff, once Council has declared the property to be surplus to the needs of the City:

- an estimate of the costs incurred or required to dispose of the proposed real property including legal fees, survey, appraisal, encumbrances, advertising, improvements, etc. will be established.
- an estimated bid amount will be established based on the appraised value and shall be increased to include the amounts of the costs referred above.
- An advertisement stating that the surplus property is for being sold by public tender, will be placed once in a local newspaper and will remain on the City's website for five consecutive days.
- A report advising City Council of the details of the offers will be submitted as soon as practicable to finalize the sale.

6) **CONSULTATION:**

Directors have been consulted.

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/a

8) **FINANCIAL IMPACT (expenses/material/etc.):**

Sale proceeds will be deposited in the Tax stabilization reserve.

9) **LEGAL IMPLICATIONS :**

N/a

10) **RISK MANAGEMENT :**

N/a

11) **STRATEGIC IMPLICATIONS :**

N/a

12) **SUPPORTING DOCUMENTS:**

- By-law 2004-153
- Draft advertisement



## RAPPORT N° LOI2017-08-03

<b>Date</b>	Le 21 août 2017
<b>Soumis par</b>	Pierre Boucher
<b>Objet</b>	Modifications Politique Comptes clients
<b># du dossier</b>	A09 COM

### 1) **NATURE / OBJECTIF :**

Dû à plusieurs changements aux cours des dernières années et afin d'améliorer les communications avec les clients du Service, des modifications à la politique de Comptes clients s'avéraient nécessaires

### 2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Par le passé, certains items de la politique pouvaient porter les utilisateurs du Service (le client) à interpréter certains aspects de la politique différemment de l'intention voulu.

### 3) **RECOMMANDATION DU SERVICE:**

**QUE** le comité plénier recommande au conseil municipal d'approuver les modifications à la politique de comptes clients GAR15-01, tel que recommandé.

**THAT** the Committee of the Whole hereby recommends to Municipal Council to approve the modifications of the clients account policy GAR15-01, as recommended.

### 4) **HISTORIQUE :**

Le Service de Garderies qui est en constante évolution, a adressé dans la politique soumise pour approbation les critères et règlements appropriés à la gestion saine et efficace des services à offrir.

### 5) **DISCUSSION :** N/A

6) **CONSULTATION :**

Le service a consulté les intervenants de différents secteurs du Services tel que l'administration des dossiers, le Service des finances, la gérante du Service ainsi que la coordonnatrice des garderies afin de s'assurer d'adresser avec exactitude tous les aspects nécessaires reliés à la politique.

7) **RECOMMANDATION OU COMMENTAIRES DU COMITÉ :**

N/A

8) **IMPACT FINANCIER (monétaire/matériaux/etc.):**

Les changements à la politique n'ont aucun impact financier. Par contre, en éliminant les matières à interprétation les Services auront un meilleur outil de communication et ceci évitera aux employés de devoir justifier notre interprétation au sujet de la facturation / Entente de Service.

9) **IMPLICATIONS LÉGALES :**

N/A

10) **GESTION DU RISQUE (RISK MANAGEMENT) :**

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Politique de Comptes Clients

<b>CORPORATION</b> <b>De la Cité de / of the City of</b> <b>CLARENCE-ROCKLAND</b>	<b>Politique/Policy no :                   GAR15-01</b>
	<b>Objet/Subject :</b> <b>Politique de Comptes Clients –</b> <b>Service de Garderies / Clients</b> <b>accounts policy – Day Care Services</b>
	<b>Service/Department :               Garderies</b>
<b>Date : Août/August 2017</b> <b>Préparé par : Pierre Boucher</b>	<b>Règlement/By-law No. :</b>
	<b>Résolution/Resolution No. :</b>

<p><b>BUT:</b> Établir une politique afin d'harmoniser les règles et politiques des comptes clients du Service de Garderies.</p> <p><b>ÉTENDUE</b>  Cette politique s'appliquera à tous les comptes à recevoir pour les frais du Service de garde licencié municipal.</p> <p><b>RESPONSABILITÉ</b>  Le département du Service de Garderies est responsable de fournir toute l'information nécessaire à la facturation au Service des Finances afin qu'il puisse préparer la facture.</p> <p>L'employé assigné à la facturation sera responsable de faire parvenir la facture mensuelle à la clientèle du Service de Garderies. Cet employé sera également responsable de la perception des comptes à recevoir.</p> <p><b>PROCÉDURES</b>  Les procédures de cette politique seront établies par le Directeur des Services Communautaires.</p> <p><b>DÉFINITION DES TERMES DE RÉFÉRENCE</b></p> <p><u>Journée ouvrable</u> : du lundi au vendredi à l'exception des journées fériées (Section 3 d)</p> <p><u>Journée scolaire</u> : toute journée incluse dans le calendrier scolaire, selon le Conseil Scolaire de chaque école</p> <p><u>Pleine journée</u> : toute journée qui n'est pas une journée scolaire</p> <p><i>Totalité des services applicables aux groupes parascolaires</i>: inclue journées scolaires (Am &amp; PM), journées pédagogiques, congé de mars, congé de Noël et l'été.</p>	<p><b>PURPOSE:</b> The purpose of this policy is to standardize the rules and policies of the Daycare Services Clients account.</p> <p><b>COVERAGE</b>  This policy will apply to all accounts receivable for all municipal license Daycare Services.</p> <p><b>RESPONSIBILITY</b>  The Daycare Services department is responsible to provide the Finance department with all necessary information in order to proceed with the invoice.</p> <p>The employee assigned to billing will be responsible to send the monthly invoice to the Daycare Services clients. This employee will also be responsible for the collection of receivable accounts.</p> <p><b>PROCEDURES</b>  This policy procedure will be established by the Community Services Director.</p> <p><b>DEFINITION OF TERMS OF REFERENCE</b></p> <p><u>Working day</u>: from Monday to Friday with the exception of statutory holidays (Section 3 d)</p> <p><u>School Day</u>: all days included into the school year calendar as per the School Board of each school.</p> <p><u>Full day</u>: any day that is not a school day.</p> <p><i>Full service applicable to school age children</i>: includes school days (AM &amp; PM), PD days, March break, Christmas and summer holidays.</p>
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*Totalité des services applicables aux groupes bambins et préscolaires : toutes journées ouvrables*

### **1) ENTENTE DE SERVICE**

- a) Le nouveau client sera convoqué à un rendez-vous d'admission où il recevra la trousse d'inscription qu'il devra compléter et remettre à l'employée responsable de la garderie.

2<sup>e</sup> étape de l'inscription :

Il sera la responsabilité du client de se rendre au Service à la clientèle de l'Hôtel de Ville, avec le formulaire d'entente de service, afin de payer son dépôt de sécurité (Section 2), ainsi que le frais pour l'ouverture de compte (voir ANNEXE « A » grille des frais du Service de Garderies) avant que son enfant puisse fréquenter l'établissement.

- b) Le parent dont l'enfant fréquente le service de garde parascolaire devra compléter la section « PARASCOLAIRE » du formulaire d'entente de service. Le parent cochera les services qu'il réserve pour une durée de 12 mois, soit du 1<sup>er</sup> juillet au 30 juin, signera l'Entente et sera lié à cette Entente, nonobstant du service qu'il utilisera pendant la durée de l'Entente.

Lorsque le client coche un service, il est responsable de payer la totalité de ce service; il ne sera pas possible de choisir partiellement un service. Par

*Full service applicable to toddler and preschooler children: all working days*

### **1) SERVICE AGREEMENT**

- a) The new client will be scheduled to an admission appointment, where he will receive the registration package; the client must complete the forms and return it to the supervising daycare employee.

2<sup>nd</sup> admission step:

It is the client's responsibility to go to the City Hall's Client Service Center in order to submit the Service Agreement Form, the security deposit payment (Section 2) as well as the account set-up fees (see SCHEDULE "A" Daycare Services Fees) before his child can attend the daycare.

- b) The parent whose child attends the school age daycare program will have to complete the section "SCHOOL AGE" of the Service Agreement form. The parent will check off the services he/she reserves for the 12 month period, from July 1<sup>st</sup> to June 30<sup>th</sup>, will sign the Agreement and will be bound to the Agreement, notwithstanding of the service used during the term of the agreement.

When a client check marked a service, he/she is responsible of paying the entire service; it is not possible to choose a partial service. For example, when a

