



**CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING**

December 18, 2017, 7:15 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting

2. Prayer

1

3. Adoption of the agenda

4. Disclosure of pecuniary interests

5. Announcements

6. 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.

7. Council Members' Items

7.1 Member's resolution presented by Councillor Mario Zanth in regards to the discharge of the firearms by-law

8. Consent Items

Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these items, he or she is required to ask for the item to be considered separately before a vote is taken.

8.1 Adoption of the minutes of the following meetings:

- | | | |
|----|--|----|
| a. | Budget Meeting of November 14, 2017 | 3 |
| b. | Budget meeting of November 15, 2017 | 11 |
| c. | Budget meeting of November 16, 2017 | 19 |
| d. | Budget meeting of November 29, 2017 | 27 |
| e. | Regular meeting of December 4, 2017 | 35 |
| f. | Committee of the Whole meeting of December 4, 2017 | 51 |

8.2 Receipt of the minutes of the following meetings:

- | | | |
|----|---|----|
| a. | Committee of Adjustment of October 11, 2017 | 63 |
| b. | Planning Committee of November 1st, 2017 | 87 |
| c. | Library Board meeting of October 17, 2017 | 97 |

8.3 The following recommendations from Committee of the Whole of December 4, 2017

- | | | |
|----|---|-----|
| a. | Resolution to adopt the new Investment policy | 103 |
| b. | Resolution to authorize the cancellation of invoice #62182 | 115 |
| c. | Resolution to authorize to proceed with option 2 for water lateral connections for watermain looping projects | 117 |
| d. | Resolution to approve the project costs for the reconstruction/extension of St-Joseph Street | 127 |

8.4 Resolution to adopt the salaries paid from November 5, 2017, to December 2 , 2017,in the gross amount of \$1,125,111.17 and net amount of \$830,287.28

8.5	Resolution to accept the hiring of Operators Laborers	131
9.	Committee/Staff Reports	
9.1	Accounts paid	139
9.2	Tax Reduction under Sections 357 & 358 of the Municipal Act	151
9.3	Industrial Street Lots	155
9.4	Refund of the residential waste charge to home based businesses	193
9.5	Water Rescue Vessel	195
10.	By-laws	
	Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.	
10.1	2017-146, to amend Zoning By-law 2016-10 for 1587 Laurier Street	203
10.2	2017-154, being a by-law to govern the proceedings of the Council and the Committees of the of the Corporation of the City of Clarence-Rockland	221
10.3	2017-159, to establish new fees for Water and Sewer, commencing in 2018	253
10.4	2017-161, to amend By-law 2017-54 to include voting period	259
10.5	2017-162, to amend the Sign By-law to include specifications for election signs	265
10.6	2017-164, being a by-law to authorize the borrowing of money to meet the current expenditures during 2018	267
11.	Confirmatory By-law	271
12.	Adjournment	



**CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND
RÉUNION RÉGULIÈRE**

le 18 décembre 2017, 19h15

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion

2. Prière

1

3. Adoption de l'ordre du jour

4. Déclarations d'intérêts pécuniaires

5. Annonces

6. 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.

7. Items des membres du Conseil

7.1 Résolution de membre présentée par le conseiller Mario Zanth au sujet du règlement sur le déchargement des armes à feu

8. Items par consentement

Note : Les items énumérés dans cette section de l'ordre du jour seront sujet à être considéré pour approbation sous une résolution qui n'est pas sujette au débat et non-modifiable. Si un membre du conseil désire engager une discussion ou un débat par rapport à un de ces items, il/elle doit demander que l'item soit considéré séparément avant que le vote ait lieu.

8.1 Adoption des procès-verbaux des réunions suivantes:

a.	Réunion du budget du 14 novembre 2017	3
b.	Réunion du budget du 15 novembre 2017	11
c.	Réunion du budget du 16 novembre 2017	19
d.	Réunion du budget du 29 novembre 2017	27
e.	Réunion régulière du 4 décembre 2017	35
f.	Réunion du comité plénier du 4 décembre 2017	51

8.2 Réception des procès-verbaux des réunions suivantes:

a.	Comité de dérogation du 11 octobre 2017	63
b.	Comité d'aménagement du 1er novembre 2017	87
c.	Réunion du comité d'administration de la bibliothèque publique du 17 octobre 2017	97

8.3 Les recommandations suivantes du comité plénier du 4 décembre 2017

a.	Résolution pour adopter la nouvelle politique d'investissement	103
b.	Résolution pour autoriser l'annulation de la facture #62182	115
c.	Résolution pour autoriser de procéder avec l'option 2 pour les services d'eau latéral pour projets de bouclage d'aqueduc	117
d.	Résolution pour approuver les coûts du projet final pour la reconstruction/prolongement de la rue St-Joseph	127

8.4 Résolution pour adopter les salaires payés, pour la période du 5 novembre 2017, au 2 décembre 2017, au montant brut de 1 125 111,17 \$, et montant net de 830 287,28 \$

8.5	Résolution pour accepter l'embauche d'opérateurs journaliers	131
9.	Rapports des Comités/Services	
9.1	Comptes payés	139
9.2	Réductions de taxes selon les articles 357 & 358 de la loi sur les Municipalités	151
9.3	Lots de la rue Industrielle	155
9.4	Remboursement du frais de déchet résidentiel pour entreprises à domicile	193
9.5	Bateau de sauvetage	195
10.	Règlements municipaux	
	Les règlements énumérés dans cette section de l'ordre du jour seront sujet à être considéré pour approbation sous une résolution qui n'est pas sujette au débat et non-modifiable. Si un membre du conseil désire engager une discussion ou un débat par rapport à un de ces règlements, il/elle doit demander que l'item soit considéré séparément avant que le vote ait lieu.	
10.1	2017-146, pour modifier le règlement de zonage 2016-10 pour le 1587 rue Laurier	203
10.2	2017-154, étant un règlement pour établir les procédures pour le Conseil et les Comités de la Corporation de la Cité de Clarence-Rockland	221
10.3	2017-159, pour établir des nouveaux frais d'eau et d'égouts commençant en 2018	253
10.4	2017-161, pour amender le Règlement 2017-54 pour inclure une période de scrutin	259
10.5	2017-162, pour amender le Règlement sur les enseignes afin d'inclure des spécifications pour les enseignes électorales	265
10.6	2017-164, étant un règlement pour autoriser l'emprunt des sommes d'argent nécessaires pour rencontrer les dépenses courantes en 2018	267
11.	Règlement de confirmation	271
12.	Ajournement	

**PRIÈRE D'OUVERTURE / OPENING PRAYOR
CITÉ DE / CITY OF CLARENCE-ROCKLAND**

Notre Père

Les personnes présentes dans cette salle ont des opinions divergentes, des modes d'expressions variés, des façons différentes de vivre leurs émotions et des cheminements divers dans la prise de leurs décisions.

May we combine clarity of mind with kindness of heart. May we be impartial without bending to strong personalities. May we sacrifice self-interest for the good of the whole.

Veillez éclairer nos discussions et nos décisions. Aidez-nous à accomplir notre travail avec amour et une vision juste de l'avenir pour le plus grand bien de ceux que nous représentons.

May your name be glorified through our efforts.
Amen



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
SPECIAL MEETING MINUTES**

November 14, 2017
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Guy Desjardins, Mayor
Jean-Marc Lalonde, Councillor Ward 1
Mario Zanth, Councillor Ward 2
Carl Grimard, Councillor Ward 3
Charles Berlinguette, Councillor Ward 4
André J. Lalonde, Councillor Ward 5
Krysta Simard, Councillor Ward 6
Michel Levert, Councillor Ward 7

ABSENT: Diane Choinière, Councillor Ward 8

Staff Present Helen Collier, Chief Administrative Officer
Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 6:03 p.m.

2. Adoption of the agenda

Moved by Mario Zanth

Seconded by Carl Grimard

THAT the agenda be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests

None

4. Presentation of an overview of the 2018 Preliminary Budget

Mrs. Helen Collier gives an overview of the preliminary budget. She explains that further to Council's direction in June, staff has prepared some options to reduce

the proposed budget for consideration. She further explains that staff will be providing, at the end of the deliberations, a list of all the changes proposed during the budget process for final consideration.

Further to Mrs. Collier's comments in regards to the impact of Bill 148 not being considered in the 2018 preliminary budget, members discuss if this should be considered or not at this time.

Mr. Frederic Desnoyers continues the presentation and explains how the money collected by taxes is distributed.

Further to questions, Mr. Desnoyers and Mrs. Collier explain the debt, and Mr. Robert Kehoe explains that the development charges study will be revised in 2018.

Further to questions in regards to rates for waste services, Mr. Robert Kehoe explains that a report will be submitted to Council in December recommending that those home based business that were charged both residential and commercial rates receive a reimbursement.

5. Community Services' 2018 Preliminary Budget Presentation

Mr. Pierre Boucher presents the department's proposed operational budget.

Mr. Jean-Luc Jubinville presents the proposed budget for the recreation sector. Further to the proposed overtime budget increase, Council asks if it is possible to reduce the number of meetings or impose a flex time schedule in an attempt to reduce the overtime.

DIRECTIVE: That staff prepare options to reduce the proposed increase for administration overtime.

Further to questions in regards to the proposed overtime budget increase for the Ottawa River Festival, Mr. Boucher explains that the traffic control would be outsourced or done internally after providing appropriate training for staff.

DIRECTIVE: That the amount of \$5000.00 be removed from the tax rate and that there be an increase in the revenues for the Ottawa River Festival in that same amount.

Further to question in regards to amount proposed in the budget for the YMCA Complex, Mr. Robert Kehoe explains that the YMCA business plan projected a level of membership that has not been reached and therefore creating financial hardship. He further explains that negotiations are still in progress.

Further to the recommendation to increase the ice rental rates by 5%, members discuss the potential of including an application on the website to reserve and

pay for ice time rental. Mr. Kehoe explains that a report will be coming back to Council in regards to online payment in the near future.

DIRECTIVE: That the ice rental rates for prime time hours remain at \$235/hr and that the down time hours remain at \$200/hr; and further that the ice rental rates be increased by 3% for the minor sports associations as well as for the last minute ice rental for others.

Mr. Boucher explains that a study is currently being conducted in regards to ice time rates which will be presented to Council early in the new year.

DIRECTIVE: That the proposed reduction of \$10,000 for the portable toilets be removed.

DIRECTIVE: That the second proposed reduction of \$5,000 to abolish the free swimming be removed.

Mr. Pierre Boucher presents the proposed budget for the public transportation services.

The President of the CRTranspo Advisory Committee presents his concerns in regards to the proposed rate increase and the proposed service level reduction.

DIRECTIVE: That the rates for the CRTranspo be increase by 2% with the reduction of one (1) route for 2018.

Mr. Pierre Boucher presents the proposed budget for the daycare services.

Mr. Jean-Luc Jubinville presents the proposed budget for capital expenditures for the recreation sector, and speaks more specifically to the proposed park within the Morris Village.

Mr. Lalonde, President of the Morris Village Park Committee presents the proposed project.

Mayor Desjardins explains that further discussions in regards to the proposed increase for the Morris Village Park will be required.

9. **Adjournment**

The meeting at 10:50 p.m. as proposed by Councillor Mario Zanth and Seconded by Councillor Michel Levert and carried.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL RÉUNION SPÉCIALE**

le 14 novembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, Maire
 Jean-Marc Lalonde, conseiller du Quartier 1
 Mario Zanth, conseiller du Quartier 2
 Carl Grimard, conseiller du Quartier 3
 Charles Berlinguette, conseiller du quartier 4
 André J. Lalonde, conseiller du Quartier 5
 Krysta Simard, conseillère du Quartier 6
 Michel Levert, conseiller du Quartier 7
 Diane Choinière, conseillère du Quartier 8

Personnel présent Helen Collier, Directrice générale
 Monique Ouellet, greffière

1. Ouverture de la réunion

M. le Maire ouvre la réunion à 18 h 03.

2. Adoption de l'ordre du jour

Proposé par Mario Zanth

Appuyé par Carl Grimard

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires

Aucune

4. Présentation sommaire du budget préliminaire de 2018

Mme Helen Collier donne un aperçu du budget préliminaire. Elle explique que suite aux directives du conseil en juin, le personnel a préparé des options dans le but de réduire le budget proposé. De plus, elle explique que le personnel fournira

à la fin des délibérations une liste des changements proposés durant le processus budgétaire pour un examen final.