<p>exemple, lorsque le client coche « Journées pédagogiques », toutes les journées pédagogiques de l'école fréquentée par leur enfant seront chargées au client ou congé d'été inclura toutes les semaines/journées qui ne sont pas des journées scolaires. La même procédure s'appliquera dans le cas du congé de Noël et du congé de mars.</p> <p>Lorsqu'un enfant du groupe préscolaire est transféré dans le groupe de parascolaire, le parent pourra remplir une nouvelle entente pour réserver les services selon ses besoins.</p> <p><b>c) AJOUT DE SERVICE</b></p> <p>Il est possible pour la clientèle de faire des ajouts de service lorsque ceux-ci ne sont pas réservés sur leur entente.</p> <p>Le client doit faire une demande d'ajout de service, en remplissant le formulaire disponible à la garderie, 48 heures à l'avance, afin de permettre à la chef d'équipe/superviseure de confirmer que nous avons la place dans le groupe d'âge de l'enfant. Une fois confirmé par la chef d'équipe/superviseure et le client, il ne sera plus possible d'annuler cet ajout de service. L'ajout de service sera ajouté à la facture du client.</p> <p><b>d)</b> Dans l'éventualité que le groupe de parascolaire est à pleine capacité, le Service doit donner priorité aux clients qui réservent la totalité des services.</p> <p><b>e)</b> Il n'y a pas d'option de service</p>	<p>client checks off "PD Day", all PD Days of the school attended by their child are charged to the client or summer break will include all weeks/days that are not school days. The same procedure will be applied for the Christmas and March break.</p> <p>When a child is transferred from a preschool group to a school age group, the parent can fill out a new Agreement to reserve the services according to his needs.</p> <p><b>c) ADDITIONAL SERVICE</b></p> <p>It is possible for the client to add additional services when they were not initially reserved in the Agreement.</p> <p>The client needs to complete the Service Agreement Form to request the additional service, 48 hours in advance, to allow the Crew Leader/Supervisor to confirm the availability in the child age group. Once confirmed by the Crew Leader/Supervisor and the client, it will not be possible to cancel the additional service. The additional service will be charged to the client's invoice.</p> <p><b>d)</b> In the event that the school age group is at full capacity, the Service will give priority to clients reserving the full service.</p> <p><b>e)</b> There is not a different option</p>
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<p>différent pour les groupes bambins et préscolaires puisque nous devons maximiser les places disponibles de 5 jours/semaine, vu les places limitées que nous avons dans les garderies.</p> <p>f) Le client subventionné qui n'est plus éligible à une subvention pour ses frais de garde, pendant le terme de son entente, pourra remplir une nouvelle entente pour réserver les services selon ses besoins et devra déboursier la différence du dépôt de sécurité entre le dépôt d'un client subventionné et le dépôt des clients payeurs en vigueur.</p> <p><b>2) DÉPÔT DE SÉCURITÉ</b></p> <ul style="list-style-type: none"> <li>- Un dépôt de sécurité équivalent à deux semaines de frais de garde est exigé pour tous les nouveaux clients à la garderie.</li> <li>- Le dépôt sera non-remboursable si le client décide d'annuler le service de garde après avoir complété l'inscription et remis le dépôt de sécurité.</li> <li>- Le dépôt de sécurité sera versé au compte du client lorsqu'il remettra un avis écrit de quatre (4) semaines du retrait de son enfant au Service des finances</li> <li>- Si le compte est à jour, le montant restant au compte, incluant le dépôt de sécurité sera remboursé au client par chèque OU sera automatiquement transféré dans le compte d'un enfant de la même famille qui fréquente le Service de Garderies.</li> </ul>	<p>available for children attending the toddler or preschool program since we have to maximize the available spaces of 5 days a week, due to limited spaces in the daycares.</p> <p>f) The subsidized client that no longer qualifies to a subsidy for its daycare fees during the agreement period, will be able to fill a new agreement to reserve the services according to his needs; the client will have to disburse the security deposit difference between the subsidize and the non-subsidize deposit fee.</p> <p><b>2) SECURITY DEPOSIT</b></p> <ul style="list-style-type: none"> <li>- A security deposit equivalent to two weeks of daycare services will be required by all new daycare clients.</li> <li>- The deposit will not be reimbursed if the client decides to cancel their daycare service after completion of registration and submitting the security deposit.</li> <li>- The security deposit will be applied to client's account when a four (4) weeks written notice of withdrawal is given to the Finance Department.</li> <li>- If the account is up to date, the credit to the account, including the security deposit will be reimbursed to the client by cheque OR it will be automatically transferred to the account of a child from the same family who attends the Daycare Services.</li> </ul>
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<p>- Le client doit payer le frais d'ouverture de compte en même temps que le dépôt de sécurité au Service à la Clientèle de l'Hôtel de Ville. Ce frais est non remboursable. (voir ANNEXE « A » grille des frais du Service de Garderies).</p> <p>a) <b>DÉPÔT DES CLIENTS SUBVENTIONNÉS</b>  Le client qui est éligible à une subvention partielle des Comtés Unis de Prescott Russell doit remettre un dépôt de sécurité tel qu'établi par le Service (voir ANNEXE « A » grille des frais du Service de Garderies).</p> <p>Le frais d'ouverture de compte sera payé par les Comtés Unis de Prescott Russell.</p> <p><b>3) FACTURATION COMPTES À RECEVOIR SERVICE CONCERNÉ</b></p> <p>Chaque Chef d'équipe/ Superviseure sera responsable de l'intégrité et de l'exactitude des données de base acheminées au Service des Finances.</p> <p><b>PROCÉDURES GÉNÉRALES</b></p> <p>Le Service maintiendra des pièces justificatives aux fins de la facturation. Chaque garderie sera responsable de conserver les présences originales sur les lieux de la garderie pour une durée de trois (3) ans.</p> <p>Le client qui fera une demande de vérification de l'assiduité et du livre de signature d'arrivée et de départ de son enfant à la garderie devra</p>	<p>- The client must pay the account set-up fee at the same time as the security deposit to the Client Service Center at City Hall. This fee is non-refundable. (see SCHEDULE "A" Daycare Services Fees).</p> <p>a) <b>SUBSIDIZE CLIENTS DEPOSIT</b></p> <p>Subsidize client that are eligible to a partial subsidy from the United Counties of Prescott Russell must pay a security deposit as establish by the Service (see SCHEDULE "A" Daycare Services Fees).</p> <p>The fee for setting up an account will be paid by the United Counties of Prescott Russell.</p> <p><b>3) INVOICES ACCOUNTS RECEIVABLE AFFECTED DEPARTMENTS</b></p> <p>Each Crew Leader/Supervisor will be responsible for the integrity and accuracy of the basic information given to the Finance Department.</p> <p><b>GENERAL PROCEDURES</b></p> <p>The department will maintain the supporting documents for invoicing. Each daycare will be responsible of keeping the original attendance sheets on the daycare site for three (3) years.</p> <p>The client requesting a verification of the attendance sheets or arrival and departure signature book of his child will</p>
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<p>suivre les procédures d'accès à l'information de la Cité de Clarence-Rockland.</p> <p><b>PROCESSUS</b></p> <p>a) Les feuilles de présence mensuelles de chaque garderie sont acheminées au Service des Finances le 1<sup>er</sup> jour ouvrable de chaque mois pour la vérification de la facturation mensuelle.</p> <p>b) Les frais du service de garde des clients payeurs et subventionnés partiellement seront facturés mensuellement, soit au début de chaque mois et le paiement sera dû le dernier jour ouvrable de chaque mois.</p> <p>c) Le coût annuel sera établi selon la Section 1 b) e). La Section 4 a) s'applique lors du calcul de la facture équivalente.</p> <p>d) Les journées fériées suivantes ne seront pas chargées :</p> <ul style="list-style-type: none"> <li>- 1<sup>er</sup> janvier</li> <li>- Journée de la famille</li> <li>- Vendredi Saint</li> <li>- Lundi de Pâques</li> <li>- Fête de la Reine</li> <li>- 1<sup>er</sup> juillet</li> <li>- Congé civique</li> <li>- Fête du Travail</li> <li>- Action de Grâce</li> <li>- 25 décembre</li> <li>- 26 décembre</li> </ul> <p>e) Il est entendu que les taux chargés aux clients subventionnés partiellement sont établis par les Services Sociaux des Comtés Unis de Prescott-Russell.</p>	<p>have to follow the Clarence-Rockland Municipal Freedom of Information procedures.</p> <p><b>PROCEDURES</b></p> <p>a) The monthly attendance sheets of each daycare are submitted to the Finance Department the 1<sup>st</sup> working day of each month for the verification of the monthly billing.</p> <p>b) The Daycare services paying clients and partially subsidized clients will be charged monthly at the beginning of each month and the payment will be due on the last working day of each month.</p> <p>c) The annual cost will be established according to Section 1 b) e). The Section 4 a) will apply for the calculation of the equal billing.</p> <p>d) The following statutory holidays will not be charged:</p> <ul style="list-style-type: none"> <li>- January 1<sup>st</sup></li> <li>- Family Day</li> <li>- Good Friday</li> <li>- Easter Monday</li> <li>- Victoria Day</li> <li>- July 1<sup>st</sup></li> <li>- Civic Holiday</li> <li>- Labor Day</li> <li>- Thanksgiving</li> <li>- December 25<sup>th</sup></li> <li>- December 26</li> </ul> <p>e) It is understood that the amount charged to the partially subsidized clients is established by the United Counties Social Services of Prescott Russell.</p>
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<p>N.B. Le client subventionné qui veut faire un changement ou un ajout à son entente de service est responsable de le faire approuver par les Services Sociaux de Prescott-Russell. Le client sera responsable de payer les frais si les Services Sociaux de Prescott-Russell refusent de payer ce changement ou ajout.</p> <p>f) Dans la mesure du possible, les ajustements seront faits au fur et à mesure aux comptes des clients du Service de Garderies; par contre, il est possible que l'ajustement soit appliqué à la facture du mois suivant.</p> <p><b>4) JOURNÉES D'ABSENCE ALLOUÉES</b></p> <p>a) Les clients qui réservent la totalité des services à la garderie, de juillet à juin, se verront alloués dix (10) jours d'absence pour l'année. Ces absences ne sont pas transférables d'une année à l'autre.</p> <p>Les dix (10) jours de congés alloués par année seront calculés au prorata des mois restant pour le client qui commencera à fréquenter la garderie durant l'année.</p> <p>b) Pour les clients qui annuleront leur service avant le terme de l'entente, les dix (10) jours de congés alloués par année seront calculés au prorata des mois dont l'enfant a fréquenté la garderie pendant le terme de l'entente en vigueur.</p>	<p>N.B. If the subsidized client wants to make changes or add a service to its agreement, the client is responsible to have his request approved by the United Counties of Prescott Russell Social Services. The client will be responsible to pay the fees in the event that the request for the amendment is not approved by the United Counties of Prescott Russell Social Services.</p> <p>f) When possible, the adjustments will be added to the Daycare Services clients account on a daily basis. However, it is possible that the adjustment is applied to the following monthly invoice.</p> <p><b>4) ALLOCATED DAYS OF ABSENCE</b></p> <p>a) The clients that reserve the full daycare services, from July to June, will be eligible to have ten (10) allocated days of absence for the year. These absences are not transferable from one year to the other.</p> <p>The ten (10) allocated days of absence per year will be calculated as prorata of the month remaining for the client beginning to attend the daycare services during the year.</p> <p>b) For the clients who cancel their service before the termination of the Agreement, the ten (10) allocated days of absence per year will be calculated as prorata of the months the Agreement was in effect.</p>
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<p>c) Le client qui ne réserve pas la totalité des services à la garderie ne pourra bénéficier des journées d'absence allouées annuellement; la Section 4 ne s'applique donc pas pour cette clientèle.</p> <p>d) Il est entendu que le Service tiendra un registre des absences prises par la clientèle à tous les mois; dans l'éventualité que l'enfant n'a pas été absent pour la totalité des jours d'absence déduits sur la facture équivalente, le Service des Finances fera parvenir une facture aux clients.</p> <p>e) Les clients qui ne sont pas éligibles aux journées d'absences ou qui prennent des journées excédents les journées d'absence allouées devront payer le plein tarif journalier.</p> <p><b>5) RETARD DE PAIEMENT SERVICE CONCERNÉ</b></p> <p>Le Service des Finances sera responsable d'envoyer les avis de retard par la poste. Advenant la nécessité d'exercer des moyens de pressions additionnels, le Service de la Trésorerie pourra toutefois solliciter l'assistance du Directeur du service concerné.</p> <p>Voir ANNEXE « A » grille des frais du Service de Garderies.</p> <p><b>PROCÉDURES GÉNÉRALES</b></p> <p>À moins d'un avis contraire, un intérêt de 1.25% par mois sera appliqué sur les comptes échus; également :</p>	<p>c) The client that does not reserve the total daycare services will not be eligible to have the yearly allocated absence days. Section 4 does not apply to these clients.</p> <p>d) It is understood that the Service will keep a record of absences taken by customers every month. In the event that the child has not been absent for all the days of absences deducted from the equivalent invoice, the Finance Department will send an invoice to the clients.</p> <p>e) The clients that are not eligible to the days of absence or have exceeded the allowed absence days will pay the full daily fees.</p> <p><b>5) LATE PAYMENT AFFECTED DEPARTMENTS</b></p> <p>The Finance Department will be responsible for issuing late payment reminders by mail. However, should an account be subject to further pressure, the Treasurer of the Finance Department may require the assistance of the director of the affected department.</p> <p>See SCHEDULE "A" Daycare Services Fees.</p> <p><b>GENERAL PROCEDURES</b></p> <p>Unless otherwise stipulated, a monthly interest rate of 1.25% will be applied to all accounts in arrears; also:</p>
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<ul style="list-style-type: none"> <li>- Un état de compte sera émis par le Service des Finances pour les comptes en souffrance le deuxième (2<sup>e</sup>) jour du mois.</li> <li>- Un appel sera fait par le Service des Finances le 15<sup>e</sup> jour du mois suivant, lorsque le compte demeure impayé.</li> <li>- Lorsque le paiement n'est toujours par reçu, une lettre avisant le client qu'il n'est plus éligible au service de garde sera remise au client. Le dépôt de sécurité sera alors mis au compte du client.</li> <li>- À défaut de paiement ou d'entente raisonnable, le Trésorier municipal mettra fin au service de garde et pourra retenir les services d'un huissier ou d'une agence de recouvrement afin de récupérer les comptes en souffrance.</li> </ul> <p><b>6) RETARD DES CLIENTS À LA GARDERIE</b></p> <p>Il est entendu que les heures d'ouverture des garderies municipales sont de 6h00 à 18h00.</p> <ul style="list-style-type: none"> <li>- Tout parent arrivant plus tard que 18h00 sera facturé selon les frais de retard en vigueur.</li> <li>- Le parent retardataire ainsi que l'éducatrice devront signer le registre d'arrivée et de départ, indiquant l'heure de départ. Cette politique est</li> </ul>	<ul style="list-style-type: none"> <li>- A statement will be sent by the Finance Department to all unpaid account on the second (2<sup>nd</sup>) day after the due date.</li> <li>- A phone call will be made by the Finance Department on the 15<sup>th</sup> day of the month when the account remains unpaid.</li> <li>- When the payment is not received, a letter from the Finance Department will be sent to notify the client that he can no longer be eligible to receive the service by the Daycare Services. The security deposit will be applied to the account.</li> <li>- On default of payment, or of a reasonable agreement of payment, the municipal treasurer may either retain the services of a bailiff or of a collection agency in order to recuperate the monies in arrears.</li> </ul> <p><b>6) CLIENTS LATE ARRIVAL AT THE DAYCARE</b></p> <p>It is understood that the City Daycare Services operating hours are from 6:00 a.m. to 6:00 p.m.</p> <ul style="list-style-type: none"> <li>- All parents arriving to daycare later than 6:00 p.m. will be charged according to the late fees in effect.</li> <li>- The latecomer and the educator will both sign the arrival and departure registry indicating the departure time. This policy is applicable to full</li> </ul>
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<p>applicable aux parents payeurs et aux parents subventionnés.</p> <ul style="list-style-type: none"> <li>- Noter "qu'arriver à l'heure" signifie que le parent et l'enfant sont prêts à quitter la garderie à 18h00.</li> <li>- Les frais de retard seront ajoutés à la facture mensuelle du parent.</li> <li>- Dans certains cas, tels les intempéries et à la discrétion du Directeur du Service, le retard ne sera pas facturé.</li> <li>- Au troisième retard, les parents recevront un rappel de la politique de retard du Service de Garderies en vigueur.</li> </ul> <p>Voir ANNEXE « A » grille des frais du Service de Garderies.</p> <p><b>7) RETRAIT DU SERVICE DE GARDERIES</b></p> <ul style="list-style-type: none"> <li>- Il est entendu que le client pourra mettre un terme à son service de garde en nous soumettant quatre (4) semaines d'avis de retrait par écrit, ce qui annulera l'entente de service. Le client sera facturé, tel que l'entente de service établi, pendant les quatre (4) semaines suivant l'avis de retrait.</li> <li>- Le client qui remet un avis de retrait devra remettre le nom de son enfant sur la liste d'attente centrale s'il veut un service de garde pour une date ultérieure. La politique de la Liste d'Attente en vigueur s'appliquera dans cette</li> </ul>	<p>fee paying parents and subsidized parents.</p> <ul style="list-style-type: none"> <li>- Note that to be "on time" means that the parent and child are ready to leave the daycare at 6:00 p.m.</li> <li>- The late fee will be added to the parents' monthly invoice.</li> <li>- In the case of late arrivals due to bad road conditions, and at the discretion of the Service Director, late arrival fee will not be charged.</li> <li>- After the third late arrival, the parents will receive a reminder of the Daycare Services late arrival policy in effect.</li> </ul> <p>See SCHEDULE "A" Daycare Services Fees.</p> <p><b>7) WITHDRAWAL FROM THE DAYCARE SERVICES</b></p> <ul style="list-style-type: none"> <li>- It is understood that the client can terminate their daycare services by submitting a four (4) weeks written notice of withdrawal; the notice will cancel the Service Agreement. The client will be invoiced according to the service agreement establish during the four (4) weeks following the withdrawal notice.</li> <li>- The client terminating their daycare services have to put the name of their child on the central waiting list if they need the daycare service at a later date. The Waiting List policy in effect will apply in this case.</li> </ul>
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<p>éventualité.</p> <ul style="list-style-type: none"> <li>- Il est la responsabilité du client subventionné de contacter l'agent(e) des subventions des Comtés Unis de Prescott Russell pour l'informer du retrait de son enfant de la garderie.</li> </ul> <p><b>8) PLACE PARTAGÉE</b></p> <p>Afin de maximiser les places de bambins et préscolaires, et suite à la demande populaire des clients, le Service de Garderies accepte de partager une semaine de cinq (5) jours (du lundi au vendredi) entre deux (2) familles, lorsque nous avons 2 parents sur la liste d'attente qui peuvent compléter la semaine. Les lignes directrices suivantes devront être suivies par les familles qui partagent une semaine, du lundi au vendredi, à la garderie :</p> <ul style="list-style-type: none"> <li><b>a)</b> Dans la mesure du possible, le calendrier sera établi de juillet à juin de chaque année</li> <li><b>b)</b> Chaque client devra suivre le calendrier établi qu'il aura accepté et signé au préalable.</li> <li><b>c)</b> Aucun changement ni annulation des journées réservées pour l'enfant ne sera accepté.</li> <li><b>d)</b> Le client ne pourra négocier les journées réservées pour son enfant pour la durée de l'entente.</li> <li><b>e)</b> Si l'enfant ne peut venir à la garderie alors que la journée lui était réservée, ce sera considéré</li> </ul>	<ul style="list-style-type: none"> <li>- It is the responsibility of the subsidize client to contact and inform the subsidy agent from the United Counties of Prescott Russell if their child is withdraw from the daycare service.</li> </ul> <p><b>8) SHARED PLACE</b></p> <p>In order to maximize the toddler and preschooler's group, and to answer to a popular request from clients, the Daycare Services has accepted to share a week of 5 days (from Monday to Friday) between two (2) families, when having two families on the waiting list to complete a week. The following rules will have to be followed by the two (2) families that will be sharing a week, from Monday to Friday, at the daycare:</p> <ul style="list-style-type: none"> <li><b>a)</b> If possible, the calendar year will be established from July to June of each year</li> <li><b>b)</b> Each client will have to follow the calendar year as established, accepted and signed previously.</li> <li><b>c)</b> No changes or cancellation of the reserved days for the child will be accepted.</li> <li><b>d)</b> The client will not be able to negotiate the reserved days for their child for the duration of the agreement.</li> <li><b>e)</b> If the child cannot be at the daycare on a day that was reserved for him, it will be considered as an absence day and</li> </ul>
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<p>comme une journée d'absence et le parent sera chargé.</p> <p><b>f)</b> Le client pourra remettre quatre (4) semaines d'avis de retrait, selon la Section 7 en vigueur, pour mettre un terme à l'entente de la place partagée.</p> <p><b>g)</b> Le Service de Garderies donnera priorité au client dont la date d'admission est la première, sur la place à temps plein (5 jours/semaine) lorsque la demande sera soumise.</p> <p><b>h)</b> Dans l'éventualité qu'un des deux clients mette fin à l'entente de place partagée, et que la semaine ne soit pas comblée par un autre client, nous donnerons priorité au client qui prendra les 5 jours/semaine.</p> <p><b>9) CALENDRIER PARASCOLAIRE</b></p> <p>Afin de maximiser les places de parascolaire, et suite à la demande populaire des clients, le Service accepte d'offrir un service basé sur un calendrier établi. Les lignes directrices a) à g) de la Section 8 seront appliquées.</p> <p>Dans l'éventualité que la garderie est à pleine capacité, le Directeur du Service pourra prendre la décision de donner priorité aux clients qui réserveront la totalité du service offert à la garderie.</p> <p><b>10) ENFANT QUI NE FRÉQUENTE PAS LA GARDERIE DE LEUR ÉCOLE</b></p> <p>Il est entendu que l'Administration du Service de Garderies n'autorise</p>	<p>the client will be charged.</p> <p><b>f)</b> The client can submit a four (4) weeks written notice of withdrawal, according to Section 7 in effect, to terminate the Service Agreement of a shared place.</p> <p><b>g)</b> The Daycare Services will give priority to the client which admission date is the first for a full time placement (5 days/week) when a request is submitted.</p> <p><b>h)</b> In the event that one of the two clients terminates the Agreement Service of a shared place, and that the week is not completed by another client, we will give priority to the client reserving the five (5) days/week.</p> <p><b>9) SCHOOL AGE CALENDAR</b></p> <p>In order to maximize the available school age spaces, and following the client's popular request, the Service agrees to offer a service based on an establish calendar. The guidelines a) to g) of Section 8 will be applied.</p> <p>In the eventuality that the daycare is at full capacity, the Service Director may take the decision to give priority to clients reserving the full service offered at the daycare.</p> <p><b>10) CHILD WHO DOES NOT ATTEND THE DAYCARE OF THEIR SCHOOL</b></p> <p>It is understood that the Administration of the Daycare</p>
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<p>pas qu'un enfant qui fréquente une école avec une garderie municipale à l'intérieur de l'établissement fréquente une garderie municipale d'une école différente. (Ex. si l'enfant fréquente l'école St-Patrick, il doit également fréquenter la garderie St-Patrick).</p> <p>Par contre, s'il n'y a pas de garderie municipale à l'intérieur de l'école fréquentée par l'enfant, nous pourrions voir la possibilité d'offrir la garderie dans une école différente.</p> <p>Dans cette éventualité, le parent est responsable de faire les arrangements de transport scolaire avec le consortium scolaire.</p> <p>Puisque nous n'avons pas les effectifs et les locaux de disponibles pendant la journée scolaire, nous ne pourrions pas offrir le service de garde lors des journées d'intempérie.</p> <p>De plus, les calendriers scolaires sont différents d'un conseil scolaire à l'autre; nous ne pourrions pas offrir le service de garde lorsqu'il n'y a pas d'école (ex. journée pédagogique) si elle ne coordonne pas avec l'école ou est située la garderie.</p> <p><b>11) GARDE PARENTALE PARTAGÉE</b></p> <p>Les parents qui ont une garde partagée de leur enfant doivent remettre à la garderie l'entente de la cour, émise par un juge provincial et/ou une entente de</p>	<p>Services does not allow a child who attends a school with a municipal daycare inside its establishment to attend another municipal daycare in a different school. (Ex. Child attending St-Patrick School must attend St-Patrick daycare).</p> <p>However, if a child attends a school where there's no municipal daycare inside the establishment, we could see the possibility of offering the daycare service into a different school.</p> <p>In this event, the parent will be responsible to make the transportation arrangement with the school consortium.</p> <p>Since we do not have the staff and premises availability during the school day, we will not be able to offer the daycare service during the days of bad weather.</p> <p>Furthermore, the school calendars are different from one school board to another; we will not be able to offer the daycare service when there's no school (ex. pd day) if it does not coordinate with the school where the daycare is located.</p> <p><b>11) PARENTS WITH SHARED CUSTODY</b></p> <p>The parents having shared custody of their child must submit the Court Agreement issued by a provincial judge, and or a separation agreement signed by both parties at the time of</p>
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<p>séparation signée par les deux parties, lors de l'inscription.</p> <p>a) Le parent devra également remettre un calendrier annuel des journées auxquelles l'enfant sera sous sa charge, avant que l'enfant commence à fréquenter le Service. Les lignes directrices a) à h) de la Section 8 seront appliquées.</p> <p>b) Le Service des Finances chargera les frais de garderie au parent selon le calendrier remis.</p> <p>c) Si le parent se présente à la garderie alors que ce n'est pas une journée réservée pour lui, l'employée refusera de prendre l'enfant pour cette journée.</p> <p>d) Dans l'éventualité qu'un des deux parents ne paie pas son compte, la Section 5 s'appliquera pour le parent dont le compte demeure en souffrance.</p> <p><b>12) HOSPITALISATION/ CONVALESCENCE</b></p> <p>a) Si un enfant doit s'absenter de la garderie en raison d'hospitalisation, le séjour hospitalier et un maximum de cinq (5) journées de récupérations seront accordés sans frais de garde.</p> <p>b) Un certificat médical identifiant le nombre de journées à l'hôpital et le nombre de journées en convalescence devra être fourni afin d'annuler les frais de garde.</p>	<p>registration.</p> <p>a) The parents shall also provide an annual calendar of the days their child is under their responsibility, before the child can integrate the Service. The guidelines a) to h) of Section 8 will be applied.</p> <p>b) The Finance Department will charge parent's the daycare fees according to the submitted calendar.</p> <p>c) If the parent arrives at the daycare with the child and that day wasn't schedule on his calendar, the daycare employee will refuse to take the child for that day.</p> <p>d) In the eventuality that one of the two parents doesn't pay his daycare account, Section 5 will be applied to the overdue account.</p> <p><b>12)HOSPITALIZATION/ RECUPERATION</b></p> <p>a) If a child must be absent from the daycare due to hospitalization, no daycare fees will be charged for the hospital stay and a maximum of five (5) days of recuperation;</p> <p>b) A medical certificate indicating the number of days at the hospital and the number of days of recuperation needed must be given to the daycare administration to cancel the fees.</p>
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<p>Toutes questions relatives à la facturation doivent être discutées avec le Département des Finances.</p> <p>Le Directeur des Services Communautaires pourrait accepter d'évaluer une demande raisonnable ou un évènement imprévisible d'un client, concernant la politique des Comptes Clients.</p>	<p>All financial questions have to be discussed with the Financial Department.</p> <p>The Community Services Director could evaluate a client's reasonable request or an unpredictable event, regarding the Clients Account Policy.</p>
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## REPORT N° FIN 2017-21