Suite commentaires de Mme Collier au sujet de l'impact du projet de loi 148, qui n'a pas été considéré durant l'élaboration du budget préliminaire 2018, les membres du conseil discutent à savoir si cela devrait être considéré immédiatement ou non.

M. Frédéric Desnoyers continue la présentation et explique comment l'argent perçu des taxes est distribué.

Suite aux questions, M. Desnoyers et Mme Collier expliquent la dette et M. Robert Kehoe explique que l'étude des redevances d'aménagement sera révisée en 2018.

Suite aux questions au sujet des taux pour les services de collecte des déchets, M. Robert Kehoe explique qu'un rapport sera remis au conseil en décembre pour recommander que les entreprises à domicile qui ont été facturées pour les taux commerciaux et résidentiels reçoivent un remboursement.

5. Présentation du budget préliminaire de 2018 des Services communautaires

M. Pierre Boucher présente le budget opérationnel proposé du département.

M. Jean-Luc Jubinville présente le budget proposé pour le secteur récréatif. Suite à la proposition d'augmentation des heures supplémentaires, le conseil demande s'il n'y a pas moyen de réduire le nombre de réunions ou d'imposer un horaire de travail flexible dans le but de réduire les heures supplémentaires.

DIRECTIVE : Que le personnel prépare des options dans le but de réduire l'augmentation proposée pour les heures supplémentaires administratives.

Suite aux questions relativement à l'augmentation proposée du budget des heures supplémentaires pour le festival de la rivière des Outaouais, M. Boucher explique que le contrôle de la circulation pourrait être sous-traité ou traité à l'interne après que le personnel ait reçu la formation appropriée.

DIRECTIVE : Qu'un montant de 5 000 \$ soit retiré du taux de taxe et qu'il y ait une augmentation des revenus pour le festival de la rivière des Outaouais pour le même montant.

Suite aux questions relatives au montant proposé pour le budget du complexe YMCA, M. Robert Kehoe explique que le plan d'affaires du YMCA projetait un niveau d'adhésion qui n'a pas été atteint, qui peut créer des difficultés financières. Il ajoute que les négociations sont toujours en cours.

Suite à la recommandation d'augmenter les taux de glace de 5 %, les membres discutent de la possibilité d'inclure une application sur le site web pour réserver et payer pour la location des temps de glace. M. Kehoe explique qu'un rapport sera présenté au conseil au sujet des paiements en ligne dans un avenir rapproché.

DIRECTIVE : Que les taux de location de glace des heures d'achalandage élevé soient maintenus à 235 \$/h et que les taux pour les heures de faible achalandage soient maintenus à 200 \$/h ; et que les taux de location de glace soient augmentés de 3 % pour les associations de sports mineurs ainsi que pour les heures de location de dernière minute pour les autres.

M. Boucher explique qu'une étude est présentement en cours relativement aux taux de temps de glace, laquelle sera présentée au conseil au début de l'année prochaine.

DIRECTIVE : Que la réduction proposée de 10 000 \$ pour les toilettes portatives soit retirée.

DIRECTIVE : Que la deuxième proposition de réduction de 5 000 \$ pour abolir la baignade soit retirée.

M. Pierre Boucher présente le budget proposé pour les services de transport en commun.

Le président du comité consultatif CRTranspo présente ses inquiétudes au sujet des augmentations des taux et des réductions au niveau de service proposées.

DIRECTIVE : Que les taux pour le CRTranspo soient augmentés de 2 % avec le retrait d'une (1) route pour 2018.

M. Pierre Boucher présente le budget proposé pour le service des garderies.

M. Jean-Luc Jubinville présente le budget proposé pour les dépenses en capital pour le secteur récréatif et discute plus particulièrement du parc proposé dans le village Morris.

M. Lalonde, président du comité pour le parc du village Morris présente le projet proposé.

Le maire Desjardins explique que des discussions supplémentaires seront requises par rapport à l'augmentation proposée pour le parc du village Morris.

9. Ajournement

La réunion est ajournée à 22h50, tel que proposé par le conseiller Mario Zanth et appuyé par le conseiller Michel Levert et adopté.

Guy Desjardins, Maire

Monique Ouellet, Greffière



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
SPECIAL MEETING MINUTES**

November 15, 2017
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Guy Desjardins, Mayor
Jean-Marc Lalonde, Councillor Ward 1
Mario Zanth, Councillor Ward 2
Carl Grimard, Councillor Ward 3
Charles Berlinguette, Councillor Ward 4
André J. Lalonde, Councillor Ward 5
Krysta Simard, Councillor Ward 6
Michel Levert, Councillor Ward 7
Helen Collier, Chief Administrative Officer
Monique Ouellet, Clerk

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 6:02 p.m.

2. Adoption of the agenda

Moved by Carl Grimard

Seconded by Charles Berlinguette

THAT the agenda be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests

None

Update

Further to questions, Mr. Frederic Desnoyers confirms that to date, as a result of discussions, there is an increase of \$63,730 to the proposed budget representing an increase of 2.62%.

Community Services 2018 Preliminary Budget

Further to questions raised at the previous budget meeting in regards to the requested increase of administration overtime budget in recreation, Mr. Pierre Boucher distributes a document which describes the need for the \$10,000 increase in the overtime budget.

DIRECTIVE: That the overtime budget be increased by \$5,000 instead of the proposed \$10,000.

7. Public Library Board's 2018 Preliminary Budget Presentation

Mrs. Catherina Rouse presents the Library Board Operational Budget proposal.

Mrs. Catherina Rouse presents the Library Board Capital projects.

Community Services 2018 Capital Budget

Mayor Desjardins asks that Community Services continue the presentation of their capital budget as it was not completed at the previous budget meeting.

Mr. Jean-Luc Jubinville presents the Recreation Capital projects.

DIRECTIVE: THAT the capital budget to change the heating system and the air conditioning at the Arts and Cultural Centres be reduced to \$25,000.

DIRECTIVE: THAT the capital budget to change the heating system and the air conditioning at the Ronald Lalonde Community Centre be reduced to \$25,000.

Further to discussions in regards to the capital budget proposal for the Lavigne Natural Park, Mr. Jean-Luc Jubinville confirms that a Committee will be established to make recommendations.

DIRECTIVE: THAT the capital budget for the City Hall office relocation be rejected.

DIRECTIVE: THAT the capital budget for the City Hall Parking Lot be rejected.

DIRECTIVE: THAT the capital budget for the Alphonse Carriere Park Tennis Improvement be rejected.

8. Protective Services' 2018 Preliminary Budget Presentation

Mr. Brian Wilson presents the Protective Services proposed operational budget.

Further to questions in regards to online purchase of dog tags, Mr. Robert Kehoe explains that his department is looking into establishing a pilot project for online payments.

Further to questions, Mr. Brian Wilson explains the procedures to respond to calls and how the service attempts to control salaries paid out.

Mr. Brian Wilson presents the Protective Services proposed capital budget.

DIRECTION: THAT the water rescue boat and trailer replacement proposed in the capital budget be rejected.

The meeting is adjourned at 10:00 p.m.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL RÉUNION SPÉCIALE**

le 15 novembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, Maire
Jean-Marc Lalonde, conseiller du Quartier 1
Mario Zanth, conseiller du Quartier 2
Carl Grimard, conseiller du Quartier 3
Charles Berlinguette, conseiller du quartier 4
André J. Lalonde, conseiller du Quartier 5
Krysta Simard, conseillère du Quartier 6
Michel Levert, conseiller du Quartier 7
Helen Collier, directrice générale
Monique Ouellet, greffière

ABSENT: Diane Choinière, conseillère du Quartier 8

1. Ouverture de la réunion

M. le Maire ouvre la réunion à 18 h 02.

2. Adoption de l'ordre du jour

Proposé par Carl Grimard

Appuyé par Charles Berlinguette

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires

Aucune

Mise à jour

Suite aux questions, M. Frédéric Desnoyers confirme qu'à présent, suite aux discussions, il y a une augmentation de 63 730 \$ sur le budget proposé, représentant une augmentation de 2,62 %.

Budget préliminaire 2018 des Services communautaires

Suite aux questions soulevées lors de la précédente réunion au sujet de la demande d'augmentation des heures supplémentaires administratives du secteur récréatif, M. Pierre Boucher distribue un document expliquant le besoin d'augmentation de 10 000 \$ dans le budget d'heures supplémentaires.

DIRECTIVE : Que le budget des heures supplémentaires soit augmenté de 5 000 \$ au lieu du 10 000 \$ proposé.

7. Présentation du budget préliminaire de 2018 du Conseil d'administration de la bibliothèque publique

Mme Catherina Rouse présente la proposition de Budget opérationnel de la Bibliothèque Publique.

Mme Catherina Rouse présente les projets capitaux de la Bibliothèque Publique.

Budget capital 2018 des Services communautaires

Le maire Desjardins demande que les Services communautaires continuent la présentation de leur budget en capital qui n'a pas été complétée à la précédente réunion de budget.

M. Jean-Luc Jubinville présente les projets en capital du secteur récréatif.

DIRECTIVE : QUE le budget en capital soit réduit à 25 000 \$ pour le remplacement du système de chauffage et climatisation des centres d'art et de culture.

DIRECTIVE : QUE le budget en capital soit réduit à 25 000 \$ pour le remplacement du système de chauffage et climatisation du Centre communautaire Ronald Lalonde.

Suite aux discussions au sujet de la proposition de budget en capital du parc naturel Lavigne, M. Jean-Luc Jubinville confirme qu'un comité sera établi dans le but de faire des recommandations.

DIRECTIVE : QUE le budget en capital pour la relocalisation des bureaux de l'hôtel de ville soit rejeté.

DIRECTIVE : QUE le budget en capital pour le stationnement de l'hôtel de ville soit rejeté.

DIRECTIVE : QUE le budget en capital pour l'amélioration du parc de tennis Alphonse Carrière soit rejeté.

8. Présentation du budget préliminaire de 2018 des Services de la protection

M. Brian Wilson présente le budget opérationnel proposé pour les Services de la protection.

Suite aux questions relativement à l'achat en ligne des médailles pour chien, M. Robert Kehoe explique que son département évalue la possibilité d'établir un projet pilote pour les paiements en ligne.

Suite aux questions, M. Brian Wilson explique les procédures pour répondre aux appels et comment le service tente de contrôler les salaires payés.

M. Brian Wilson présente le budget en capital proposé pour les services de la protection.

DIRECTIVE : QUE le remplacement du bateau de sauvetage et de la remorque proposés dans le budget en capital soit rejeté.

La réunion est ajournée à 22 h.

Guy Desjardins, Maire

Monique Ouellet, Greffière



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
SPECIAL MEETING MINUTES**

November 16, 2017

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Guy Desjardins, Mayor
 Jean-Marc Lalonde, Councillor Ward 1
 Mario Zanth, Councillor Ward 2
 Carl Grimard, Councillor Ward 3
 Charles Berlinguette, Councillor Ward 4
 André J. Lalonde, Councillor Ward 5
 Michel Levert, Councillor Ward 7
 Helen Collier, Chief Administrative Officer
 Monique Ouellet, Clerk

ABSENT: Krysta Simard, Councillor Ward 6
 Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 6:01 p.m.

2. Adoption of the agenda

Moved by Carl Grimard

Seconded by Mario Zanth

THAT the agenda be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests

None

Update

Mr. Frédéric Desnoyers confirms that to date, as a result of discussions, the revised pressures are \$485,963 for a total tax rate increase of 2.6%.

4. Infrastructure and Planning Services' 2018 Preliminary Budget Presentation

Mr. Julian Lenhart presents the preliminary operational budget for Infrastructure and Planning.

Further to questions in regards to the water charges, Mr. Robert Kehoe explains the difference between the fixed and consumption charges.

Further to questions in regards to the waste collection fees, Mr. Julian Lenhart explains that this is the first year that the City is paying by tonnage and therefore too early to see if it has created a savings.

DIRECTIVE: THAT the administration prepare a report to identify the number of existing home base businesses and recommend a special waste collection rate for home base business.

DIRECTIVE: THAT the contribution to the dust layer be reduced by \$30,000 instead of \$5,000.

DIRECTIVE: THAT the storm sewer line item be reduced by \$35,000

DIRECTIVE: THAT the contribution to the snow reserve be reduced by \$50,000 instead of \$30,000.

DIRECTIVE: THAT the gravel resurfacing be reduced by \$120,000 instead of \$200,000.

Mr. Julian Lenhart presents the proposed infrastructure and planning capital budget.

DIRECTIVE: THAT the East-West Corridor capital project be deferred.

DIRECTIVE: THAT the Canaan Road Surface Treatment capital project be rejected.

Further to Councillor Jean-Marc Lalonde's comments in regards to the St-Jacques surface treatment project which is not included in the draft budget, Mr. Lenhart explains that to scratch coat that length, would cost approximately \$130,000.

DIRECTIVE: THAT \$140,000 be applied towards a scratch coat on St-Jacques Street.

DIRECTIVE: THAT \$85,000 be applied towards gravel.

DIRECTIVE: THAT \$25,000 be applied towards dust suppressant.

Mr. Julien Lenhart presents the proposed wastewater capital budget.

Mayor Desjardins adjourns the meeting at 10:06 p.m.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL RÉUNION SPÉCIALE**

le 16 novembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, Maire
 Jean-Marc Lalonde, conseiller du Quartier 1
 Mario Zanth, conseiller du Quartier 2
 Carl Grimard, conseiller du Quartier 3
 Charles Berlinguette, conseiller du Quartier 4
 André J. Lalonde, conseiller du Quartier 5
 Michel Levert, conseiller du Quartier 7
 Helen Collier, directrice générale
 Monique Ouellet, greffière

ABSENT: Krysta Simard, conseillère du Quartier 6
 Diane Choinière, conseillère du Quartier 8

1. Ouverture de la réunion

M. le Maire ouvre la réunion à 18 h 01.

2. Adoption de l'ordre du jour

Proposé par Carl Grimard

Appuyé par Mario Zanth

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires

Aucune

Mise à jour

M. Frédéric Desnoyers confirme qu'à présent, suite aux discussions, les pressions budgétaires révisées sont de 485 963 \$ correspondant à une augmentation du taux de taxes total de 2,6 %.

4. Présentation du budget préliminaire de 2018 du Service des infrastructures et de l'aménagement

M. Julian Lenhart présente le budget opérationnel préliminaire pour le service des infrastructures et de l'aménagement.

Suite aux questions au sujet des frais d'eau, M. Robert Kehoe explique la différence entre les frais fixes et les frais de consommation.

Suite aux questions au sujet des frais pour la collecte des déchets, M. Julian Lenhart explique que c'est la première année que la Cité paye au tonnage et par conséquent il est trop tôt pour établir si cela a engendré des économies.

DIRECTIVE : QUE l'administration prépare un rapport pour identifier le nombre courant d'entreprises à domicile et recommande un taux spécial pour la collecte des déchets pour celles-ci.

DIRECTIVE : QUE la contribution pour le contrôle de la poussière soit réduite de 30 000 \$ au lieu de 5 000 \$.

DIRECTIVE : QUE l'item pour la ligne d'égout pluvial soit réduit de 35 000 \$.

DIRECTIVE : QUE la contribution pour la réserve pour l'enlèvement de la neige soit réduite de 50 000 \$ au lieu de 30 000 \$.

DIRECTIVE : QUE le resurfaçage de gravier soit réduit de 120 000 \$ au lieu de 200 000 \$.

M. Julian Lenhart présente le budget en capital proposé pour l'infrastructure et l'aménagement du territoire.

DIRECTIVE : QUE le projet en capital Corridor est-ouest soit différé.

DIRECTIVE : QUE le projet en capital pour le traitement de surface du chemin Canaan soit rejeté.

Suite aux commentaires du conseiller Jean-Marc Lalonde concernant le projet de traitement de surface de la rue St-Jacques qui n'est pas inclus dans le budget préliminaire, M. Lenhart explique que pour appliquer le ragréage (scratch coat) sur une surface de cette longueur, cela coûterait approximativement 130 000 \$.

DIRECTIVE : QUE 140 000 \$ soit appliqué pour le ragréage de la rue St-Jacques.

DIRECTIVE : QUE 85 000 \$ soit appliqué pour le gravier.

DIRECTIVE : QUE 25 000 \$ soit appliqué pour le contrôle de la poussière.

M. Julian Lenhart présente le budget en capital proposé pour les eaux usées.

Le maire Desjardins ajourne la réunion à 22h06.

Guy Desjardins, Maire

Monique Ouellet, Greffière



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
SPECIAL MEETING MINUTES**

November 29, 2017

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

PRESENT:

Guy Desjardins, Mayor
Jean-Marc Lalonde, Councillor Ward 1
Mario Zanth, Councillor Ward 2
Carl Grimard, Councillor Ward 3
Charles Berlinguette, Councillor Ward 4
André J. Lalonde, Councillor Ward 5
Krysta Simard, Councillor Ward 6
Michel Levert, Councillor Ward 7

ABSENT:

Staff Present

Diane Choinière, Councillor Ward 8
Helen Collier, Chief Administrative Officer
Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 6:00 p.m.

2. Adoption of the agenda

Moved by Carl Grimard

Seconded by Mario Zanth

THAT the agenda be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests

None

Update

Mrs. Helen Collier explains that further to the budget deliberations, the revised pressures were at 2.60% on November 16th. She further explains that due to the OMPF Grant reduction, staff has readjusted the pressures by reducing the

salaries-benefits by \$25,000 and debt budget by \$50,000, to obtain a revised pressure as 2.86% before starting deliberations tonight.

4. Infrastructure and Planning Services' 2018 Preliminary Budget Presentation

Mrs. Collier explains that the East-West Collector Capital project was deferred at the last budget meeting. However the Planner requested that this capital project which has been renamed as Poupart Side Road and adjacent street design, be reconsidered.

DIRECTIVE: THAT the Capital Project entitled Poupart Side Road and adjacent street design be approved.

Mr. Julian Lenhart presents the Water, Sewer and Waste Rates as revised as recommended at the last budget meeting.

DIRECTIVE: THAT the revised rates for waste be approved.

Mr. Julian Lenhart concludes the presentation of the proposed infrastructure and planning capital budget.

A ratepayer of Labelle Road, Mr. Gonsalves addresses his concerns in regards to Labelle Road which is not included in the 2018 budget and asks that council consider including money to complete the Labelle Road resurfacing in the 2018 budget. Mayor Desjardins explains that a mid-year review could be done in order to assess if money becomes available to complete at least a section of Labelle Road.

DIRECTIVE: THAT the Administration be mandated to review the 10-year plan to include Labelle Road in sections sooner.

5. Administration's 2018 Preliminary Budget Presentation

Mrs. Helen Collier presents the 2018 preliminary budget for the Administration.

6. Corporate Services' 2018 Preliminary Budget Presentation

Mrs. Helen Collier presents the 2018 preliminary budget for Corporate Services.

DIRECTIVE: THAT the Corporate Training be increased by \$5,000 instead of \$20,000.

Mr. Robert Kehoe presents the 2018 preliminary budget for Council.

DIRECTIVE: THAT the donation budget for Council members remain at status quo.

7. Finance Services' 2018 Preliminary Budget Presentation

Mr. Robert Kehoe presents the 2018 preliminary budget for Finance and Economic Development Services.

Further to questions, Mr. Robert Kehoe confirms that he will bring a report to Council for the consideration of the use of credit cards.

Mr. Robert Kehoe presents the 2018 capital projects for Finance and Economic Development Services which include a revised capital project sheet for the Document Management.

DIRECTIVE: THAT the 2018 SharePoint Document Management Project budget increase be deleted and that the \$70,000 from the Corporate Services Website Project be combined with the WIP SharePoint Document Management Project.

DIRECTIVE: THAT the \$1,000,000 for the Industrial Park Capital Project be removed.

8. Corporate Expenditures and Revenues 2018 Preliminary Budget Presentation

Mr. Frédéric Desnoyers presents the 2018 preliminary budget regarding the corporate expenses and revenues.

DIRECTIVE: That \$50,000 be approved in the Pay-as-you-go for Industrial Development.

9. 2018 Preliminary Budget Wrap-up

Further to discussions, the following directive is approved:

DIRECTIVE: THAT the outside rink in Cheney be included in the budget for an amount of \$2,250.00.

Moved by André J. Lalonde

Seconded by Jean-Marc Lalonde

THAT Committee of the Whole recommends that the 2018 budget be approved with the proposed amendments, representing a 2.84% rate increase.

CARRIED

10. Adjournment

The Mayor adjourns the meeting at 9:50 p.m.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL RÉUNION SPÉCIALE**

le 29 novembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, Maire
 Jean-Marc Lalonde, conseiller du quartier 1
 Mario Zanth, conseiller du quartier 2
 Carl Grimard, conseiller du quartier 3
 Charles Berlinguette, conseiller du quartier 4
 André J. Lalonde, conseiller du quartier 5
 Krysta Simard, conseillère du quartier 6
 Michel Levert, conseiller du quartier 7
 Diane Choinière, conseillère du quartier 8

Personnel présent Helen Collier, directrice générale
 Monique Ouellet, greffière

1. Ouverture de la réunion

M. le Maire ouvre la réunion à 18 h.

2. Adoption de l'ordre du jour

Proposé par Carl Grimard

Appuyé par Mario Zanth

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires

Aucune

Mise à jour

Mme Helen Collier explique que suite aux délibérations, les pressions budgétaires étaient à 2,60 % en date du 16 novembre. Elle ajoute que suite à la réduction de l'octroi du FPMO, le personnel a réajusté les pressions en réduisant

les salaires-bénéfices de 25 000 \$ et le budget de la dette de 50 000 \$ dans le but d'avoir une pression révisée de 2,86 % avant le commencer les discussions de ce soir.

4. Présentation du budget préliminaire de 2018 du Service des infrastructures et de l'aménagement

Mme Collier explique que le projet en capital collecteur est-ouest a été différé lors de la dernière réunion du budget. Cependant, l'urbaniste demande que ce projet, lequel a été renommé « route secondaire du chemin Poupart et design des rues adjacentes », soit reconsidéré.

DIRECTIVE: QUE le projet en capital intitulé « route secondaire du chemin Poupart et design des rues adjacentes » soit approuvé.

M. Julian Lenhart présente les taux pour l'eau, les égouts et les ordures, tel que révisé lors de la dernière réunion budgétaire.

DIRECTIVE: QUE les taux révisés pour les égouts soient approuvés.

M. Julian Lenhart termine la présentation du budget en capital proposé pour l'infrastructure et l'aménagement du territoire.

Un contribuable du chemin Labelle, M. Gonsalves, exprime ses inquiétudes relativement au chemin Labelle, lequel n'est pas inclus dans le budget 2018 et demande que le conseil considère de prévoir des fonds dans le budget 2018 pour compléter le resurfacement de la rue Labelle. Le maire Desjardins explique qu'un examen semestriel peut être fait dans le but d'évaluer si l'argent devient disponible pour au moins une section du chemin Labelle.

DIRECTIVE: QUE l'administration soit mandatée de faire la révision du plan de 10 ans pour inclure le chemin Labelle par sections dans un avenir plus rapproché.

5. Présentation du budget préliminaire de 2018 de l'Administration

Mme Helen Collier présente le budget préliminaire de 2018 pour l'administration.

6. Présentation du budget préliminaire de 2018 des Services corporatifs

Mme Helen Collier présente le budget préliminaire 2018 pour les services corporatifs.

DIRECTIVE: QUE la formation corporative soit augmentée de 5 000 \$ au lieu de 20 000 \$.

M. Robert Kehoe présente le budget préliminaire 2018 pour le conseil.

DIRECTIVE: QUE le budget de dons pour les membres du conseil soit maintenu au statu quo.

7. Présentation du budget préliminaire de 2018 du Service des finances

M. Robert Kehoe présente le budget préliminaire 2018 pour le service des finances et du développement économique.

Suite aux questions, M. Robert Kehoe confirme qu'il va remettre un rapport au conseil concernant l'utilisation des cartes de crédit.

M. Robert Kehoe présente les projets en capital de 2018 pour le service des finances et du développement économique, lequel inclut une feuille révisée du projet en capital pour la gestion des documents.

DIRECTIVE: QUE l'augmentation pour le projet de gestion des documents SharePoint 2018 soit retiré et que le 70 000 \$ du projet de site web des services corporatifs soit combiné avec le projet en cours pour la gestion des documents SharePoint.

DIRECTIVE: QUE le 1 000 000 \$ du projet en capital parc industriel soit retiré.