<b>Date</b>	17/08/2017
<b>Submitted by</b>	Carole Normand
<b>Subject</b>	Delegation of Administrative Matters to Staff
<b>File N°</b>	F00 Finance & Accounting

### 1) **NATURE/GOAL :**

The purpose of this report is for Council to delegate the municipality's authority for the collection of property taxes and the related assessment maintenance to the Treasurer, which then allows the Treasurer to delegate specific authorities to any other person, in this case, the *Tax Analyst/Tax Collector of the City of Clarence-Rockland*.

### 2) **DIRECTIVE/PREVIOUS POLICY :**

This is a brand new policy. As of April 1<sup>st</sup>, 2017, the ARB is implementing new Rules and Procedures. Now included is a mandatory requirement to hold mediation and/or settlement conferences before scheduling hearings.

### 3) **DEPARTMENT'S RECOMMENDATION :**

THAT *Corporate Services Report- Financial Services* dated June 19<sup>th</sup>, 2017 regarding the Delegation of Authority with Respect to Property Assessment and the Collection of Taxes be received and the following recommendations be adopted:

1. THAT Council delegate authority to initiate and file notices of assessment appeal, for any property in the City of Clarence-Rockland, with the Assessment Review Board ("*the ARB*"), to the Treasurer or his/her designate;
2. THAT Council delegate authority to withdraw any appeal filed by the City of Clarence-Rockland, should it be determined that it is not in the City's best interest to proceed, to the Treasurer or his/her designate;
3. THAT Council delegate authority to attend any Mediation or Settlement Conferences on property tax or assessment matter as a party to all appeals whether filed by the City of Clarence-Rockland or another person, entity or agent, to the Treasurer or his/her designate;
4. THAT Council delegate authority to attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the City of Clarence-Rockland or another person, entity or agent, to the Treasurer or his/her designate;
5. THAT Council delegate authority to execute settlement agreements, on behalf of the City of Clarence-Rockland, reached in the course of a taxation or property assessment appeal, mediation or settlement

conference to the Treasurer or his/her designate;

6. AND THAT the delegation by-law be updated to reflect these items of delegated authority.

4) **BACKGROUND :**

Sections 39 and 40 of the *Assessment Act* allows that any person, including a municipality, may appeal to the Municipal Property Assessment Corporation (MPAC) or the Assessment Review Board (ARB), that a property assessment may be too high, too low, wrongly classified or omitted from the assessment roll. The delegation of the authority for staff to perform the tasks associated with these appeals, and the related collection of property taxes, will allow them to be performed in an efficient and expedient manner.

As of April 1<sup>st</sup>, 2017, the ARB is implementing new Rules and Procedures. Now included is a mandatory requirement to hold mediation and/or settlement conferences before scheduling hearings. To participate in mediation, the City must authorize its representative to make and accept settlement offers at the time.

The City has an assessment base of over \$2 billion. This base must be managed to ensure that property tax is levied and collected in a fair and equitable way. This base is challenged every year through property assessment and property tax appeals.

Section 23.1 of the *Municipal Act*, requires that a by-law must be enacted for Council to delegate its' authorities to staff, and section 286 of the *Municipal Act* allows that Council may permit the Treasurer to delegate his authority related to the collection of taxes.

5) **DISCUSSION :**

None

6) **CONSULTATION:**

None

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

Reaching an agreement and settlement with the property owner and MPAC on any possible correction required and processing an adjustment to the property tax account will conclude the mediation or settlement conference and/or reconsideration and appeal. Should the City, MPAC and the property owner not be able to reach an agreement, the appeal will ultimately be heard and decided by the ARB.

8) **FINANCIAL IMPACT (expenses/material/etc.):**

There is no immediate budgetary impact to this delegation, however, there should be a positive impact realized as new processes are implemented that will reduce the City's costs for outside assistance as well as protection of the City's assessment base.

9) **LEGAL IMPLICATIONS :**

None

10) **RISK MANAGEMENT :**

None

11) **STRATEGIC IMPLICATIONS :**

None

12) **SUPPORTING DOCUMENTS:**

By-law #2017-113 to Delegate Administrative Matters to Staff





## REPORT N° FIN 2017-027

<b>Date</b>	17/08/2017
<b>Submitted by</b>	Carole Normand
<b>Subject</b>	Tax reduction under Sections 357 & 358 of the Municipal Act
<b>File N°</b>	F23 Write-offs

1) **NATURE/GOAL :**

In accordance with sections 357 & 358 of the Municipal Act, Council is required to approve of refunds, reductions or cancellations of taxes.

2) **DIRECTIVE/PREVIOUS POLICY :**

None

3) **DEPARTMENT'S RECOMMENDATION :**

That the Municipal Council of the City of Clarence-Rockland hereby adopts the Schedule « A » for tax reductions in the amount of \$6,733.00, City 's share of \$1881.00 being applications under sections 357 & 358 of the Municipal Act, against all lands concerned, as recommended.

4) **BACKGROUND :**

Council have been receiving these reports and under the Municipal, Council is required to approve of the Tax write-offs under section 357 & 358.

5) **DISCUSSION :**

Staff will report on an as needed basis on tax write-offs.

6) **CONSULTATION:**

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7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

None

8) **FINANCIAL IMPACT (expenses/material/etc.):**

The following summarizes the write-off budget :

The City's budget for tax write offs was approved for 2018 at \$125,000. As of August 18th 2017, the City has \$78,161 in write-off charges. The City's share in this report is of \$1,881. This additional writeoff will not exceed the approved budget.

9) **LEGAL IMPLICATIONS :**

None

10) **RISK MANAGEMENT :**

None

11) **STRATEGIC IMPLICATIONS :**

None

12) **SUPPORTING DOCUMENTS:**

Schedule « A » Tax Reduction under Sections 357 & 358 of the Municipal Act.



## RAPPORT N° FIN-2017-028

<b>Date</b>	16/08/2017
<b>Soumis par</b>	Frédéric Desnoyers
<b>Objet</b>	Account Receivable Write Off
<b># du dossier</b>	F02 Accounts Receivable

1) **NATURE / OBJECTIF :**

Obtenir l'autorisation du Conseil de transférer \$32,051.43 de la réserve des taux d'eau.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

La résolution 2015-109 indiquait que le Conseil approuvait d'absorber les coûts reliés à l'installation du service d'aqueduc de 200mm sur la rue Chamberland.

3) **RECOMMANDATION DU SERVICE:**

**THAT** the Committee of the Whole recommends that Council authorizes the transfer of \$32,051.43 from the water rates reserve to apply against the Accounts Receivable write off.

**QUE** le Comité plénier recommande que le Conseil autorise le transfert de \$32,051.43 \$ de la réserve des taux d'eau pour appliquer envers l'annulation du recevable.

4) **HISTORIQUE :**

Dans le rapport AMÉ-15-34-R et la résolution 2015-109 on approuvait l'absorption du coût de \$32,051.43 pour l'installation du service d'aqueduc sur la rue Chamberland puisque la grosseur du tuyau qui était déjà installé n'était pas suffisante pour la nouvelle résidence de retraite.

5) **DISCUSSION :**

Dans le rapport de 2015, on approuve l'absorption du coût de \$32,051.43. Ce montant est toujours à recevoir en date d'aujourd'hui puisque l'ajustement n'a pas été fait. Nous recommandons un transfert de la réserve des taux d'eau afin de pouvoir faire l'ajustement requis et ainsi n'avoir aucun effet sur les résultats de 2017 en ajoutant un revenu égal à la dépense.

6) **CONSULTATION :**

N/A

7) **RECOMMANDATION OU COMMENTAIRES DU COMITÉ :**

N/A

8) **IMPACT FINANCIER (monétaire/matériaux/etc.):**

Le transfert de la réserve crée un revenu qui sera égal à l'annulation du recevable de \$32,151.43. Il n'y a donc aucun effet sur les résultats.

9) **IMPLICATIONS LÉGALES :**

N/A

10) **GESTION DU RISQUE (RISK MANAGEMENT) :**

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

N/A



<b>Date</b>	06/09/2017
<b>Submitted by</b>	Brian Wilson
<b>Subject</b>	Agreement to become a Regional Training Centre for the Ontario Fire College
<b>File N°</b>	<a href="#">Click here to enter text.</a>

## REPORT N° PRO2017-016

### 1) **NATURE/GOAL :**

To establish an agreement with the Ontario Fire College to become a Regional Training Centre, such that Ontario Fire College courses may be delivered locally to both Clarence-Rockland Firefighters as well as other local fire departments.

### 2) **DIRECTIVE/PREVIOUS POLICY :**

None.

### 3) **DEPARTMENT'S RECOMMENDATION :**

**THAT** Council authorize the Mayor and Clerk to sign an agreement with the Ontario Fire College to establish the City of Clarence-Rockland as a Regional Training Centre.

**QUE** le Conseil autorise le maire et la greffière à signer une entente avec le Collège des pompiers de l'Ontario afin d'établir la Cité de Clarence-Rockland en tant que Centre de Formation Régionale.

### 4) **BACKGROUND :**

The 2017 Master Fire Plan outlines a number of training courses that the Clarence-Rockland Fire Department should try to provide to our members. Currently these courses are almost exclusively offered at the Ontario Fire College in Gravenhurst, and are usually scheduled for Monday to Friday. This requires participants to travel there on Sunday afternoon, and return Friday, which is a significant challenge for the department's volunteer firefighters who must take time off from work to attend these courses.

Examples of courses which the Fire Department has noted as being a high priority are: Fire Fighter Levels 1 & 2, Pump Operator, Fire Officer Levels 1 & 2, and Fire Instructor Levels 1 & 2.

Further, the Clarence-Rockland Fire Department currently participates in a Regional Training Program for the training of recruit firefighters. This training program takes several months to complete, and currently travels across Prescott-Russell to various stations for delivery of the

course components. Upon completion of this training, participants are provided with a Regional Training Certificate of Completion, which is delivered to meet industry standards, but comes without industry recognized certification seals such as provided by the Ontario Fire College.

5) **DISCUSSION :**

The Ontario Fire College has established two options where individual fire departments may deliver Fire College courses and have certificates presented to participants from the Fire College, including industry recognized seals (such as IFSAC and/or ProBoard).

- 1) Training Contracts – allow a fire department to have an authorized instructor deliver courses to internal members only. This option would allow Clarence-Rockland to deliver approved courses only to our own members.
- 2) Regional Training Centre – allow a fire department to have an authorized instructor deliver courses to internal and external members. This model allows for a cost recovery mechanism whereby the fire department may set and establish fees for attendees.

In either model there is a \$65 charge for each participant, processed by the Ontario Fire College, which covers the cost of overhead, registration, and certificates. This is the same cost charges for participants who attend courses at the Fire College in Gravenhurst.

Given the desire to improve the Regional Training Program that the department currently provides to new recruits (in a partnership with other departments in the County), it would be desirable if recruits would be able to receive certification from the Fire College for completing this course. By entering into an Agreement with the Fire College, our instructors would then be able to utilize the Fire College curriculum, and graduates of the program would be tested by representatives from the Ontario Fire Marshall's Office and then receive certification from the Fire College upon successful completion.

There is a requirement for proposed instructors to be approved by the Fire College, which usually requires attending the course they wish to teach as a 'shadow instructor' prior to being approved to teach the course outside of the College. Our facilities would also be required to be inspected and approved by the College.

Given the potential to not only provide a high level of training internally, but also accommodate different schedules and course timings, it is proposed that the City of Clarence-Rockland pursue becoming a Regional Training Centre such that over the next 2-3 years the Department can get instructors approved to deliver Ontario Fire

College courses in-house, including the potential for outside participants to attend courses here as a potential revenue source.

6) **FINANCIAL IMPACT (expenses/material/etc.):**

There will be some cost involved in sending potential instructors to the Fire College to be approved to deliver courses in Clarence-Rockland, which is anticipated to be absorbed within the approved operating budget of the department.

There is further potential to realise some revenue from outside participation in courses held at our training centre. It is not expected that this revenue would be significant, given courses offered in Gravenhurst are only \$65, however certainly cost recovery would be expected with modest revenue to cover proportional maintenance of the training centre and props.

7) **LEGAL IMPLICATIONS :**

Demonstration of commitment to training may help offset potential liability in regards to the employer's obligation to provide training to all employees.

8) **STRATEGIC IMPLICATIONS :**

Establishing Clarence-Rockland as a Regional Training Centre helps bolster the image of the Fire Department, and its instructors, while also bringing neighbouring firefighters into the community for courses.

9) **SUPPORTING DOCUMENTS:**

By-law #2017-xx – Authority to enter into an agreement with the Ontario Fire College





## REPORT N° ADMIN 2017-021

<b>Date</b>	29/08/2017
<b>Submitted by</b>	Helen Collier, Chief Administrative Officer
<b>Subject</b>	Fair Workplaces, Better Jobs Act, 2017 – Bill 148
<b>File N°</b>	

1) **NATURE/GOAL :**

To present the potential impact of the proposed changes to Bill 148.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

**THAT** Report No. ADMIN 2017-021, in regards to the potential impact of the proposed Bill 148, be received as information.

**QUE** le rapport no. ADMIN 2017-021, au sujet de l'impact potentiel du projet de loi 148 proposé, soit reçu à titre d'information.

4) **BACKGROUND :**

N/A

5) **DISCUSSION :**

Bill 148 is entitled the "Fair Workplaces, Better Jobs Act, 2017". This act will introduce significant changes to the *Employment Standards Act* 2000 and the *Labour Relations Act* 1995. The purpose of this report is to prepare Council for the potential financial and operational impacts of this bill.

The Bill has been presented in the Provincial Legislature and it is anticipated to pass before the end of 2017. The impact will be felt in the 2018 budget cycle and the 2019 budget. There may be some service delivery and operational changes required to mitigate the impact of the bill. The Directors will be working immediately to look at options for Council's consideration in the 2018 and 2019 budget cycles.

In summary the Bill proposes 3 changes that have a significant impact: 1) increased minimum wages, 2) equal pay and 3) scheduling.

- 1) The minimum wage although not a significant impact to the municipality itself is still significant to our local businesses. The proposal is to increase minimum wage to \$14.00 per hour January 1<sup>st</sup>

2018 and \$15.00 January 1, 2019. The City only has a few summer students that would be impacted by this.

- 2) The equal pay proposal essentially says that if you have a part time employee doing the same work as a full time employee they must be paid the same hourly wage. This will impact 2 groups of the City's employees and operations, Day Care and Fire Fighters. These rules would come into force April 1<sup>st</sup> 2018
- 3) Scheduling of work amendments propose to increase the minimum call out to 3 hours. For the City's CUPE staff members it is already this. In the Fire operation the minimum call out is only 2. This change is proposed to come into force January 1, 2019.

The Law Firm Hicks Morley has provided a summary of the impacts please see **Attachment 1** for more details.

6) **CONSULTATION:**

N/A

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/A

8) **FINANCIAL IMPACT (expenses/material/etc.):**

The total estimated impact with no changes to service delivery is expected to be \$1.735 million.

The fire service is the most impacted as the wage disparity between full time and part-time Fire Fighters is 106%. In addition currently the fire fighters are paid a 2 hour call out not the minimum proposed 3. The Director of Protective Services will be reviewing how to change service delivery to mitigate this impact. The estimate if no changes are made to service delivery is estimated to be \$1.175 million.

In the Day Care Service we have a significant amount of part time staff and the estimated impact of the wage parity proposal is estimated to be 490,000.

Other departments with a less significant impact will be affected including the library and community services estimated at \$70 000.

9) **LEGAL IMPLICATIONS :**

During future collective bargaining the collective agreements will be amended to reflect the new minimums set by the Bill 148 proposals if passed.

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Attachment 1 - Hicks Morley - Big Changes to Bill-148 after Committee Review





## FTR Now

### Big Changes to Bill 148 after Committee Review

**Date:** August 25, 2017

On August 21, 2017, the Standing Committee on Finance and Economic Affairs (Committee) adopted significant amendments to Bill 148, the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) which will be reported back to the Ontario Legislature when it resumes sitting on September 11, 2017.

As we have previously reported, if passed, Bill 148 will amend the *Employment Standards Act, 2000* (ESA) and the *Labour Relations Act, 1995* (LRA), substantially changing the landscape of employment and labour law in Ontario.

In this *FTR Now*, we review the key amendments to Bill 148 adopted by the Committee. We recommend that you read this *FTR Now* in conjunction with our two prior *FTR Now* publications on Bill 148: [Ontario Proposes Legislative Overhaul of Labour Relations Act, 1995 – Are you Prepared?](#) (published June 5, 2017), and [Bill 148 and the ESA – Changes are on the Horizon for Ontario Employers](#) (published June 7, 2017).

## ESA Amendments

### Domestic or Sexual Violence Leave

The original version of Bill 148 would have added “sexual or domestic violence, or the threat of sexual or domestic violence” experienced by an employee or a listed family member as a specific ground for claiming personal emergency leave under the ESA. The Committee adopted an amendment which replaced this proposal with a new standalone leave for domestic or sexual violence.