8. Présentation préliminaire du budget de 2018 des dépenses et revenus corporatifs

M. Frédéric Desnoyers présente le budget préliminaire 2018 pour les dépenses et revenus corporatifs.

DIRECTIVE: QUE 50 000 \$ soit approuvé dans les paiements à l'usage pour le développement industriel.

9. Récapitulation du budget préliminaire de 2018

Suite aux discussions, la directive suivante est approuvée:

DIRECTIVE: QUE l'anneau extérieur à Cheney soit inclus dans le budget au montant de 2 250 \$.

Proposé par André J. Lalonde

Appuyé par Jean-Marc Lalonde

QUE le comité plénier recommande que le budget 2018 soit approuvé avec les amendements proposés, représentant une augmentation du taux de 2,84 %.

ADOPTÉE

10. Ajournement

Le maire lève l'assemblée à 21 h 50.

Guy Desjardins, Maire

Monique Ouellet, Greffière



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
REGULAR MEETING MINUTES**

December 4, 2017

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Guy Desjardins, Mayor
 Jean-Marc Lalonde, Councillor Ward 1
 Mario Zanth, Councillor Ward 2
 Charles Berlinguette, Councillor Ward 4
 André J. Lalonde, Councillor Ward 5
 Krysta Simard, Councillor Ward 6
 Michel Levert, Councillor Ward 7

ABSENT: Carl Grimard, Councillor Ward 3
 Diane Choinière, Councillor Ward 8

Staff Present Helen Collier, Chief Administrative Officer
 Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:15 p.m.

2. Prayer

Councillor Mario Zanth recites the prayer.

3. Adoption of the agenda

RESOLUTION 2017-260

Moved by Michel Levert

Seconded by Mario Zanth

BE IT RESOLVED THAT the agenda be adopted with the addition of item 7.3—
 Resolution to support the implementation of a well-being care centre for young
 people living in the Counties of Prescott and Russell and Stormont Dundas
 Glengarry.

CARRIED, as modified

4. Disclosure of pecuniary interests

None

5. Announcements

Mayor Desjardins states that the community events that he attended in the last week were very successful.

6. Comment/Question Period

Mr. Rolland Labonté explains that he is still concerned with the ditch at his daughter's property. Further to questions, Mr. Lenhart explains that the work has been initiated and will be completed soon. Mayor Desjardins confirms that he will meet Mr. Labonté on site tomorrow morning at 9:00 a.m.

7. Council Members' Items

7.1 Resolution presented by Councillor Mario Zanth and seconded by Councillor Carl Grimard in regards to street names

RESOLUTION 2017-261

Moved by Mario Zanth

Seconded by Jean-Marc Lalonde

WHEREAS the majority of the street names in new construction projects are only English names;

BE IT RESOLVED THAT Council mandates the administration to prepare new regulation to require developers to have at least 75% of street names in their new development to be French names.

CARRIED

7.2 Resolution presented by Mayor Guy Desjardins and seconded by Councillor Michel Levert regarding Bill 160, Strengthening Quality and Accountability for Patients Act, 2017

RESOLUTION 2017-262

Moved by Guy Desjardins

Seconded by Jean-Marc Lalonde

WHEREAS Bill 160, Strengthening Quality and Accountability for Patients Act, 2017, has been carried in second reading on October 26, 2017; and

WHEREAS Bill 160 suggests to create a "pilot project" to trial a Fire-Medic model where cross-trained firefighters would be able to perform certain paramedic skills

and therefore respond to certain calls not currently tiered to fire departments;
and

WHEREAS this implementation of a pilot project could precipitate arbitrators forcing the Fire-Medic model on other fire departments across the Province with significant potential financial impact to municipalities; and

WHEREAS paramedics are funded by 50% by the Province but no funding is provided to municipalities for firefighters; and

WHEREAS these changes, if implemented without financial changes, it could have a sweeping impact on how emergency services are delivered across the Province;

BE IT RESOLVED THAT Council of the City of Clarence-Rockland hereby opposes to the Bill 160; and

BE IT RESOLVED THAT a copy of this resolution be sent to the Honourable Eric Hoskins, Minister of Health and Long-Term Care, Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services, Grant Crack, MPP (Glengarry-Prescott-Russell) and all Ontario municipalities.

CARRIED, as modified

7.3 Member's Resolution presented by Mayor Guy Desjardins to support the implementation of a well-being care centre for young people living in the Counties of Prescott and Russell and Stormont Dundas Glengarry

RESOLUTION 2017-263

Moved by Guy Desjardins

Seconded by Mario Zanth

WHEREAS there is a glaring need for services in terms of mental health, addiction problems and social recreational activities for young people in Prescott-Russell; and

WHEREAS the Cornwall Community Hospital, the Hawkesbury General Hospital & District and Valoris have prepared a proposal in order to finance a well-being centre for young people living in the counties of Prescott and Russell and Stormont Dundas Glengarry; and

WHEREAS such a project could help to address the lack of services in the area, ensure the well-being and avoid the isolation of youth in our rural and urban communities;

BE IT RESOLVED THAT the City of Clarence-Rockland supports the proposal given by the Cornwall Community Hospital, the Hawkesbury General Hospital & District and Valoris in order to implement a well-being centre for young people living in the counties of Prescott and Russell and Stormont Dundas Glengarry; and

BE IT RESOLVED THAT the City of Clarence-Rockland commits to work with the project partners in order to facilitate access to a physical space for the Clarence-Rockland location, without additional funding.

CARRIED

8. Consent Items

RESOLUTION 2017-264

Moved by Mario Zanth

Seconded by Krysta Simard

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of December 4, 2017, be adopted:

8.1. Adoption of the minutes of the following meetings:

- a. Committee of the Whole of November 20, 2017
- b. Regular Council of November 20, 2017

8.2. Receipt of the minutes of the following meetings:

- a. Environmental Advisory Committee of September 12, 2017

8.3. The following recommendations from Committee of the Whole of November 20, 2017:

- b. Resolution to contribute to the EOSSAA Regional Championship

8.4. Resolution to appoint Mr. Denis Simard as a member to the Planning Committee

8.5. Resolution to extend Councillor Diane Choinière's leave of absence

CARRIED

Text of the resolutions adopted by consent under Resolution No. 2017-264

8.3b. BE IT RESOLVED THAT Council agrees to contribute towards the EOSSAA Regional Championship being hosted by the Ecole secondaire catholique l'Escale in March 2018, by absorbing the costs for the ice rental for 10.5 hours at \$175/h from the contingency.

8.4 WHEREAS the Clerk has received the resignation of Mrs. Isabelle Robillard as a member of the Planning Committee on November 2, 2017; and

WHEREAS Council assessed the applications received during the 2015 initial process of appointment for members to the Planning Committee and new applications in order to fill the vacant seat;

BE IT RESOLVED that the resignation of Mrs. Isabelle Robillard as a member of the Planning Committee be accepted and that a thank you letter be sent to her; and

BE IT RESOLVED that Municipal Council hereby accepts the nomination of Mr. Denis Simard as a member of the Planning Committee.

8.5 BE IT RESOLVED THAT Council hereby authorizes an extension of Councillor Diane Choiniere's leave of absence to February 28, 2018.

8.3a. Resolution to initiate the procedures of the Development Charges Study

RESOLUTION 2017-265

Moved by Jean-Marc Lalonde

Seconded by Charles Berlinguette

BE IT RESOLVED THAT Council authorizes that the procedures for the Development Charges Study be initiated with a \$75,000 budget, 90% to be financed by the Development Charges fund and 10% by the general reserve from the 2018 budget.

CARRIED

9. Committee/Staff Reports

10. By-laws

RESOLUTION 2017-266

Moved by Michel Levert

Seconded by Charles Berlinguette

BE IT RESOLVED THAT the following by-laws be adopted:

10.2. 2017-145—to adopt the Official Plan Amendment #7 to the Official Plan of the Urban Area of the City of Clarence-Rockland

10.3. 2017-153 - to amend the Zoning By-law Amendment - Lacroix Road

10.6. 2017-157—to amend Schedule C and D to user fee by-law 2015-176 regarding 2018 daycare and public transit fees

10.7. 2017-158—to adopt the 2018 Budget

CARRIED

10.1 2017-138 - To dedicate public Industrielle Street

RESOLUTION 2017-267

Moved by Jean-Marc Lalonde

Seconded by André J. Lalonde

BE IT RESOLVED THAT By-law No. 2017-138, being a by-law to dedicate public Industrielle Street, be adopted.

CARRIED

10.4 2017-155 - to establish and regulate the Clarence-Rockland Fire Department

Further to discussions, Mayor Desjardins asks that staff bring back a report in January to discuss the water rescue. (financial and insurance question)

RESOLUTION 2017-268

Moved by Charles Berlinguette

Seconded by Michel Levert

BE IT RESOLVED THAT Council adopts the by-law 2017-155 to establish and regulate a fire department within the City of Clarence-Rockland.

CARRIED

10.5 2017-156 - to sign a Memorandum of Understanding with UCPR regarding paramedic space in new fire stations

RESOLUTION 2017-269

Moved by Jean-Marc Lalonde

Seconded by Krysta Simard

BE IT RESOLVED THAT By-law No. 2017-156, to authorize the Mayor and Clerk to sign a Memorandum of Understanding to enter into a lease agreement with the United Counties of Prescott and Russell, be adopted.

CARRIED

11. Confirmatory By-law

RESOLUTION 2017-270

Moved by Mario Zanth

Seconded by Krysta Simard

BE IT RESOLVED THAT By-law no. 2017-149, being a confirmatory by-law for the regular meeting of December 4, 2017, be adopted.

CARRIED

12. Adjournment

Mayor Desjardins adjourns the meeting at 7:56 p.m.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
RÉUNION RÉGULIÈRE - PROCÈS-VERBAL**

le 4 décembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, Maire
Jean-Marc Lalonde, conseiller du quartier 1
Mario Zanth, conseiller du quartier 2
Charles Berlinguette, conseiller du quartier 4
André J. Lalonde, conseiller du quartier 5
Krysta Simard, conseillère du quartier 6
Michel Levert, conseiller du quartier 7

ABSENT: Carl Grimard, conseiller du quartier 3
Diane Choinière, conseillère du quartier 8

Personnel présent Helen Collier, directrice générale
Monique Ouellet, greffière

1. Ouverture de la réunion

Le Maire Desjardins ouvre la réunion à 19h15.

2. Prière

Le conseiller Mario Zanth fait la lecture de la prière.

3. Adoption de l'ordre du jour

RÉSOLUTION 2017-260

Proposée par Michel Levert

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté avec l'ajout de l'item 7.3 - Résolution pour appuyer l'implantation d'un Carrefour bien-être pour les jeunes vivant dans les Comtés de Prescott et Russell et Stormont Dundas Glengarry.

ADOPTÉE, telle que modifiée

4. Déclarations d'intérêts pécuniaires

Aucune

5. **Annonces**

Le maire Desjardins explique que les activités communautaires auxquelles il a assisté la semaine dernière ont eu un grand succès.

6. **Période de Questions/Commentaires**

M. Rolland Labonté explique qu'il est toujours inquiet pour le fossé situé sur la propriété de sa fille. Suite aux questions, M. Lenhart explique que les travaux ont été entamés et seront exécutés prochainement. Le maire Desjardins confirme qu'il rencontrera M. Labonté demain matin à 9h sur les lieux.

7. **Items des membres du Conseil**

7.1 **Résolution présentée par le conseiller Mario Zanth et appuyée du conseiller Carl Grimard au sujet des noms de rues**

RÉSOLUTION 2017-261

Proposée par Mario Zanth

Appuyée par Jean-Marc Lalonde

ATTENDU QUE la majorité des noms de rues dans les nouveaux projets de construction sont seulement que des noms anglophones;

QU'IL SOIT RÉSOLU QUE le conseil mandate l'administration à préparer un nouveau règlement qui exigerait aux développeurs d'avoir au moins 75% des noms de rue dans leurs nouveaux développements soit des noms francophones.