Under the new leave, an employee who has been employed for at least 13 consecutive weeks is

entitled to an unpaid leave of absence where that employee or the employee's child experiences domestic or sexual violence or the threat of sexual or domestic violence. The leave must be taken for one of the following purposes:

- to seek medical attention for a physical or psychological injury or disability caused by the domestic or sexual violence;
- to obtain services from a victim services organization;
- to obtain psychological or other professional counselling;
- to relocate temporarily or permanently;
- to seek legal or law enforcement assistance; or
- any other prescribed purposes.

The new leave will be structured as a dual entitlement. In each calendar year, an employee may take up to 10 days of leave and may take up to 15 weeks of leave as well. This structure is intended to provide a greater degree of flexibility to the employee to respond to the circumstances necessitating the leave. Employees are to advise the employer prior to taking leave, where that is possible, and provide evidence reasonable in the circumstances if the employer requests it. The new provision makes it clear that an employee may be able to access other leaves under the ESA, such as personal emergency leave, in addition to the new leave (assuming that the employee qualifies for that other leave).

## **Pregnancy and Parental Leave**

The Committee adopted two amendments of note in relation to pregnancy and parental leave. First, the length of pregnancy leave for employees who suffer a still-birth or miscarriage will be extended from 6 weeks to 12 weeks after the pregnancy loss occurs. This change will come into effect on January 1, 2018.

Second, the length of parental leaves will increase by a total of 26 weeks:

- from 35 weeks to 61 weeks for employees who took a pregnancy leave; and
- from 37 weeks to 63 weeks for employees who did not.

Related amendments will adjust the timing of when parental leaves must begin and end to reflect the longer period of leave. These changes will bring the ESA into line with recent changes to the *Employment Insurance Act* and will come into effect on a day to be named by proclamation by the Lieutenant Governor in Council.

## **Record-Keeping for Employers**

The ESA currently requires that employers maintain a range of records with respect to their employees. Amendments adopted by the Committee will add several new record-keeping

requirements in addition to what already exists:

- the dates and times an employee was scheduled to work or to be on-call for work, and any changes to the on-call schedule;
- the dates and times an employee worked;
- where an employer has two or more regular rates of pay, the dates and times an employee worked in excess of the overtime threshold at each rate of pay;
- any cancellations of a scheduled day of work or a scheduled on-call period and the date and time of the cancellation;
- any written notice provided to employees regarding substitute holidays (discussed below);
- the amount of vacation pay an employee earned during a vacation entitlement year and how the amount was calculated;
- in cases of an alternative vacation entitlement year, the amount of vacation pay an employee earned during the stub period and how that amount was calculated; and
- documents related to an employee taking the new Domestic or Sexual Violence Leave.

The retention period for records of vacation time and vacation pay will increase from three years to five years.

## **Record Keeping for Temporary Help Agencies**

The Committee will change the record-keeping obligations for temporary help agencies. Currently, the ESA requires agencies to record the number of hours worked by each assignment employee for each client of the agency in each day and each week, in addition to the record-keeping obligations that apply to all employers. The amendment adopted by the Committee will add a new provision that agencies must also retain a copy of any written notice provided to an assignment employee relating to the termination of assignment.

## **Scheduling/On-Call provisions**

Bill 148 will introduce a new Part VII.2 “Scheduling” to the ESA, which we reviewed in our [June 7 FTR Now](#). The Committee adopted several significant amendments to this new Part:

- Bill 148 will provide an employee the right to refuse a work or on-call assignment, where the request is made within 96 hours of the start of the shift. The Committee amended the provision so that it will not apply where the work is to deal with an emergency, to remedy or reduce a threat to public safety or for other prescribed reasons.
- Bill 148 will create an obligation to pay 3 hours wages at the regular rate where an employer cancels a scheduled work or on-call shift within 48 hours of its commencement. This obligation will not apply in certain cases beyond the employer’s control (e.g. fire, power failure, storms). The Committee expanded that exemption to situations where the nature of the employee’s work is weather-dependent and the employer cannot provide

- work for weather-related reasons, or for any other prescribed reasons.
- Bill 148 amended the ESA's existing 3-hour rule (i.e. the requirement to provide at least 3 hours pay at the regular rate where an employee reports for work and is provided less than 3 hours work) and created a new on-call rule (i.e. a requirement to pay at least 3 hours pay for employees who are on-call and who are either not called in to work or who are called in but work less than 3 hours). The Committee amendments clarify that in order to qualify for these payments, the employee must have been available to work for at least 3 hours at the relevant time.
  - Bill 148 originally provided that where the terms of a collective agreement conflict with the new scheduling provisions, the collective agreement was to prevail. Amendments adopted by the Committee will place limits on this provision: (1) the collective agreement must be in effect on January 1, 2019 and (2) the provision ceases to apply upon the expiry of that agreement or January 1, 2020, whichever is earlier. This means that employers may be required to renegotiate some of the scheduling provisions during the currency of their collective agreement, or have them overridden by the ESA's new rules.

Finally, Part VII.2 was amended to clarify that the 3-hour entitlements do not pyramid, and an employee is limited to receiving only 3 hours pay even if the entitlement arises under more than one provision.

## Substitute Holidays

As originally introduced, Bill 148 would have made significant changes to the public holidays provisions of the ESA. First, Bill 148 created a new formula for the calculation of public holiday pay that will have the effect of increasing holiday pay amounts for many employees. Second, Bill 148 would have removed most of the substitute holiday provisions of the ESA for employees who work on public holidays (i.e. the right to a substitute day off with public holiday pay where employees work on a public holiday).

The new formula for calculating public holiday pay was not amended by the Committee, which means that Bill 148 will amend the ESA to include the new formula. Employers should review our June 7 *FTR Now* to better understand how this change may affect your operations.

However, the government has done an about-face on the second of these issues, and the changes related to substitute days off with public holiday pay have been entirely removed from the Bill. Rather, the existing public holiday framework will remain in place, but the Committee amendments add a new requirement that, where employees agree to work on a public holiday and are entitled to a substitute holiday, the employer must provide the employee with a written statement which sets out the public holiday on which the employee will work, the date that is the substitute holiday, and the date on which the statement was provided to the employee. Employers will also be required to keep records of that information.

## **Personal Emergency Leave**

As we previously reported, Bill 148 will provide two paid days of personal emergency leave, of the total ten day allotment. Committee amendments include a qualifying period for the paid leave, such that an employee must have worked for an employer for one week before becoming entitled to the two paid days (if a personal emergency leave is required in the first week of employment, it will be taken from the 8 unpaid days).

In addition, where a paid day of leave occurs when the employee is entitled to overtime pay or a shift premium, the employee will only be entitled to pay at their regular wages and not at the higher rate.

## **Equal Pay for Equal Work:**

The Committee amendments to the new equal pay for equal work provisions add a new definition of a seniority system (one of the grounds on which pay differences can be justified) to include one which provides for different pay based on the accumulated number of hours worked.

## **LRA Amendments**

### **Purposes of LRA**

As introduced, Bill 148 would have repealed section 2 of the LRA, which set out the “Purposes” of the Act. The Committee voted against that change and section 2 will remain in the LRA.

### **Security and Confidentiality of Employee Lists**

Bill 148 will add a provision to the LRA to permit a trade union, in certain circumstances, to apply to the Ontario Labour Relations Board (OLRB) for an order directing an employer to provide it with an employee list. The Committee amendments address the confidentiality of the information:

- the employer must ensure that all reasonable steps are taken to protect the security and confidentiality of the list, including during its creation, compilation, storage, handling, transportation, transfer and transmission;
- the trade union must ensure that all reasonable steps are taken to protect the security and confidentiality of the list, and to prevent unauthorized access to the list; and
- where the list is required to be destroyed, destruction of the list must be in such a way that it cannot be reconstructed or retrieved.

### **Review of Structure of Bargaining Units**

Bill 148 would have added a provision to the LRA which would have given the OLRB the power to

review and change the structure of bargaining units where the existing units are no longer appropriate. The Committee has struck that provision in its entirety. Note, however, that the new OLRB power to consolidate bargaining units after a successful certification was not revoked, and remains in the Bill.

## **Educational Support**

Where the union has given notice of intent to bargain or where there is a first agreement arbitration, Committee amendments will permit either party to request educational support in the practice of labour relations and collective bargaining and will require the Minister or first collective agreement mediator, as applicable, to make such supports available. The scope and scale of such supports are not spelled out in the amended Bill.

## **Extension to Time Limits**

The Committee will extend the following time limits with respect to first collective agreement mediation:

- no employee can strike and no person or trade union can authorize or threaten a strike during a period beginning at the time the Minister appoints a mediator and ending 45 days later (increased from 20 days);
- the OLRB shall not deal with a decertification or displacement application until 45 days after the Minister appoints a mediator (increased from 20 days); and
- at any time after 45 days after the Minister has appointed a mediator and the parties have not entered into a collective agreement, they may apply to the OLRB to direct the settlement of a first agreement by mediation-arbitration (increased from 20 days).

## **Takeaways**

As can be appreciated from this review, the amendments to Bill 148 adopted by the Committee are a mixed bag. Some will likely not be welcomed by the employer community – e.g. increased record-keeping obligations, increased employee leaves or the imposition of the new scheduling rules on existing collective agreements. Other changes, such as the modest limitations on the new scheduling rules or paid personal emergency leave, may go some way to address employer concerns. Most of the changes requested by employers and employer organizations were not adopted.

The Committee was comprised of a majority of Liberal MPPs, thus we can assume that the amendments are reflective of government policy and are likely to be adopted by the Legislature. Of interest, the Progressive Conservative members of the Committee tabled a motion requiring the government to commit to an economic impact analysis, but it was rejected by the Liberal majority and lone NDP member.

We understand that the Bill may be returned to Committee after it receives Second Reading in the Legislature, so there may yet be more opportunity for the employer community to express its views to the government in the hopes of changing some of the more far-reaching elements of the Bill.

We will continue to monitor the progress of Bill 148, and will report on any further changes of interest to employers.

Note that on October 11, 2017, we will be holding an Advantage session in Toronto on Bill 148 and the key amendments to the ESA and the LRA that will impact employers, including the changes to the minimum wage, equal pay for equal work, scheduling, personal emergency leave, temporary help agency employees, card-based certification for certain industries, first collective agreement arbitration and more. A similar session will be held in London with a date yet to be announced.

If you have any questions or require further information about Bill 148, please contact [Elizabeth Winter](#) at 416.864.7016, [Craig Rix](#) at 416.864.7284, [Paul Broad](#) at 519.931.5604 or your [regular Hicks Morley lawyer](#).

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## REPORT N° INF 2017-057

<b>Date</b>	06/09/2017
<b>Submitted by</b>	Julien Lenhart and Dave Darch
<b>Subject</b>	10 Year Capital Works Program
<b>File N°</b>	

### 1) **NATURE/GOAL :**

The purpose of this report is to table the draft 10 year Capital Works plan for roads, bridges, culverts, water and sewer infrastructure.

### 2) **DIRECTIVE/PREVIOUS POLICY :**

Based on previous staff reports with respect to managing the City's current infrastructure, Council has directed staff to develop a multiyear asset management plan based on a sustainable funding model.

### 3) **DEPARTMENT'S RECOMMENDATION :**

**THAT** the 10 Capital Works Program for the City's roads, bridges, culverts, water and sewer infrastructure, attached to Report No. INF2017-057, be received; and

**FURTHER THAT** the Committee of the Whole accepts that consideration of the said program be postponed for a one-month period to enable members of Council to consult with their constituents and/or staff to clarify the priorities identified in the program and provide input; and

**FINALLY THAT** the final draft of the 10 year Capital Works Program, as amended throughout the consultation process, be considered at the Committee of the Whole meeting of October 16, 2017.

**QUE** le programme d'immobilisations sur 10 ans, pour les routes de la ville, les ponts, les ponceaux, les infrastructures d'aqueduc et d'égout, annexé au rapport n° INF2017-057, soit reçu; et

**AUSSI QUE** le Comité plénier accepte de reporter la considération dudit programme pendant une période d'un mois afin de permettre aux membres du Conseil de consulter leurs résidents et/ou le personnel afin de clarifier les priorités identifiées dans le programme et fournir leurs commentaires; et

**FINALEMENT QUE** l'ébauche final du programme d'immobilisations sur 10 ans, tel que modifié au cours du processus de consultation, soit considéré lors de la réunion du Comité plénier du 16 octobre 2017.

#### **4) BACKGROUND :**

Committee of the Whole/Council approved a staff report at its August 9, 2017 meeting regarding the principles to be used in developing a multiyear plan for key city infrastructure. This report stressed the importance of implementing timely rehabilitation strategies for City infrastructure based on sustainable/predictable funding availability.

As members of Council are aware, the province of Ontario has mandated that all municipalities develop and maintain an asset management program for its assets. As well, the province has repeatedly stated that applications for future funding programs will only be considered if projects are identified as a priority within a municipality's asset management plan.

##### **Corporate Asset Management Plan:**

Staff proposes that the City's Corporate Asset Management Plan should comprise of four distinct components:

##### *1. Maintenance Asset Management Plan:*

This component of the corporate plan will address strategic maintenance requirements for existing city infrastructure

##### *2. Growth related Asset Management Plan:*

This aspect of the multiyear plan will assess the impacts of projected growth over a 25 year time period growth impacts on existing infrastructure. The City's development charge update (scheduled for Council approval in 2019) will form the basis of this plan. Projects identified in this plan will have costs assessed to growth and the city as appropriate.

##### *3. Conditional Projects:*

This section of the plan will identify priority projects that can only be implemented with the approval of supplementary funding from federal/provincial funding programs. These projects should be "shovel ready" in order to proceed to tender as expeditiously as possible and also, be compliant with anticipated priority evaluation criteria.

#### *4. Asset Management Policies:*

The Corporate Asset Management Program will require the development of policies in relation to funding strategies, plan updates, debt financing strategies etc. Additionally, The policies will be incorporated in to the City's long range financial plan.

This report considers maintenance rehabilitation strategies, cost and timing for roads, bridges and underground infrastructure. A similar report will be forwarded for Council's consideration in March, 2018 and will address buildings and facilities, fleet and equipment, park facilities and libraries.

Staff anticipates that the City's Corporate Asset Management Plan will be completed and approved by Council by June, 2018.

### **5) DISCUSSION :**

Utilizing the prioritization process and principles outlined in the August 2, 2017 staff report, staff has developed a strategic maintenance 10 year asset management program (refer to Attachment 1) for roads, bridges, culverts, water and sewer infrastructure.

This attachment will be distributed to members of Committee at the September 6, 2017 meeting. Staff proposes that the program be tabled for a one-month time to enable members of Council to review the proposed program and ask questions of staff prior to formal approval at the October 16, 2017 Council meeting. Staff will review comments received and, as deemed appropriate, incorporate necessary revisions to the plan. **Members of Council are requested to provide their comments on the attached plan to staff by no later than September 29, 2017.**

A multiyear asset management plan will function as a "blueprint" for the 2018 capital works budget and future capital works programs.

Attachment 2 provides the following documentation:

- *Continuity Schedule* for each service category. The Continuity Schedule identifies eligible funding sources and the expenditure patterns over a 10 year timeframe. As well, the Schedule will reflect the annual closing balance for each service category.
- For each Continuity Schedule, there is a supporting summary (by year ) of the proposed priority projects for each service category

- a map will be provided that identifies prioritized projects by year of implementation

The development of the multiyear plan represents a considerable amount of analysis and work by staff in order to present an affordable multiyear capital program that reflects the comprehensive priorities needs of the municipality. It essentially provides the “blueprint” for the 2018 capital works budget and future capital works programs.

### ***Important Principles:***

The following provides a summary of the key principles and understandings that have been used in the development of the 10 year plan.

#### ***1. Timing/Funding:***

The timing of capital works programs has been determined based on relative priority rankings and, sustainable/predictable funding availability. Grants and funding from special provincial and federal programs have not been factored into the timing for capital works needs. Such programs are unpredictable and are not sustainable therefore making it virtually impossible to plan the timing of rehabilitation with any certainty.

In the event that the municipality is successful in receiving grant funding under a federal and/or provincial program, it may be possible to advance the timing of other project works identified in the plan. Similarly, the timing of project work may have to be deferred slightly if some projects deteriorate more quickly than projected.

#### ***2. Annual Revenue Contributions:***

The plan has assumed that there will not be any increase in pay-as-you-go contributions even though they are warranted. As noted in the previous staff report, the existing annual funding contributions will not need the maintenance needs of the municipality and, as such, staff recommends that the annual contribution levels for roads be increased by at least \$100,000 per year over the next five years. This would enable the city to advance some of the key roadway projects.

Currently, anticipated funding levels for roadworks over the next 10 years represents a total amount of approximately \$25 million. The projected needs over this same time period \$200 million thus leaving a shortfall of approximately \$175 million. This confirms the need to increase funding levels for this program.

Additionally, the transportation service component of the multiyear plan assumes that funding from the United Counties of Prescott Russell (UCPR) will be maintained at the \$456,000 level.

### *3. Project Staging:*

Members of Council will note that funding for many of the projects are phased over multiple years. This is deemed necessary in order to address geotechnical/preliminary engineering requirements in advance of construction. This strategy will enable staff to develop more realistic, costs for project work prior to the year of implementation.

### *4. Project Cost Estimates:*

The expenditures reflected in the 10 year plan are referred to as "network level costs" since they have been developed based on benchmark costing (e.g. 2.5 km of road @\$250,000 per kilometre). As a project proceeds closer to the year of implementation, the costs will be refined to a "project level" estimates. As a general rule, project level estimates will be derived from more detailed site investigations such as geotechnical testing, preliminary engineering etc.

### *5. Just- in- Time Rehabilitation:*

This is probably one of the most difficult concepts to articulate to the public. It is most readily apparent when dealing with roads. Timing for road rehabilitation is based on the road condition index (RCI). Staff has recommended a tolerable RCI of 35. This index will be monitored regularly and as a road approaches the 35 RCI threshold limit, a cost effective strategy will be recommended to avoid the roadway RCI following below the threshold limit. As such, rehabilitation will be recommended on roadways that are seen to be in better condition than others. Most of the roadways that have an RCI less than 35 are in need of more aggressive and costly rehabilitation strategies such as full reconstruction. The City simply cannot afford to adopt a program of doing "worst first".

As indicated by staff on previous occasions, roadways that are below the 35 RCI threshold will be considered for "bridging" rehabilitation strategies that are less costly and enable the municipality to build up reserves to fund these programs on a pay-as-you-go basis.

The continuity schedule for transportation services reflects the total expenditure of \$600,000 over the 10 year time period. In recent years, Council has undertaken to identify which projects will be completed under this program. The Department will identify candidate projects for this treatment for Council's consideration. This will be presented at the October 16, 2017 meeting.

## *6. Debt Financing:*

The Continuity Schedules identify revenue sources and the associated expenditure levels by year. While it is the objective of the plan to ensure the timing of project work in keeping with sustainable funding, it will be necessary to use debt financing as a funding source for larger projects such as bridges, substantial culvert improvements, emergency repairs etc. Every effort should be made to minimize the use of debt financing; however, this is not always achievable.

Notwithstanding the above, the prioritized maintenance rehabilitation program presented in this report reflects the issuance of debt primarily in the year 2018. This debt is necessary to address critical issues that have been identified in 2017 or earlier. The balance of the program does not propose any new debt issuance.

## **6) CONSULTATION:**

Staff has engaged in a substantial consultation process with members of Council to explain the approach to the development of the multiyear asset management plan and solicit any comments or concerns they may have about projects and their ward.

Tabling of the attached ten-year capital works program will enable members of Council to consult with their constituents and/or staff to clarify the priorities identified in the program.

## **7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/A

## **8) FINANCIAL IMPACT (expenses/material/etc.):**

Approval of the attached plan will facilitate the preparation of future capital works programs based on an affordable funding model

## **9) LEGAL IMPLICATIONS :**

Adoption of the 10 year plan will assist in mitigating the potential for future claims from City residents

## **10) RISK MANAGEMENT :**

The development of the multiyear plan included a risk assessment for all roadways in determining the timing of an appropriate rehabilitation

strategy. This analysis considered the likelihood of a failure and the consequences of such.

8) **STRATEGIC IMPLICATIONS :**

Finalization of a multiyear corporate asset management plan will achieve address Council's objective of incorporating strategic rehabilitation for city assets in keeping with sustainable funding levels. It also addresses the provincial requirement to have an asset management plan that identifies strategic policies and is subject to ongoing updates as works are implemented.

9) **SUPPORTING DOCUMENTS:**

- Attachment 1-Continuity Schedules and Supporting Project Expenditure by Year (to be distributed at the meeting)
- Attachment 2-Map identifying recommended projects (to be distributed at the meeting)





## REPORT N°INF2017-058

<b>Date</b>	06/09/2017
<b>Submitted by</b>	Richard Campeau
<b>Subject</b>	Bouvier Road Project Update and Options
<b>File N°</b>	T04-BOU

1) **NATURE/GOAL :**

The purpose of this report is to provide Council with an update on the status of the Bouvier Road project and also to provide options in order to proceed with the paving of the road.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

**BE IT RESOLVED** that Council hereby concurs to proceed with the corrective work as indicated in Option "A" of staff report No. INF2017-058;

**BE IT ALSO RESOLVED** that the Municipal Council hereby agrees to delay the paving work on Bouvier Road, between Baseline Road and Vinette Road and that additional funding requirements be considered at 2018 Capital budget deliberations.

**QU'IL SOIT RÉSOLU** que le Conseil soit en accord de procéder avec les travaux correctif tel qu'indiqué dans l'Option "A" du rapport No. INF2017-058;

**QU'IL SOIT ÉGALEMENT RÉSOLU** que le Conseil municipal soit en accord de retarder les travaux de pavage sur le ch. Bouvier entre le ch. Baseline et le ch. Vinette et de considérer ajouter ces travaux de pavage au budget capital en 2018.

4) **BACKGROUND :**

Early in the Spring of 2017, the Department identified a soft spot along the section of the Bouvier Road that was scheduled to be paved during the Summer of that same year. With all the rain received during this Spring and Summer, the soft spot grew larger as the Summer advanced. Shortly after the half load restrictions were lifted (late May-early June), staff proceeded to undertake a preliminary geotechnical investigation in the area of the soft spot. This

investigation was performed by Stantec and confirmed that organic material was found underneath the existing road structure. Another cause to the situation was that the water penetrating through the road surface was being trapped under the road base.

5) **DISCUSSION :**

Stantec has suggested that a more detailed investigation was required for the full length of the road before recommending options to resolve the problems.

A follow-up report was received at the end of July. In this report, three (3) options were presented.

Option 1: Excavate the organic material for the full width of the road for approximately 400m. This option would cost approximately \$365,000.

Option 2: Rebuild an additional road structure over the existing road. This option consists of installing a geogrid membrane between the existing road and the new granular "B" and a second membrane between the granular "B" and the granular "A". This option would cost approximately \$385,000.

Option 3: Secure additional funding approval this year to undertake the remediation in 2017 and complete paving this year. The total cost of this option is \$715,000.

Staff consulted with Stantec's geotechnical experts in order to review the above options.

It is staff's opinion that it would be preferable to excavate the organic material (Option 1) in 2017 for the following reasons:

- Staff would have a visual reassurance that all organic material has been removed.
- It would allow the repair works to consolidate over the Fall and Spring months.

It will be necessary to rebudget the overlay works as part of the 2018 budget process.

6) **CONSULTATION:**

N/A

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/A

- 8) **FINANCIAL IMPACT (expenses/material/etc.):**  
The recommended option would not affect this year's budget as the corrective works equate to almost the same amount of money as the 2017 Capital project approval for the Bouvier Road paving.
- 9) **LEGAL IMPLICATIONS :**  
N/A
- 10) **RISK MANAGEMENT :**  
Undertaking the corrective works this year, will ensure a much more durable road structure and extend the life expectancy of the asphalt to its normal 20-25yrs life cycle.
- 11) **STRATEGIC IMPLICATIONS :**  
N/A
- 12) **SUPPORTING DOCUMENTS:**  
N/A





## REPORT N° INF2017-059

<b>Date</b>	29/08/2017
<b>Submitted by</b>	Denis Longpré
<b>Subject</b>	Fall clean-up
<b>File N°</b>	INF2017-059

1) **NATURE/GOAL :**

The purpose of this report is to inform Council of the scheduling change for the Fall clean-up and associated 'free weekends' at the landfill site

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

**THAT** Committee of the Whole and Council receive this report as information.

4) **BACKGROUND :**

A yearly special collection for waste in excess of regular curbside limits has been in place in Clarence-Rockland since 2003. The formula and scheduling of this event has remained unchanged since 2004; however, there have been some significant changes since the early days of this program:

- Volumes collected have decreased significantly since 2004, and;
- The number of visitors during the free week-ends in the Fall has decreased significantly since 2004, and;
- New provincial legislations and diversion initiatives has restricted the type of wastes that can be collected curbside (e.g. tires, electronics). Those items are now free of charge at the landfill site year-round.

Residents living north of Baseline Road have had their excess waste collected the last week of September, while residents located south of Baseline Road have had their material collected the first week of October.

In 2016, 187 tonnes of material was collected during the 2 week program. The collected material comprised 168 tonnes of waste and 15 tonnes of metal. Tonnage for previous years is not available, although volumes are anecdotally estimated to have been significantly higher.

After analyzing this collection program, staff is of the view that the program can function more efficiently.

5) **DISCUSSION :**

With current trend of decreasing volumes of waste during the Fall clean-up and a decrease in the number of visitors at the landfill site during the free weekends, staff proposes to consolidate both events over a single week to save costs and improve the efficiency of operations. Public Works staff will still continue to provide support to this program.

A second rented collection vehicle will be added to the operation to assist Public Works staff in order to enable completion of the Fall waste collection in one (1) week.

All dwellings in the City of Clarence-Rockland will have their waste collected in the week of October 2<sup>nd</sup> to October 6<sup>th</sup>, 2017, on the same day as their normal waste collection day. The landfill site will be free-of-charge to residents on Friday October 6<sup>th</sup> and Saturday October 7<sup>th</sup>, 2017.

6) **CONSULTATION:**

N/A

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/A

8) **FINANCIAL IMPACT (expenses/material/etc.):**

The additional funds for the rental of the second collection vehicle have been included in the 2017 operating budget.