ADOPTÉE

7.2 **Résolution présentée par le maire Guy Desjardins et appuyée par le conseiller Michel Levert au sujet du projet de loi 160, Loi de 2017 renforçant la qualité et la responsabilité pour les patients**

RÉSOLUTION 2017-262

Proposée par Guy Desjardins

Appuyée par Jean-Marc Lalonde

ATTENDU QUE le projet de loi 160, Loi de 2017 renforçant la qualité et la responsabilité pour les patients, a été adopté en deuxième lecture le 26 octobre 2017 ; et

ATTENDU QUE le projet de loi 160 suggère de créer un projet pilote pour essayer un modèle « Fire-Medic » dans lequel certains pompiers formés auront des capacités paramédicales pour répondre à des appels n'étant pas destinés à l'origine aux services des incendies ; et

ATTENDU QUE l'implantation de ce projet pilote pourrait éventuellement être obligatoire dans les autres services d'incendie de la province et avoir un impact financier important pour les municipalités ; et

ATTENDU QUE les ambulanciers ont un financement de 50 % de la province, mais que les municipalités n'en reçoivent aucun pour les pompiers ; et

ATTENDU QUE ces changements, s'ils ne sont pas effectués sans changements financiers, pourraient avoir un impact colossal sur la manière dont les services d'urgence sont fournis à travers la province ;

QU'IL SOIT RÉSOLU QUE le Conseil de la Cité de Clarence-Rockland s'oppose formellement au projet de loi 160 ; et

QU'IL SOIT RÉSOLU QU'une copie de cette résolution soit envoyée à l'honorable Eric Hoskins, ministre de la Santé et des Soins de longue durée, l'honorable Marie-France Lalonde, ministre de la Sécurité communautaire et des Services correctionnels, Grant Crack, député de Glengarry-Prescott-Russell et à toutes les municipalités de l'Ontario.

ADOPTÉE, telle que modifiée

7.3 Résolution de membre du maire Guy Desjardins pour appuyer l'implantation d'un Carrefour bien-être pour les jeunes vivant dans les Comtés de Prescott et Russell et Stormont Dundas Glengarry

RÉSOLUTION 2017-263

Proposée par Guy Desjardins

Appuyée par Mario Zanth

ATTENDU QU'il y a un besoin flagrant de services en matière de santé mentale, de toxicomanie et d'activités sociorécréatives pour les jeunes de la région de Prescott-Russell ; et

ATTENDU QUE l'Hôpital communautaire de Cornwall, l'Hôpital général de Hawkesbury & District et Valoris ont préparé une proposition afin de financer un Carrefour bien-être pour les jeunes des comtés de Prescott et Russell et Stormont Dundas Glengarry ; et

ATTENDU QU'un projet de la sorte permettrait de combler le manque de services dans la région, assurerait le bien-être et empêcherait l'isolement des jeunes de nos communautés rurales et urbaines ;

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland appuie la proposition de l'Hôpital communautaire de Cornwall, l'Hôpital général de Hawkesbury & District et de Valoris afin d'implanter un Carrefour bien-être pour les jeunes des comtés de Prescott et Russell et Stormont Dundas Glengarry ; et

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland s'engage à travailler avec les partenaires de ce projet afin de faciliter un accès à un lieu physique pour le site de Clarence-Rockland, sans appui financier supplémentaire.

ADOPTÉE

8. Items par consentement

RÉSOLUTION 2017-264

Proposée par Mario Zanth

Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE les items suivants, tels identifiés sous la rubrique «items par consentement» à l'ordre du jour de la réunion régulière du 4 décembre 2017, soient adoptés :

8.1. Adoption des procès-verbaux des réunions suivantes:

- a. Comité plénier du 20 novembre 2017
- b. Régulière du 20 novembre 2017

8.2. Réception des procès-verbaux des réunions suivantes:

- a. Comité consultatif en environnement du 12 septembre 2017

8.3. Les recommandations suivantes du comité plénier du 20 novembre 2017:

- b. Résolution pour contribuer au Championnat régional EOSSAA

8.4. Résolution pour nommer M. Denis Simard à titre de membre du comité d'aménagement

8.5. Résolution pour prolonger le congé de la conseillère Diane Choinière

ADOPTÉE

Texte des résolutions adoptées par consentement telles qu'identifiées dans la résolution 2017-264

8.3b. QU'IL SOIT RÉSOLU QUE le conseil accepte de contribuer au tournoi régional du EOSSAA, lequel sera hébergé par l'École secondaire catholique l'Escale en

mars 2018, en absorbant les coûts de location de glace pour 10.5 heures à 175\$/h du fonds de prévoyance.

- 8.4** **ATTENDU QUE** *la greffière a reçu la démission de Mme Isabelle Robillard à titre de membre du comité d'aménagement le 2 novembre 2017; et*

ATTENDU QUE *le conseil a évalué les candidatures conservées du processus initial de nomination des membres du comité d'aménagement en janvier 2015 ainsi que les nouvelles candidatures reçues afin de combler le siège vacant;*

QU'IL SOIT RÉSOLU QUE *la démission de Mme Isabelle Robillard en tant que membre du comité d'aménagement soit acceptée et qu'une lettre de remerciement lui soit envoyée; et*

QU'IL SOIT RÉSOLU QUE *le conseil municipal accepte la nomination de M. Denis Simard à titre de membre du comité d'aménagement.*

- 8.5** **QU'IL SOIT RÉSOLU QUE** *le conseil autorise une prolongation du congé de la conseillère Diane Choinière, soit jusqu'au 28 février 2018.*

8.3a. Résolution pour initier les procédures d'étude des redevances d'aménagement

RÉSOLUTION 2017-265

Proposée par Jean-Marc Lalonde

Appuyée par Charles Berlinguette

QU'IL SOIT RÉSOLU QUE le Conseil autorise que les procédures de l'étude des frais d'aménagement soient initiées avec un budget de 75 000 \$, financé à 90% par la réserve des frais d'aménagement et 10% par la réserve générale du budget de 2018.

ADOPTÉE

9. Rapports des Comités/Services

10. Règlements municipaux

RÉSOLUTION 2017-266

Proposée par Michel Levert

Appuyée par Charles Berlinguette

QU'IL SOIT RÉSOLU QUE les règlements municipaux suivants soient adoptés :

10.2. 2017-145 - pour adopter le l'amendement no. 7 au Plan Officiel de l'aire urbaine de la Cité de Clarence-Rockland

10.3. 2017-153 - pour amender le règlement de zonage - chemin Lacroix
 10.6. 2017-157 - pour amender les annexes C et D du règlement sur les frais usagers 2015-176 concernant les taux de garderies et de transport en commun pour 2018

10.7. 2017-158 - pour adopter le Budget 2018

ADOPTÉE

10.1 2017-138 - pour dédier publique la rue Industrielle

RÉSOLUTION 2017-267

Proposée par Jean-Marc Lalonde

Appuyée par André J. Lalonde

QU'IL SOIT RÉSOLU QUE le règlement no. 2017-138, étant un règlement pour dédier publique la rue Industrielle, soit adopté.

ADOPTÉE

10.4 2017-155 - pour établir et régulariser le service des incendies de Clarence-Rockland

Suite aux discussions, le maire Desjardins demande que le personnel prépare un rapport pour le mois de janvier concernant le sauvetage en eau. (question financière et assurances)

RÉSOLUTION 2017-268

Proposée par Charles Berlinguette

Appuyée par Michel Levert

QU'IL SOIT RÉSOLU QUE le Conseil adopte le règlement 2017-155, pour établir et réglementer un service d'incendie au sein de la Cité de Clarence-Rockland.

ADOPTÉE

10.5 2017-156 - pour signer un protocole d'entente avec les CUPR concernant les espaces pour les ambulanciers dans les nouvelles casernes

RÉSOLUTION 2017-269

Proposée par Jean-Marc Lalonde

Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE le règlement no. 2017-156, pour autoriser le maire et la greffière à signer un protocole d'entente afin de s'engager dans une entente locative avec les Comtés unis de Prescott et Russell, soit adopté.

ADOPTÉE**11. Règlement de confirmation****RÉSOLUTION 2017-270****Proposée par** Mario Zanth**Appuyée par** Krysta Simard

QU'IL SOIT RÉSOLU QUE le règlement no. 2017-149, étant un règlement de confirmation pour la réunion régulière du 4 décembre 2017, soit adopté.

ADOPTÉE**12. Ajournement**

Le maire Desjardins lève l'assemblée à 19h56.

Guy Desjardins, Maire

Monique Ouellet, Greffière



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

December 4, 2017

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Guy Desjardins, Mayor
 Jean-Marc Lalonde, Councillor Ward 1
 Mario Zanth, Councillor Ward 2
 Charles Berlinguette, Councillor Ward 4
 André J. Lalonde, Councillor Ward 5
 Krysta Simard, Councillor Ward 6
 Michel Levert, Councillor Ward 7

ABSENT: Carl Grimard, Councillor Ward 3
 Diane Choinière, Councillor Ward 8

Staff Present Helen Collier, Chief Administrative Officer
 Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 8:10 p.m.

2. Adoption of the agenda

RECOMMENDATION COW2017-240

Moved by Michel Levert

Seconded by Mario Zanth

THAT the agenda be adopted with the addition of item 6.1, being a member's resolution presented by Councillor Mario Zanth in regards to the discharge of firearms by-law.

CARRIED, as modified

3. Disclosure of pecuniary interests

None

4. Delegations / Presentations

Mayor Desjardins give a speech regarding the adoption of the budget.

5. Petitions / Correspondence

5.1 Letter dated May 9, 2017, from Mr. François Faucon requesting to rename the Clarence Creek Arena

Further to discussions, Councillor Andre J. Lalonde accepts to consult with community groups to seek their support and report back to Council at a later date.

6. Notice of Motion

6.1 Member's resolution presented by Councillor Mario Zanth in regards to the discharge of the firearms by-law

***WHEREAS** some residents are claiming that firearms are currently being discharged in the direction of homes in the Pago Road area, the CIH academy and the Clarence-Rockland Arena;*

***BE IT RESOLVED THAT** the Council hereby mandates the Administration to review the Firearms Discharge By-law No. 2007-02 in order to realign it with appropriate boundaries.*

7. Comment/Question Period

None

8. Report from the United Counties of Prescott and Russell

Mayor Desjardins reports on current matters and announces that Mayor St-Amour will be the next Warden.

9. Committee/Staff Reports

9.1 2018 Municipal Elections

RECOMMENDATION COW2017-241

Moved by Jean-Marc Lalonde

Seconded by André J. Lalonde

THAT Report No. CLERK2017-13 be received; and

THAT the Committee of the Whole recommends that Council adopts a by-law to amend By-law 2017-43 in order to add a provision for the voting period; and

THAT Council adopts a by-law to amend By-law 2015-160 in order to add new provisions for elections signs.

CARRIED

9.2 Tax arrears status report

RECOMMENDATION COW2017-242

Moved by Michel Levert

Seconded by Mario Zanth

THAT Report No. FIN2017-043 be received as information.

CARRIED

9.3 Investment Policy

Further to questions, Mr. Frédéric Desnoyers explains that the amount being recommended for investment comes from specific reserves.

RECOMMENDATION COW2017-243

Moved by Krysta Simard

Seconded by Mario Zanth

THAT the Committee of the Whole recommends that Council authorizes the new Investment policy

THAT the Committee of the Whole recommends that Council authorizes an investment of \$5M over one year in a Guaranteed investment Certificate (GIC)

CARRIED

9.4 Account Receivable Write Off

RECOMMENDATION COW2017-244

Moved by Jean-Marc Lalonde

Seconded by Charles Berlinguette

THAT the Committee of the Whole recommends that Council authorizes the cancellation of invoice #62182 of \$9,517.01 plus interests for a total of \$13,085.81 and that it be covered by the cumulated surplus/deficit.

CARRIED

9.5 Options for water lateral connections for watermain looping projects

Further to questions, Mr. Julian Lenhart explains the purpose of the project.

Mr. Kehoe explains that in a local improvement project, all costs are charged to residents. However, he explains that this specific project is not a local improvement project.

RECOMMENDATION COW2017-245**Moved by** André J. Lalonde**Seconded by** Michel Levert

WHEREAS on October 16th 2017, Municipal Council received a report from the department of Infrastructure and Planning confirming funding from the Ministry of Infrastructure as well as the timeline for the water looping project;

THAT the Committee of the Whole recommends that Municipal Council authorizes to proceed with Option “1”, which includes a mandatory requirement to connect for the affected property owners, as described in report INF2017-077.

DEFEATED**RECOMMENDATION COW2017-246****Moved by** André J. Lalonde**Seconded by** Michel Levert

WHEREAS on October 16th 2017, Municipal Council received a report from the department of Infrastructure and Planning confirming funding from the Ministry of Infrastructure as well as the timeline for the water looping project;

THAT Committee of the Whole recommends that Municipal Council authorizes to proceed with Option “2”, as described in report INF2017-077.