Other efficiencies and savings are projected since the Public Works staff will spend one less week collecting waste. There will also be less overtime at the landfill site for the free access weekend.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

To mitigate potential impacts on residents, the following steps will be taken:

- A clear campaign using the usual communication channels (website, local newspaper, ReCollect, etc.) will take place to advise citizens of the event and changes to occur in 2017;

- The free weekend at landfill site will take place after the collection, to allow citizens to dispose items that were not eligible in the collection;

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A





## **REPORT N°INF2017-051 St-Joseph Project, Contingency Costs Update #3**

<b>Date</b>	06/09/2017
<b>Submitted by</b>	Richard Campeau
<b>Subject</b>	St-Joseph Project, Contingency Costs Update #3
<b>File N°</b>	T04-STJO

1) **NATURE/GOAL :**

The purpose of this report is to provide Council with a third (3<sup>rd</sup>) and final update on the contingency costs for the St-Joseph reconstruction project.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

**BE IT RESOLVED** that the Municipal Council hereby approves the transfer of funds in the amount of \$50,000 from the roads reserve due to costs related to the work stoppage on St-Joseph street between Laurier street and ave. Du Parc and miscellaneous reinstatement issues as elaborated in report No. INF2017-051.

**BE IT ALSO RESOLVED** that the Municipal Council hereby supports the staff's position to not build a retaining wall within City right-of-way at 864 St-Joseph street as elaborated in report No. INF2017-051.

**QU'IL SOIT RÉSOLU** que le Conseil municipal adopte le transfert d'argent due aux coûts encourus suite à l'arrêt des travaux de construction sur la rue St-Joseph entre ave. Du Parc et la rue Laurier ainsi que les problèmes de paysagement tel qu'indiqué dans le rapport No INF2017-051. Le montant à être transféré est de 50 000 et proviendra du fond de réserve de route.

**QU'IL SOIT ÉGALEMENT RÉSOLU** que le Conseil municipal approuve que le mur de soutènement ne soit pas construit à l'intérieur de l'emprise de chemin de la municipalité devant le 864 rue St-Joseph tel qu'indiqué dans le rapport No INF2017-051.

4) **BACKGROUND :**

The St-Joseph project is coming close to completion. Staff have previously commitment to provide one (1) more update regarding final costs for this project. Since that time, there has been several issues

raised that will influence project costs. They are summarized as follows:

**1- Work Stoppage; Laurier/St-Joseph Intersection Re-design:**

The work stoppage was requested by Council to reassess the lane configuration between Laurier and avenue Du Parc. The removal of the existing left turning lane was part of the engineering drawings presented at the Open House meetings. On July 12<sup>th</sup>, WSP was directed to issue a stop work order to STP Excavation, to suspend construction between Du Parc and Laurier Street. WSP was tasked to provide preliminary engineering drawings with estimates and a design showing the addition of a center left turning lane. Council ultimately elected to eliminate both bicycle lanes (between ave. Du Parc and Laurier street) and enlarge the sidewalk's radius in order to obtain three (3) lanes at the intersection. Associated fees are reflected on CCN#3 noted below.

**2- Retaining Wall at 864 St-Joseph:**

A request has been received by a resident at 864 St-Joseph. The resident has requested that the City install a retaining wall along the back side of the sidewalk along St-Joseph street facing his residence. He acknowledges that his residence was already lower than the road prior to the start of the construction but with the construction of the new sidewalk (on the west side of St-Joseph) the owner believes that his house has lost value due to the fact that the slope is now slightly higher and steeper. City staff explained to him that the terracing has been reinstated within the City right-of-way and is within the typical 3 horizontal : 1 vertical slope.

Staff requested a quote from the contractor for the wall construction in order to present this option to Council. The quote was not formally submitted at the time of writing. However, a verbal quote of approximately \$50,000 has been provided. The wall would need to be approximately 20.0m in length and over 1.0m high at its greatest vertical difference. Therefore, the design must be certified by an engineer and have a guard rail installed on top of the wall.

City staff is not recommending proceeding with the construction of this wall. The wall would look quite "institutional" looking out from the house. Staff is in the process of determining if the owner would be amendable to a rock garden and shrubs in lieu of the retaining wall. This would be more esthetically pleasing. Staff will advise of our discussions at the Committee of the Whole meeting.

5) **DISCUSSION :**

Please see below a financial status update on the approved contracts along with a breakdown of the contingencies already used to date.

<b><u>Approved Budget 2016</u></b>	<b>\$2,300,000</b>
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<b>Work Items</b>	<b>Budget (at award)</b>	<b>Budget (at Update #1)</b>	<b>Budget (at Update #2)</b>	<b>Budget (at Update #3)</b>
STP Excavation	\$1,812,841	\$1,862,841	\$2,013,841	\$2,104,841
WSP Group	\$292,671	\$292,671	\$292,671	\$300,671
Others	\$14,960	\$14,960	\$14,960	\$14,960
Remaining Contingency, \$150,000 (8.3%)	\$150,000 (6.5%)	\$100,000 (6.5%)	\$0,000 (6.5%)	\$0,000 (11.1%)
<b>Total Cost of Project (before CCO's)</b>	<b>\$2,300,000</b>	<b>\$2,300,000</b>	<b>\$2,351,000</b>	<b>\$2,420,000</b>
CCO #10, Work Stoppage				\$22,000
Reinstatement at 864 St-Joseph				\$10,000
Additional Contingency				\$18,000
<b>Total Cost of Project</b>	<b>\$2,300,000</b>	<b>\$2,351,000</b>	<b>\$2,420,000</b>	<b>\$2,470,000</b>

The following summarizes contemplated (CCO) change orders:

- **CCO #10 (Work Stoppage): \$22,000**
  - o Engineering Fees: 8,000\$
  - o Construction Fees: 14,000\$
- **Potential rock garden and shrubs at 864 St-Joseph: \$10,000**
- **Contingency for remaining work: \$18,000**

6) **CONSULTATION:**

N/A

- 7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**  
N/A
- 8) **FINANCIAL IMPACT (expenses/material/etc.):**  
The additional \$50,000 budget required can be funded from the Roads Reserve.
- 9) **LEGAL IMPLICATIONS :**  
N/A
- 10) **RISK MANAGEMENT :**  
With the revised lane design on St-Joseph between ave. Du Parc and Laurier street the dedicated cycling lanes will now start/end at ave. Du Parc. Cyclist using St-Joseph between ave. Du Parc and Laurier street will be sharing the lanes with the vehicular traffic.
- 11) **STRATEGIC IMPLICATIONS :**  
N/A
- 12) **SUPPORTING DOCUMENTS:**  
None



## REPORT N° PRO2017-016

<b>Date</b>	06/09/2017
<b>Submitted by</b>	Brian Wilson
<b>Subject</b>	Fire Stations Revised Options and Budget Request
<b>File N°</b>	A19-CAS

1) **NATURE/GOAL :**

To obtain Council approval of Fire/Paramedic station options in both Bourget and Rockland, along with approval of the Class C cost estimates for both stations. Staff have worked to reduce the square footage and the cost. Since June staff have reviewed requirements and validating costs. The result is that the total project cost has been reduced from \$11.9 million to \$10.3 million. The square footage at the Rockland station has been reduced from 17,222 to 14,875. Also, the recommended option being presented to Council incorporates keeping the existing Fire Station.

2) **DIRECTIVE/PREVIOUS POLICY :**

Council has established a capital budget for the replacement of fire stations in both Rockland (\$3.5M) and Bourget (\$1.5M 50% funded) in the 2017 budget. These two stations have also been identified in the development charges study as an urgent need to expand to address the growth of the community.

On May 15, 2017, Council approved awarding the Project Management (PM) Contract to Colliers Project Leaders. Members of the Protective Services department met with Colliers on May 18<sup>th</sup>, 2017, and worked to bring a proposal forward to Council with the hopes of completion and occupancy in 2018, and presented a 'Class D Cost Estimate' on June 5<sup>th</sup> at Committee of the Whole.

At the June 5<sup>th</sup>, 2017 Committee of the Whole meeting, Committee directed Administration to look for ways to reduce the overall size of the new building in Rockland, explore the possibility of renovating and using the old building, and explore all options to reduce the overall cost of the Rockland project. There were no significant concerns raised with the Bourget station proposal.

3) **DEPARTMENT'S RECOMMENDATION :**

**THAT** Report No. PRO2017-016 be received; and

**THAT** the Committee of the Whole recommends that Council approve Option A with a revised budget in the amount of \$6,429,109.31 for the construction of a joint Fire/Bylaw/EMS facility in Rockland, which includes a 10% contingency; and

**THAT** the Committee of the Whole recommends that Council approve a revised budget in the amount of \$3,831,830 for the construction of a joint Fire/EMS facility in Bourget, which includes a 10% contingency; and

**QUE** le rapport No. PRO2017-016 soit reçu ; et

**QUE** le Comité plénier recommande que le Conseil approuve Option B avec un budget révisé d'un montant de 6 429 109,31 \$ pour la construction d'un établissement commun pour incendie/réglementation/services d'urgences médicales à Rockland, qui comprend une réserve de 10%; et

**QUE** le Comité plénier recommande que le Conseil approuve un budget révisé d'un montant de 3 831 830 \$ pour la construction d'un établissement commun pour incendie/services d'urgences médicales à Bourget, qui comprend une réserve de 10%.

4) **BACKGROUND :**

Clarence-Rockland Council has recognized the need to replace the existing fire stations for a number of years. The Rockland Fire Station was originally planned to be replaced a few years ago, in a joint project with the Ontario Provincial Police, but that joint project was never realized. The necessary land has been obtained by the City to facilitate the construction of a new facility in Rockland which is intended to house Protective Services (both the Fire Department and Bylaw Enforcement).

The United Counties of Prescott-Russell has identified to Clarence-Rockland that it is interested in leasing space in two new emergency services facilities to house ambulances and paramedics (Bourget and Rockland). Currently UCPR EMS position a staffed ambulance in Bourget during day hours, and have a verbal agreement for their paramedics to make use of the existing Bourget Fire Station in order to have access to a washroom and place to sit down when not busy. This results in ambulances being left unattended outside, running, in order to maintain temperatures in the ambulance (necessary for medications, etc.).

Council has previously approved budgets for the construction of new stations in both Rockland and Bourget. The original budget previously proposed was based on the construction of a 12,000 ft<sup>2</sup> fire station, which would not include any training room space, offices or other spaces, and was based on an estimate of \$250/ft<sup>2</sup>. For the Rockland site, an additional amount of \$500,000 was included to cover the costs associated with property acquisition and cleanup. Therefore the current amount budgeted for Rockland and in budget is \$3,500,000.

The amount budgeted for Bourget is \$3,000,000, with 50% funded in 2017, and 50% to be funded in 2018.

In 2016, the City undertook a Master Fire Plan conducted by Dillon Consulting. That report, which was received by Council on May 15th, 2017, identified that the current number of stations and station locations were ideally situated to service the majority of the municipality. The report further identified that each of the existing stations have reached the end of their useful operational life. The Master Fire Plan provided some basic room sizes to replace any of the existing stations with a comparable building, and suggested a modular construction to accommodate additional needs (such as administration and/or bylaw enforcement).

In May 2017, a Project Management contract was signed to commence work on the fire stations project. Initial meetings took place in late May to outline required needs for the stations. The Project Management Team put together a preliminary report, which was provided to Clarence-Rockland at the end of May. In order to meet the stated timelines, it was deemed necessary to seek budgetary approval based on Class D estimates. This was necessary in order to account for a number of variables, such as unknown soil conditions, environmental considerations, detailed statements of requirements, and so forth.

On June 5<sup>th</sup>, 2017, a presentation was made to Committee of the Whole to discuss the matter of fire station location selection and preliminary budget approval (based on Class D estimated) in an effort to begin construction before winter. In the Committee's debate on June 5<sup>th</sup>, it was understood that Committee requested Administration to:

- Look to reduce overall square footage of the fire portion
- Look to utilize the existing structure as much as possible
- Find ways to reduce the overall cost estimates
- Explore options to provide indoor parking for Bylaw vehicles

At Committee of the Whole on June 19<sup>th</sup>, 2017, it was determined to reschedule the debate on the fire stations to August 16<sup>th</sup>, 2017, at a Special Committee of the Whole meeting.

5) **DISCUSSION :**

Fire Administration has been working with a Station Committee since early 2017 in order to establish a list of required needs for the new station builds. This information was shared with the Project Management (PM) Team. Following the June 5<sup>th</sup> CoW meeting, the PM Team along with Fire Administration met on several occasions to re-evaluate more exact needs and requirements.

The PM team looked at area comparables in order to better evaluate the needs of the department with other departments in the region. In this effort, a number of factors were considered, including the number of full-time employees expected to be using each station, and the space requirements for those personnel along with the number of expected volunteer firefighters in each station. The results are outlined in the chart below:

The PM team also arranged for in-person tours at comparable fire stations in Limoges, Embrun and Kemptville, in order to gain a shared understanding of pro's and con's of each comparable. In each tour, the

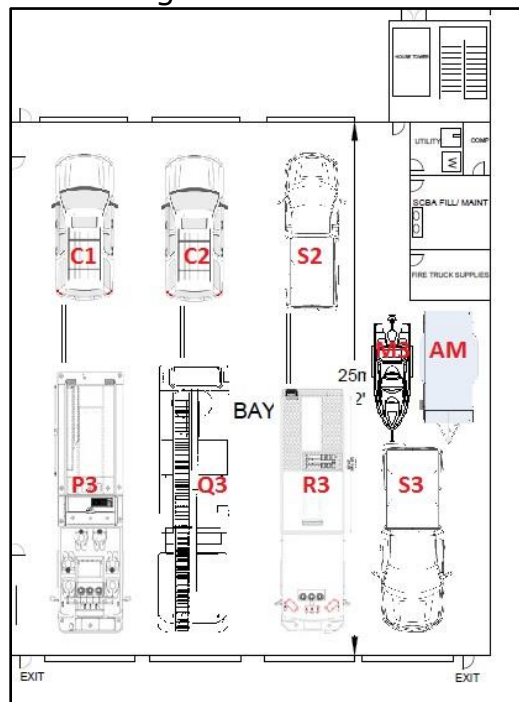
	<b>Pop. (total)</b>	<b># of stns</b>	<b># of Admin FTEs</b>	<b># of Bylaw FTEs</b>	<b># of Fire FTEs</b>	<b># of Vol. FFs</b>	<b>Square Footage</b>
<b>Rockland</b>	<b>12,302 (24,512)</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>32</b>	<b>15,455</b> Fire 14,875 Bylaw 580
1 – Kemptville (North Grenville)	3,911 (16,451)	2	4	1.5	0	25	17,371
2 – Pembroke	15,940	2	1.5	0	16	20	16,290
<b>Bourget</b>	<b>1,169 (24,512)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>9,290</b>
1 – Limoges (The Nation)	2,048 (12,808)	5	1	0	0	20	9,371
2 – Embrun (Russell Twp)	6,918 (16,520)	2	0	0	0	20	8,635

PM team discussed the benefits and limitations of each station with the respective Fire Chief's.

Expansive work was done to narrow down required square footage sizes in both stations wherever possible. Consideration was given to

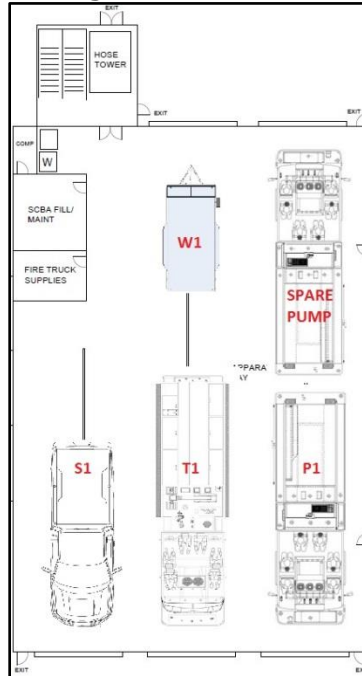
alternative options, such as separating Fire Administration and/or Bylaw Enforcement, however due to the shared Administrative Assistant and Director, these options were deemed undesirable.

Exhaustive work was done to evaluate the required space in the apparatus bays of each proposed station. In Rockland, it was determined that the most appropriate solution was four (4) bays facing Laurier, to accommodate each of the front-line apparatus (which respond first to various incidents, depending on the nature of the call), and three (3) bays facing the rear of the building. This 3.5 bay design provides for drive-thru bays for the larger apparatus, reducing the risk of backing accidents, and improving safety. During the day, this layout also provides indoor parking for day staff vehicles, which is ideal to maintain sensitive medical equipment (and medications) stored in the medical bags in these vehicles (AEDs, naloxone, etc.). In evening hours, having indoor space allows for practical training evolutions during nights of inclement weather (such as winter), without having to park running vehicles outside (to prevent freezing). Currently the department has significant challenges in conducting classroom and practical evolutions on the same evening, and most winter training is restricted to classroom sessions due to the inability to facilitate practical evolutions (such as practising drags/carries/ropes & knots/ladders/etc.). See image below:



In Bourget, it was determined that a 2.5 bay design was most appropriate, such that each of the three (3) front-line apparatus would be parked facing the front of the station, the spare pumper and wildland trailer would be parked facing the rear. While this eliminates the more ideal drive-thru bay functions, it balances the needs of the station and amount of parking required, while also minimizing wasted space. There is a continued risk of backing accidents in this model,

however given budget limitations, it was deemed that this can be mitigated through on-going training in spotting and safe backing procedures and guidelines. There is less space available for interior practical evolutions in this model, however it may be possible to move the wildland trailer in behind Squad 1, thus freeing up minimal space for these evolutions. See image below:



In Rockland, an exhaustive evaluation was conducted to explore the options to renovate and keep the existing building, due to the frontage requirements of UCPR EMS, it was determined that two options were available, one option included building the new station “around” the existing building (Option A), the other explored option was a two-storey station (Option C), which proved to be more expensive and although floor plans and elevations were made, this option is not considered cost-effective and is not considered further in this report.

Therefore, in providing Council with fiscally responsible options, two Rockland options are being presented to Council for consideration within this report.

Option A – Renovate the existing building and build a new “wrap around” station to accommodate Fire and Bylaw, with EMS located on the east end of the new building.

Option B – Demolish the existing building. Build a new single storey fire/bylaw/EMS station.

Option A was based on comments made by Councillors during the June 5<sup>th</sup> Committee meeting, to utilize space in the old building, reducing the required construction size for the new building.

Option B was retained as a comparable option to explore the cost to demolish the existing building and construct a single level building to house all components of the new Protective Services facility (fire, bylaw, and EMS).

In order to evaluate the realistic costs involved in keeping and renovating the existing station, the PM team arranged for a Building Condition Analysis (BCA) to be done on the existing structure. The intent of this report is to identify components of the building that require work in the immediate or short-term in order to maintain the building. The results of this report, including cost estimates, were included in the renovation costs to use this structure. Further, once draft floor plans had been drawn up, a cost estimator was contracted to provide a cost estimation for the renovations to the structure to meet the new intended use. This includes estimates for remediation of dangerous items (asbestos). These costs were expected to far exceed the original cost estimate provided to Committee on June 5<sup>th</sup>, which was based on the premise of simply remodeling the existing office areas and leaving the apparatus bays unchanged. The total cost to renovate the existing structure is estimated to be \$662,190. This includes significant structural work (replacing outdated windows, enclosing current openings, demolishing exterior walls, recycling of existing bricks to be used in the new building to maintain the same appearance and brick colour, interior plumbing, heating, fire alarms and sprinkler systems, asbestos abatement, etc.).

The PM team also contracted and obtained soil condition reports and environmental reports at both building sites (Laurier Street, Rockland and south of Laval Street, Bourget) in order to ensure proper cost estimations were included in this report.

As a result, Fire Administration and the PM team have managed to reduce the overall square footage requirements from the original proposed 17,222 square feet presented in June, and is now presenting a total square footage of 15,455 sf for fire/bylaw and 6,975 sf for EMS, for each of the examined options. This is outlined in the chart below:

<b>Rockland</b>	<b>Original SF</b>	<b>Revised SF</b>
<b>Option A</b> Renovate existing, build new wrap-around building	<b>17,222</b>	<b>15,455</b>
<b>Option B</b> Demolish existing Build single level new	<b>17,222</b>	<b>15,455</b>

With the new draft floorplans and the narrowed statement of requirements, the PM team was able to narrow the cost estimate from a Class D (with a 15% contingency) to a Class C (with a 10% contingency) which has resulted in significant cost reductions for the Rockland Station.

A similar review was conducted for the Bourget Station, which slightly reduced the square footage requirements. However, with further information and consultation, it is felt that the original cost per square foot based on Limoges is likely not accurate in today's environment, and as such, a revised cost per square foot was used in the calculation of the Bourget Station, resulting in a slight increase to the cost estimate. This cost estimate also increased slightly to accommodate including running a hydrant to a new training area at this location, and road access to the new station and training area.

The results of the new cost estimates are included in the charts below (for the Fire/Bylaw portion of the buildings):

<b>Rockland</b>	<b>Original SF</b>	<b>Revised SF</b>	<b>Original Cost Est. (Class D)</b>	<b>Revised Cost Est. (Class C)</b>
<b>Option A</b> Renovate existing, build a new wrap-around building	17,222	15,455	Not explored	\$ 4,306,796
<b>Option B</b> Demolish existing Build single level new bldg	17,222	15,455	\$ 5,706,117	\$ 4,740,572

<b>Bourget</b>	<b>Original SF</b>	<b>Revised SF</b>	<b>Original Cost Est. (Class D)</b>	<b>Revised Cost Est. (Class C)</b>
<b>Bourget</b>	9,340	9,290	\$ 2,923,427	\$ 3,226,768

Next steps in this project are to finalize the Room Data Sheets (RDSs) which has already begun in consultation with the PM team and Fire Administration. A remediation plan must also be assembled for the existing Rockland Station, which is anticipated to take a couple of weeks. Once this is done, the intention will be to release the RFP for the design-builder, which, once awarded will begin to detailed design phase of the project.

With the delays encountered in this project, it is expected that ground-breaking will now occur early in 2018, with substantial completion of the Rockland Station Phase 1 (apparatus bays and EMS) along with the Bourget Station at the end of 2018, and Rockland Phase 2 (fire admin and bylaw offices) in spring 2019.

#### **The EMS Facility:**

As mentioned in the Background, UCPR have approached the City to lease space in our facility to accommodate their needs. The intention is that the lease cost that EMS pay would recover their facility operating costs and the debenture borrowing costs of the City - the City would borrow the capital on behalf of EMS.

As a result of this project, EMS will have a surplus property on Landry Road which has an estimated market value of \$455,000. UCPR have approached the City to see if this facility could be considered as consideration for their cost of the project. City staff has determined that the Landry Road EMS facility does not fit any of the requirements of the City.

It is recommended that the City discuss with UCPR that we could sell the property on their behalf and that the City would retain 30% of the proceeds and the balance of 70% would be applied against the EMS portion of the project to lessen their lease costs. This would potentially provide \$136,500 or 30% of \$455,000 to the City portion of this project and the balance of \$318,500 would be applied to the EMS portion.

6) **CONSULTATION:**

Several other Fire Chief's were consulted throughout this process to obtain a list of pro's and con's and suggestions to be considered in these fire station projects.

7) **FINANCIAL IMPACT (expenses/material/etc.):**

A capital budget has been approved for the Rockland Station based on early estimated costs of \$3,458,454. The additional funding required for the construction of the new Rockland fire station is \$ 3,501,655 for a revised total of \$6,429,109 and include the requirement of County EMS facility.

A budget was also approved for the Bourget Station of \$1,500,000. The additional funding required for the construction of the new Bourget fire station is \$ 2,331,830 for a revised total of \$3,831,830 and include the requirement of County EMS facility.

The additional operating cost for the Rockland station is \$30,000 and \$15,000 for the Bourget Station.

Annually, the tax rate impact for the construction of the Rockland Fire hall is an increase of 0.75% and 0.52% for the Bourget Fire Hall to compensate for the additional debt charge and operating costs.

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**Rockland Fire Station**

Fire station	\$4,306,795
EMS	<u>2,122,314</u>
Revised construction budget requirement	\$6,429,109
Spent to date: Land purchase, legal costs, land remediation, etc.	<u>531,000</u>
Revised budget requirement	6,960,109
Existing Account 2140-9221 Fire Station	<u>3,458,454</u>
Additional financing required	<u>\$3,501,655</u>

	Amount	Annual debt charge	Operating costs <sup>1</sup>	Tax impact
Development charges financing	\$2,584,077	\$156,786		
Debt financing	1,722,718	104,524	30,000	0.75
UCPR recovery	2,122,314	128,769		
Total	\$6,429,109	\$390,080	\$30,000	0.75

**Bourget Fire Station**

Fire station	\$3,226,768
EMS	<u>605,062</u>
Revised budget requirement	3,831,830
Existing Account	<u>\$1,500,000</u>
Additional financing required	<u>\$2,331,830</u>

	Amount	Annual debt charge	Operating costs <sup>1</sup>	Tax impact
Development charges financing	\$1,936,061	\$117,469		-
Debt financing	1,290,707	78,312	15,000	0.52
UCPR recovery	605,062	36,712		-
Total	\$3,831,830	\$232,493	15,000	0.52
1 : Only the building costs are included. Ex: Electricity, heating, building maintenance				

The financing on this project is 100% debt. Our debt capacity sits at 8.39% at the end of 2016. With the approval of the Fire Paramedic station annually the debt capacity if this project is approved will increase by 1.62%.

**8) STRATEGIC IMPLICATIONS :**

The replacement of all three stations has been identified in the Fire Services Master Plan report, adopted by Council on May 15<sup>th</sup>, 2017. Replacement of Stations #1 (Bourget) and #3 (Rockland) are a strategic investment into the community demonstrating on-going growth and development. The investment into the Protective Services Department is also a factor taken into consideration in Fire Underwriters Survey evaluations of municipal fire protection, which establishes a rating system used by many insurance underwriters in establishing insurance premiums for all residential and commercial properties within Clarence-Rockland.

**9) SUPPORTING DOCUMENTS:**

Colliers – Budget and Site Feasibility Analysis  
Colliers – Appendix A – Option A (Rockland)  
Colliers – Appendix B – Option B (Rockland)  
Colliers – Appendix C – Bourget  
Colliers – Appendix D – Building Condition Analysis (BCA) (Rockland)  
Colliers – Appendix E – Class C Cost Estimate (Rockland)  
Colliers – Appendix F – Class C Cost Estimate (Bourget)