CARRIED**9.6 St-Joseph Project – Project Costs (November 2017)****RECOMMENDATION COW2017-247****Moved by** Mario Zanth**Seconded by** Charles Berlinguette

WHEREAS final project costs for the reconstruction/extension of St-Joseph Street are now known and expected to exceed the current budget allocation of \$2,470,000; and

WHEREAS there is a requirement to increase the total budget allocation to \$2,544,990 to cover all final project expenditures; and

WHEREAS the 2017 Capital Program for Clark Road Easements is under its approved budget allocation of \$100,000;

THAT the Committee of the Whole recommends that Council approves the transfer of \$75,000 from the Clark Road project to the St-Joseph Street Project to cover final expenditures for this project; and

THAT Council approves the final expenditures for the St-Joseph Street Project as itemized in Table 5.1 of Report INF2017-074.

CARRIED

9.7 Industrial Street Lots

RECOMMENDATION COW2017-248

Moved by Mario Zanth

Seconded by André J. Lalonde

THAT the Committee of the Whole recommends that Council adopt a by-law to authorize the execution of an amending agreement between the CIHA and the City of Clarence-Rockland, as per appendix 'B' to Report No. 2017-042; and

THAT Council declares the property described as being Part of lots 21, 22, 23 concession 1 O.S., totalling 4.17 acres as shown on the survey plan attached to Report No. 2017-042, to be surplus to the needs of the City of Clarence-Rockland; and

THAT Council authorizes the Clerk and/or the Director of Finance to proceed with the sale of the said surplus property, as per policy adopted under By-law 2005-153 with the sale conditions as outlined in appendix 'C' of Report No. 2017-042; and

FURTHER THAT Policy No. ADM04-02 in regards to the Industrial and Commercial Park Sale of Land, be repealed.

CARRIED

10. Other items

Further to Councillor Mario Zanth's questions in regard to the timing of parking by-law, Mrs. Collier explains that the 2018 work plan will include a timeline.

Councillor Jean-Marc Lalonde reiterates that the City needs to take advantage of all the available funding programs.

Mayor Desjardins explains that the burned lights at the YMCA will be replaced by LED.

11. Adjournment

The Mayor adjourns the meeting at 9:15 p.m.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL DU COMITÉ PLÉNIER**

le 4 décembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, Maire
Jean-Marc Lalonde, conseiller du quartier 1
Mario Zanth, conseiller du quartier 2
Charles Berlinguette, conseiller du quartier 4
André J. Lalonde, conseiller du quartier 5
Krysta Simard, conseillère du quartier 6
Michel Levert, conseiller du quartier 7

ABSENT: Carl Grimard, conseiller du quartier 3
Diane Choinière, conseillère du quartier 8

Personnel présent Helen Collier, Directrice générale
Monique Ouellet, greffière

1. Ouverture de la réunion

M. le Maire Desjardins ouvre la réunion à 20h10.

2. Adoption de l'ordre du jour

RECOMMANDATION COW2017-240

Proposée par Michel Levert

Appuyée par Mario Zanth

QUE l'ordre du jour soit adopté avec l'ajout de l'item 6.1. étant une résolution de membre présentée par le conseiller Mario Zanth au sujet du règlement sur le déchargement des armes à feu.

ADOPTÉE, telle que modifiée

3. Déclarations d'intérêts pécuniaires

Aucune

4. Délégations / Présentations

Le maire Desjardins fait un discours relativement à l'adoption du budget.

5. Pétitions / Correspondance

5,1 Lettre datée du 9 mai, 2017 de M. François Faucon demandant de changer le nom de l'Aréna de Clarence Creek

Suite aux discussions, le conseiller André J. Lalonde accepte de consulter les groupes communautaires afin d'obtenir leur appui et de revenir ultérieurement au conseil avec les résultats.

6. Avis de motion

6,1 Résolution de membre présentée par le conseiller Mario Zanth au sujet du règlement sur le déchargement des armes à feu

ATTENDU QUE certains résidents réclament que les armes à feu sont présentement déchargées dans la direction des maisons du chemin Pago, de l'académie CIH et de l'aréna de Clarence-Rockland; et

QU'IL SOIT RÉSOLU QUE le conseil mandate l'administration de réviser le règlement de la décharge des armes à feu no. 2007-02 afin de déterminer la délimitation adéquate.

7. Période de Questions/Commentaires

Aucune

8. Rapport des Comtés unis de Prescott et Russell

Le maire Desjardins donne un compte-rendu des dossiers en cours et annonce que le Maire St-Amour sera le prochain président.

9. Rapports des Comités/Services

9.1 Élections municipales 2018

RECOMMANDATION COW2017-241

Proposée par Jean-Marc Lalonde

Appuyée par André J. Lalonde

QUE le rapport no. CLERK2017-13 soit reçu ; et

QUE le Comité plénier recommande que le Conseil adopte un règlement pour amender le Règlement 2017-43 afin d'y ajouter une section pour établir une période de scrutin ;

QUE le Conseil adopte un règlement pour amender le Règlement 2015-160 afin d'y ajouter une section pour les affiches électorales.

ADOPTÉE

9.2 Rapport du statut des arrérages de taxes

RECOMMANDATION COW2017-242

Proposée par Michel Levert

Appuyée par Mario Zanth

QUE le rapport no. FIN2017-043 soit reçu à titre d'information.

ADOPTÉE

9.3 Politique d'investissement

Suite aux questions, M. Frédéric Desnoyers explique que le montant recommandé pour investissement provient de réserves spécifiques.

RECOMMANDATION COW2017-243

Proposée par Krysta Simard

Appuyée par Mario Zanth

QUE le Comité plénier recommande que le Conseil autorise la nouvelle politique d'investissement

QUE le Comité plénier recommande que le Conseil autorise un investissement de \$5M pour un an dans des Certificats de placement garanti (CPG)

ADOPTÉE

9.4 Annulation d'un compte recevable

RECOMMANDATION COW2017-244

Proposée par Jean-Marc Lalonde

Appuyée par Charles Berlinguette

QUE le Comité plénier recommande que le Conseil autorise l'annulation de la facture #62182 de \$9,517.01 et les intérêts pour un total de \$13,085.81 et que celle-ci soit absorbée par les surplus/déficit accumulé.

ADOPTÉE

9.5 Options pour services d'eau latéral pour projets de bouclage d'aqueduc

Suite aux questions, M. Julian Lenhart explique le but de ce projet.

M. Kehoe explique que dans un projet d'amélioration locale, tous les coûts sont facturés aux résidents. Cependant, il explique que ce projet spécifique n'est pas un projet d'amélioration locale.

RECOMMANDATION COW2017-245**Proposée par** André J. Lalonde**Appuyée par** Michel Levert

ATTENDU QUE le 16 octobre 2017 le Conseil a reçu un rapport du département d'Infrastructure et aménagement du territoire confirmant le financement provenant du Ministère de l'Infrastructure ainsi que l'échéancier prévu du projet de bouclage d'aqueduc ;

QUE le comité plénier recommande au Conseil d'autoriser de procéder avec l'option "1", qui comprend un raccordement obligatoire pour les propriétaires affectés, tel que décrit dans le rapport INF2017-077.

DÉFAITE**RECOMMANDATION COW2017-246****Proposée par** André J. Lalonde**Appuyée par** Michel Levert

ATTENDU QUE le 16 octobre 2017, le conseil municipal a reçu un rapport du département de l'Infrastructure et de l'Aménagement du territoire confirmant le financement du ministère de l'Infrastructure et l'échéancier pour le projet de bouclage d'aqueduc ;

QUE le comité plénier recommande au conseil municipal autorise de procéder avec l'option 2 tel que décrit dans le rapport INF2017-077.

ADOPTÉE**9.6 Projet St-Joseph - Coûts du projet (novembre 2017)****RECOMMANDATION COW2017-247****Proposée par** Mario Zanth**Appuyée par** Charles Berlinguette

ATTENDU QUE les coûts du projet final pour la reconstruction/prolongement de la rue St-Joseph sont maintenant connus et prévoient dépasser l'allocation du budget actuel de 2 470 000 \$; et

ATTENDU QU'une augmentation de l'allocation budgétaire totale de 2 544 990 \$ est requise afin de couvrir l'ensemble des dépenses du projet final ; et

ATTENDU QUE le programme en capital 2017 pour les droits de passage de la rue Clark est moindre que l'allocation budgétaire approuvée 100 000 \$;

QUE le comité plénier recommande au conseil d'approuver le transfert le 75 000 \$ du projet de la rue Clark au projet de la rue St-Joseph afin de couvrir l'ensemble des dépenses pour ce projet ; et

QUE le conseil approuve les dépenses finales pour le projet de la rue St-Joseph, tel qu'identifié au tableau 5.1 du rapport INF2017-074.

ADOPTÉE

9.7 Lots de la rue Industrielle

RECOMMANDATION COW2017-248

Proposée par Mario Zanth

Appuyée par André J. Lalonde

QUE le comité plénier recommande au conseil d'adopter un règlement pour autoriser la signature d'une entente modificatrice entre le CIHA et la Cité de Clarence-Rockland, conformément à l'annexe B du rapport 2017-042 ; et

QUE le conseil déclare la propriété décrite comme étant une partie des lots 21, 22 et 23, concession 1, O.S., soit un total de 4,17 acres tel qu'illustré sur le plan de localisation attaché au rapport No. 2017-042, comme étant surplus aux besoins de la Cité de Clarence-Rockland ; et

QUE le conseil autorise la greffière et/ou le directeur des finances à procéder avec la vente de ladite propriété en surplus, conformément à la politique adoptée sous le règlement 2005-153, avec les conditions de vente énoncées à l'annexe C du rapport 2017-042 ; et

AUSSI QUE la politique no. ADM04-02 au sujet de la vente de terrains dans le parc industriel et commercial, soit aboli.

ADOPTÉE

10. Autres items

Suite aux questions du conseiller Mario Zanth au sujet de l'échéancier pour présenter un nouveau règlement sur le stationnement, Mme Collier explique que le plan de travail de 2018 inclura un échéancier.

Le conseiller Jean-Marc Lalonde réitère que la Cité doit prendre avantage de tous les octrois disponibles.

Le maire Desjardins explique que les lumières brûlées au YMCA seront remplacées par des DEL.

11. Ajournement

Le maire lève l'assemblée à 21h15.

Guy Desjardins, Maire

Monique Ouellet, Greffière



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
COMMITTEE OF ADJUSTMENT MEETING MINUTES**

October 11, 2017
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT:

Serge Dicaire
Marie-Ève Bélanger
Guy Desjardins
Michel Levert
Malcolm Duncan
Sylvie Lalonde
Charles Berlinguette

1. Opening of the meeting

The Chair opens the meeting at 7:00 pm.

2. Reading and Adoption of the agenda

Moved by Michel Levert

Seconded By Sylvie Lalonde

THAT the agenda be adopted as presented.

CARRIED

3. Pecuniary declarations

Sylvie declared she has a conflict for files 5.2 to 5.5.

4. Adoption of the minutes

Moved by Charles Berlinguette

Seconded By Michel Levert

That the minutes of the Committee of Adjustment meeting of September 20th, 2017 be adopted. **CARRIED**

5. Consent Applications

5.1 B-CR-014-2017

Sylvie asks why he can't respect the 100 metres frontage.

The applicant states that in order to respect MDS he needs to reduce the frontage.

Reid Sheperd is not working for the company anymore; Mr. Scott Alain is representing the owner on behalf of the company.

Mr. Cooper would like to keep the entrance on Joannis as stated on Condition 7 and as discussed in a previous meeting. The condition was amended.

Moved by Michel Levert

Seconded By Sylvie Lalonde

THAT the Committee of Adjustment approve the consent application submitted by Reid Shepherd, file number B-CR-014-2017, concerning the property described as 2183 Joannis Road, subject to the following conditions:

1. That the applicant(s) provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance **B-CR-014-2017** as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicants obtain a minor variance in order to reduce the minimum lot frontage on a Minor Collector from 100m to 55m.
3. That the applicant(s) pay the City of Clarence-Rockland an amount equivalent to 5% of the assessed value of the parcel to be severed as cash in lieu of parkland payment.
4. That the applicant(s) provide to the Approval Authority of the City of Clarence-Rockland an Environmental Impact Study for the Fish Habitat to be prepared by a professional in the field, to demonstrate that there will be no negative impacts on the natural features or on the ecological functions for which the features are identified. This report shall be completed and reviewed and approved by South Nation Conservation at the applicant's expense.
5. That the applicant(s) provide to the Approval Authority of the City of Clarence-Rockland a hydrogeological study and terrain analysis, to be

prepared by a professional engineer, to demonstrate that the aquifer can provide a long term sustainable water supply of acceptable quality and quantity, as well as providing evidence through testing, that the soil conditions can accommodate the effluent load from a septic field along with the replacement area. This report shall be completed and reviewed and approved by South Nation Conservation at the applicant's expense.

6. That a deed for the road right of way along the detached and retained parcels along County Road 21 be transferred free of encumbrances to the United Counties of Prescott and Russell for the fee of \$1.00 such that the road right of way of the east side of this road be widened so as to attain 13.11 metres in width (half of the minimum right of way).
7. That the applicants obtain an entrance permit from the United Counties.
8. That the landowner provide to South Nation Conservation a signed and original written undertaking which acknowledges that the proposed property lines must be at a minimum clearing distance of three (3) metres from all existing private sewage systems.
9. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
10. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

CARRIED, as modified

5.2 B-CR-021-2017

Michel inquired why there are small severed parcels on the maps. Novatech indicated that it's because of the garbage enclosures.

A retaining wall at the back will also be included in the easement for everyone to maintain.

Novatech would like to confirm that the fourth lot can also receive a stamp from the approval authority. Mrs. Bélanger agrees.

Moved by Michel Levert

Seconded By Serge Dicaire

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Consultants Ltd. for Spacebuilders Ottawa, file number B-CR-021-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-021-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicant provides a written engagement indicating that Consent application B-CR-021-2017 be stamped and registered before Consent applications B-CR-022-2017, B-CR-023-2017 and B-CR-024-2017.
3. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
4. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

CARRIED

5.3 B-CR-022-2017

Moved by Michel Levert

Seconded By Charles Berlinguette

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Consultants Ltd. for Spacebuilders Ottawa, file number B-CR-022-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-022-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.

2. That the applicant provides a written engagement indicating that Consent application B-CR-022-2017 be stamped and registered before Consent applications B-CR-023-2017 and B-CR-024-2017.
3. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
4. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

CARRIED

5.4 B-CR-023-2017

Moved by Serge Dicaire

Seconded By Michel Levert

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Ltd. for Spacebuilders Ottawa, file number B-CR-023-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-023-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicant provides a written engagement indicating that Consent application B-CR-023-2017 be stamped and registered before Consent application B-CR-024-2017.
3. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
4. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

CARRIED

5.5 B-CR-024-2017

Moved by Michel Levert

Seconded By Charles Berlinguette

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Consultants Ltd. for Spacebuilders Ottawa, file number B-CR-024-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-024-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
3. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

CARRIED

5.6 B-CR-025-2017

Mr. Dicaire asked which part was given to which lot. Malcolm explains to the Committee.

Mr. Lalonde indicated that he realized that the house under construction was too close to the side lot line and decided to take some land from the adjacent lot.

Moved by Sylvie Lalonde

Seconded By Serge Dicaire

QUE le Comité de dérogation approuve la demande d'autorisation soumise par Réjean Lalonde, dossier B-CR-025-2017, concernant la propriété décrite comme étant le 269 rue Sterling;

Sujette aux conditions suivantes :

1. Que le(s) requérant(s) fournisse(nt) à la Cité de Clarence-Rockland deux copies originales en papier du plan de référence (plan d'arpentage) dûment enregistrées qui se conforment essentiellement à la demande **B-CR-025-2017** telle qu'accordée ainsi qu'une copie en format PDF et DWG pour les Comtés unis de Prescott et Russell et la Cité de Clarence-Rockland. Ces plans sont à remettre directement aux agences ci-haut mentionnées.
2. Que le(s) requérant(s) obtienne(nt) une dérogation mineure, à l'effet de réduire la cour latérale minimale pour le 269 et 265 ave Sterling de 1 m à 0,91 m et 0,82 m.
3. Que le(s) requérant(s) fournisse(nt) à l'autorité approbatrice de la Cité de Clarence-Rockland
 - Une copie du Plan de renvoi ou de la description légale du bien-fonds séparé et de l'acte ou l'instrument transférant le bien-fonds séparé au propriétaire de la propriété attenante au nord connue en tant que le 265 ave Sterling de sorte qu'aucun nouveau lot n'est créé, conformément à l'alinéa (b) ci-dessous;
 - Une attestation officielle joint à l'acte/au transfert requis en vertu de l'alinéa (a) ci-dessus comptant la mention suivante :

« Les biens-fonds devant être séparés ont pour seul but l'ajout d'un lot aux biens-fonds attenants appartenant à (insérer le nom) décrits comme NIP (numéro d'identification de la propriété) qui constitue les Parties (insérer les numéros) sur le Plan (insérer le numéro de plan), non pas pour la création d'un nouveau lot, et tout transfert, charge ou autre opération ultérieur(e) portant sur les biens-fonds devant être séparés est soumis au respect de l'article 50(3) ou de l'article 50(5) de la Loi sur l'aménagement du territoire, le cas échéant. Ni les biens-fonds à séparer, ni les biens-fonds attenants ne peuvent être transférés, chargés ou non autrement cédés dans le futur sans l'autre parcelle, sauf si un nouveau consentement est obtenu. Le Propriétaire doit faire en sorte que les biens-fonds à séparer soient consolidés sur le titre avec les biens-fonds attenants et que cette condition soit inscrite sur le registre des parcelles pour la parcelle consolidée comme restriction.»
 - L'engagement d'un avocat autorisé à exercer le droit dans la province de l'Ontario, et en règle avec le Barreau du Haut-Canada, comme suit :

« En contrepartie de, et nonobstant, la délivrance du Certificat en vertu de l'article 50(12) de la Loi sur l'aménagement du territoire à l'égard de l'objet de la demande de consentement, je m'engage au nom du Propriétaire, dans les 10 jours après l'enregistrement sur le titre du document de

transfert contenant la mention indiquée dans l'attestation officielle délivrée par le Comité de dérogation, de déposer une demande de consolidation des parcelles, y compris le bien-fonds séparé (insérer le numéro de la partie du NIP) et le bien-fonds attenant (insérer le numéro du NIP). Cette consolidation de NIP vise à renforcer la stipulation de la Loi sur l'aménagement du territoire dans la condition décrite ci-dessus selon laquelle les deux parcelles ont fusionné dans le Titre et qu'elles ne peuvent être cédées séparément à l'avenir. Je m'engage également à transmettre une copie de la demande enregistrée de consolidation des parcelles et une copie des pages de résumé des parcelles consolidées au bureau du Comité dans les 21 jours après l'enregistrement de la demande de consolidation des parcelles. »

CARRIED

5.7 B-CR-026-2017

Moved by Sylvie Lalonde

Seconded By Charles Berlinguette

QUE le Comité de dérogation approuve la demande d'autorisation soumise par Michel Lecompte, dossier B-CR-026-2017, concernant la propriété décrite comme étant le Partie du lot 8, concession 1 (O.S), parties 1-3 sur le plan 50R-10641;

Sujette aux conditions suivantes :

1. Que le(s) requérant(s) fournisse(nt) à la Cité de Clarence-Rockland deux copies originales en papier du plan de référence (plan d'arpentage) dûment enregistrées qui se conforment essentiellement à la demande **B-CR-026-2017** telle qu'accordée ainsi qu'une copie en format PDF et DWG pour les Comtés unis de Prescott et Russell et la Cité de Clarence-Rockland. Ces plans sont à remettre directement aux agences ci-haut mentionnées.
2. Qu'une compensation monétaire pour frais de révision, au montant de \$350.00 soit payée aux Comtés unis de Prescott et Russell.
3. Que le(s) requérant(s) fournisse(nt) à l'Autorité approbatrice de la Cité de Clarence-Rockland un Transfert/Acte de cession transférant le terrain divisé dans le but d'émettre un certificat d'autorisation.
4. Que chaque condition soit remplie et que l'Autorité approbatrice de la Cité de Clarence-Rockland en soit avisée par écrit pas plus tard qu'un

(1) an après la date de l'avis de la décision par les départements ou les agences qui ont imposé la/les condition(s) respective(s)

CARRIED

5.8 B-CR-031-2017

Moved by Serge Dicaire

Seconded By Sylvie Lalonde

THAT the Committee of Adjustment approve the consent application submitted by André P. Barrette for Joanne and James Soltendieck, file number B-CR-031-2016, concerning the property described as 1102 Brazeau Rd, subject to the following conditions:

1. That the applicant(s) provide the City of Clarence-Rockland two original copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-031-2016 as approved by the committee, as well as one copy submitted electronically in PDF format directly to the United Counties of Prescott and Russell and the City of Clarence-Rockland
2. That the applicant(s) pay the City of Clarence-Rockland an amount equivalent to 5% of the assessed value of the parcel to be severed as cash in lieu of parkland payment.
3. That the applicant(s) provide to the Approval Authority of the City of Clarence-Rockland a hydrogeological study and terrain analysis, to be prepared by a professional engineer, to demonstrate that the aquifer can provide a long term sustainable water supply of acceptable quality and quantity, as well as providing evidence through testing, that the soil conditions can accommodate the effluent load from a septic field along with the replacement area. This report shall be completed and reviewed and approved by South Nation Conservation at the applicant's expense.
4. That the Ontario Land Surveyor retained by the applicant(s) determine the width of the road right-of-way presently in place along Baseline and Brazeau Road and where such right-of-way is less than 20 meters that a parcel of land representing the missing portion required to achieve a width of 10 meters (measured from the center line of the road right of way) along the frontage of the severed and retained parcels be transferred to the City of Clarence-Rockland free of fees or encumbrances. In addition, the lawyer of the applicant(s) must register a by-law dedicating the land as public. Fees will need to be paid to the

City of Clarence-Rockland for the preparation of the by-law. A copy of the registered by-law must be sent to the Infrastructure and Planning Services Department in order for the condition to be considered as fulfilled.

5. That the landowner provide to South Nation Conservation a written undertaking which acknowledges that the proposed property lines must be at a minimum clearing distance of three (3) meters from all existing private sewage systems
6. That the applicant(s) provide the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent
7. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

CARRIED

6. Minor Variance Applications

6.1 D-13-17-11

Moved by Sylvie Lalonde

Seconded By Michel Levert

THAT the Committee of Adjustment accepts the application for Minor Variance submitted by Reid Shepherd for Ken Cooper and Susan Baldwin, for the property identified as 2183 Joannis Road, to:

- Reduce the minimum frontage required on a minor collector from 100m to 55m and;
- Reduce the separation distance between a building or structure and a watercourse from 30m to 15m.

CARRIED

6.2 D-13-17-16

Moved by Michel Levert

Seconded By Charles Berlinguette

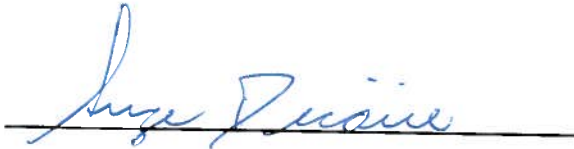
QUE le Comité de dérogation accepte la demande de dérogation mineure soumise par Réjean Lalonde, dossier A/15/17, concernant les propriétés décrite comme le 265 ave Sterling et 269 ave Sterling, dans le but de :

- Réduire la cour latérale intérieure minimale de 1 m à 0,82 m pour le 265 Sterling; et
- Réduire la cour latérale intérieure minimale de 1 m à 0,91 m pour le 269 Sterling

CARRIED

7. **Follow-ups**
8. **Other Items**
9. **Adjournment**

The meeting is adjourned at 7:34 pm


Serge Dicaire President


W Marie-Eve Bélanger Secretary
Treasurer



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

PROCÈS-VERBAL RÉUNION COMITÉ DE DÉROGATION

le 11 octobre 2017
Salle du Conseil
415 rue Lemay Street,
Clarence Creek, Ont.

PRÉSENT:

Serge Dicaire
Marie-Ève Bélanger
Guy Desjardins
Michel Levert
Malcolm Duncan
Sylvie Lalonde
Charles Berlinguette

1. Ouverture de la réunion

Le président ouvre la réunion à 19:00.

2. Lecture et Adoption de l'ordre du jour

Proposé par Michel Levert

Appuyé par Sylvie Lalonde

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclarations pécuniaires

Sylvie indique qu'elle a un conflit pour les dossiers 5.2 à 5.5.

4. Adoption des procès-verbaux

Proposé par Charles Berlinguette

Appuyé par Michel Levert

Que le procès-verbal de la réunion du 20 septembre 2017 soit adopté.

ADOPTÉE**5. Demandes de morcellement****5.1 B-CR-014-2017**

Sylvie demande pourquoi il ne peut pas respecter le 100 mètres de façade.

L'applicant indique qu'il doit respecter les DMS, donc il a besoin de réduire la façade.

Reid Sheperd ne travaille plus pour la compagnie mais M. Scott Alain représente le propriétaire pour la compagnie.

M. Cooper aimerait garder les entrées sur le chemin Joanisse comme mentionné à la condition 7 et tel que discuté dans une rencontre du comité antérieur. La condition a été amendée.

Proposé par Michel Levert

Appuyé par Sylvie Lalonde

THAT the Committee of Adjustment approve the consent application submitted by Reid Shepherd, file number B-CR-014-2017, concerning the property described as 2183 Joanisse Road, subject to the following conditions:

1. That the applicant(s) provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance **B-CR-014-2017** as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicants obtain a minor variance in order to reduce the minimum lot frontage on a Minor Collector from 100m to 55m.
3. That the applicant(s) pay the City of Clarence-Rockland an amount equivalent to 5% of the assessed value of the parcel to be severed as cash in lieu of parkland payment.
4. That the applicant(s) provide to the Approval Authority of the City of Clarence-Rockland an Environmental Impact Study for the Fish Habitat to be prepared by a professional in the field, to demonstrate that there will be no negative impacts on the natural features or on the ecological functions for which the features are identified. This report shall be

- completed and reviewed and approved by South Nation Conservation at the applicant's expense.
5. That the applicant(s) provide to the Approval Authority of the City of Clarence-Rockland a hydrogeological study and terrain analysis, to be prepared by a professional engineer, to demonstrate that the aquifer can provide a long term sustainable water supply of acceptable quality and quantity, as well as providing evidence through testing, that the soil conditions can accommodate the effluent load from a septic field along with the replacement area. This report shall be completed and reviewed and approved by South Nation Conservation at the applicant's expense.
 6. That a deed for the road right of way along the detached and retained parcels along County Road 21 be transferred free of encumbrances to the United Counties of Prescott and Russell for the fee of \$1.00 such that the road right of way of the east side of this road be widened so as to attain 13.11 metres in width (half of the minimum right of way).
 7. That the applicants obtain an entrance permit from the United Counties.
 8. That the landowner provide to South Nation Conservation a signed and original written undertaking which acknowledges that the proposed property lines must be at a minimum clearing distance of three (3) metres from all existing private sewage systems.
 9. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
 10. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

5.2 B-CR-021-2017

Michel demande pourquoi il y a des petites parcelles de terrains sur la carte. Novatech indique que c'est les enclos à déchet.

Le mur de soutien sera aussi inclus dans la servitude pour tous les résidents.

Novatech aimerait confirmer que le quatrième terrain pourra également recevoir l'étampe de l'autorité approbatrice. Mme Bélanger est d'accord.

Proposé par Michel Levert
Appuyé par Serge Dicaire

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Consultants Ltd. for Spacebuilders Ottawa, file number B-CR-021-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-021-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicant provides a written engagement indicating that Consent application B-CR-021-2017 be stamped and registered before Consent applications B-CR-022-2017, B-CR-023-2017 and B-CR-024-2017.
3. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
4. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

ADOPTÉE

5.3 B-CR-022-2017

Proposé par Michel Levert
Appuyé par Charles Berlinguette

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Consultants Ltd. for Spacebuilders Ottawa, file number B-CR-022-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-022-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF

and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.

2. That the applicant provides a written engagement indicating that Consent application B-CR-022-2017 be stamped and registered before Consent applications B-CR-023-2017 and B-CR-024-2017.
3. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
4. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

ADOPTÉE

5.4 B-CR-023-2017

Proposé par Serge Dicaire

Appuyé par Michel Levert

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Ltd. for Spacebuilders Ottawa, file number B-CR-023-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-023-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicant provides a written engagement indicating that Consent application B-CR-023-2017 be stamped and registered before Consent application B-CR-024-2017.
3. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
4. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

ADOPTÉE**5.5 B-CR-024-2017****Proposé par Michel Levert****Appuyé par Charles Berlinguette**

THAT the Committee of Adjustment approve the consent application submitted by Novatech Engineering Consultants Ltd. for Spacebuilders Ottawa, file number B-CR-024-2017, concerning the property described as 1111-1161 Caron Street, subject to the following conditions:

1. That the applicant provide to the City of Clarence-Rockland two original paper copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-024-2017 as approved by the committee, as well as one copy to be submitted electronically in PDF and DWG format directly to the United Counties of Prescott and Russell and to the City of Clarence-Rockland.
2. That the applicant provide to the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.
3. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

ADOPTÉE**5.6 B-CR-025-2017**

M. Dicaire demande quelle partie sera transférée à quel lot. Malcolm explique ceci au comité.

M. Lalonde indique qu'il a réalisé que la maison en construction était construite trop près de la ligne latérale intérieure et il a décidé de prendre une partie du terrain voisin.

Proposé par Sylvie Lalonde**Appuyé par Serge Dicaire**

QUE le Comité de dérogation approuve la demande d'autorisation soumise par Réjean Lalonde, dossier B-CR-025-2017, concernant la propriété décrite comme étant le 269 rue Sterling;

Sujette aux conditions suivantes :

1. Que le(s) requérant(s) fournisse(nt) à la Cité de Clarence-Rockland deux copies originales en papier du plan de référence (plan d'arpentage) dûment enregistrées qui se conforment essentiellement à la demande **B-CR-025-2017** telle qu'accordée ainsi qu'une copie en format PDF et DWG pour les Comtés unis de Prescott et Russell et la Cité de Clarence-Rockland. Ces plans sont à remettre directement aux agences ci-haut mentionnées.
2. Que le(s) requérant(s) obtienne(nt) une dérogation mineure, à l'effet de réduire la cour latérale minimale pour le 269 et 265 ave Sterling de 1 m à 0,91 m et 0,82 m.
3. Que le(s) requérant(s) fournisse(nt) à l'autorité approbatrice de la Cité de Clarence-Rockland
 - Une copie du Plan de renvoi ou de la description légale du bien-fonds séparé et de l'acte ou l'instrument transférant le bien-fonds séparé au propriétaire de la propriété attenante au nord connue en tant que le 265 ave Sterling de sorte qu'aucun nouveau lot n'est créé, conformément à l'alinéa (b) ci-dessous;
 - Une attestation officielle joint à l'acte/au transfert requis en vertu de l'alinéa (a) ci-dessus comptant la mention suivante :

« Les biens-fonds devant être séparés ont pour seul but l'ajout d'un lot aux biens-fonds attenants appartenant à (insérer le nom) décrits comme NIP (numéro d'identification de la propriété) qui constitue les Parties (insérer les numéros) sur le Plan (insérer le numéro de plan), non pas pour la création d'un nouveau lot, et tout transfert, charge ou autre opération ultérieur(e) portant sur les biens-fonds devant être séparés est soumis au respect de l'article 50(3) ou de l'article 50(5) de la Loi sur l'aménagement du territoire, le cas échéant. Ni les biens-fonds à séparer, ni les biens-fonds attenants ne peuvent être transférés, chargés ou non autrement cédés dans le futur sans l'autre parcelle, sauf si un nouveau consentement est obtenu. Le Propriétaire doit faire en sorte que les biens-fonds à séparer soient consolidés sur le titre avec les biens-fonds attenants et que cette condition soit inscrite sur le registre des parcelles pour la parcelle consolidée comme restriction.»
 - L'engagement d'un avocat autorisé à exercer le droit dans la province de l'Ontario, et en règle avec le Barreau du Haut-Canada, comme suit :

« En contrepartie de, et nonobstant, la délivrance du Certificat en vertu de l'article 50(12) de la Loi sur l'aménagement du territoire à l'égard de l'objet

de la demande de consentement, je m'engage au nom du Propriétaire, dans les 10 jours après l'enregistrement sur le titre du document de transfert contenant la mention indiquée dans l'attestation officielle délivrée par le Comité de dérogation, de déposer une demande de consolidation des parcelles, y compris le bien-fonds séparé (insérer le numéro de la partie du NIP) et le bien-fonds attenant (insérer le numéro du NIP). Cette consolidation de NIP vise à renforcer la stipulation de la Loi sur l'aménagement du territoire dans la condition décrite ci-dessus selon laquelle les deux parcelles ont fusionné dans le Titre et qu'elles ne peuvent être cédées séparément à l'avenir. Je m'engage également à transmettre une copie de la demande enregistrée de consolidation des parcelles et une copie des pages de résumé des parcelles consolidées au bureau du Comité dans les 21 jours après l'enregistrement de la demande de consolidation des parcelles. »

ADOPTÉE

5.7 B-CR-027-2017

Proposé par Sylvie Lalonde

Appuyé par Charles Berlinguette

QUE le Comité de dérogation approuve la demande d'autorisation soumise par Michel Lecompte, dossier B-CR-026-2017, concernant la propriété décrite comme étant le Partie du lot 8, concession 1 (O.S), parties 1-3 sur le plan 50R-10641;

Sujette aux conditions suivantes :

1. Que le(s) requérant(s) fournisse(nt) à la Cité de Clarence-Rockland deux copies originales en papier du plan de référence (plan d'arpentage) dûment enregistrées qui se conforment essentiellement à la demande **B-CR-026-2017** telle qu'accordée ainsi qu'une copie en format PDF et DWG pour les Comtés unis de Prescott et Russell et la Cité de Clarence-Rockland. Ces plans sont à remettre directement aux agences ci-haut mentionnées.
2. Qu'une compensation monétaire pour frais de révision, au montant de \$350.00 soit payée aux Comtés unis de Prescott et Russell.
3. Que le(s) requérant(s) fournisse(nt) à l'Autorité approbatrice de la Cité de Clarence-Rockland un Transfert/Acte de cession transférant le terrain divisé dans le but d'émettre un certificat d'autorisation.

4. Que chaque condition soit remplie et que l'Autorité approbatrice de la Cité de Clarence-Rockland en soit avisée par écrit pas plus tard qu'un (1) an après la date de l'avis de la décision par les départements ou les agences qui ont imposé la/les condition(s) respective(s)

ADOPTÉE

5.8 B-CR-031-2017

Proposé par Serge Dicaire

Appuyé par Sylvie Lalonde

THAT the Committee of Adjustment approve the consent application submitted by André P. Barrette for Joanne and James Soltendieck, file number B-CR-031-2016, concerning the property described as 1102 Brazeau Rd, subject to the following conditions:

1. That the applicant(s) provide the City of Clarence-Rockland two original copies of a registered Reference Plan (plan of survey) that identifies the severance B-CR-031-2016 as approved by the committee, as well as one copy submitted electronically in PDF format directly to the United Counties of Prescott and Russell and the City of Clarence-Rockland
2. That the applicant(s) pay the City of Clarence-Rockland an amount equivalent to 5% of the assessed value of the parcel to be severed as cash in lieu of parkland payment.
3. That the applicant(s) provide to the Approval Authority of the City of Clarence-Rockland a hydrogeological study and terrain analysis, to be prepared by a professional engineer, to demonstrate that the aquifer can provide a long term sustainable water supply of acceptable quality and quantity, as well as providing evidence through testing, that the soil conditions can accommodate the effluent load from a septic field along with the replacement area. This report shall be completed and reviewed and approved by South Nation Conservation at the applicant's expense.
4. That the Ontario Land Surveyor retained by the applicant(s) determine the width of the road right-of-way presently in place along Baseline and Brazeau Road and where such right-of-way is less than 20 meters that a parcel of land representing the missing portion required to achieve a width of 10 meters (measured from the center line of the road right of way) along the frontage of the severed and retained parcels be transferred to the City of Clarence-Rockland free of fees or

encumbrances. In addition, the lawyer of the applicant(s) must register a by-law dedicating the land as public. Fees will need to be paid to the City of Clarence-Rockland for the preparation of the by-law. A copy of the registered by-law must be sent to the Infrastructure and Planning Services Department in order for the condition to be considered as fulfilled.

5. That the landowner provide to South Nation Conservation a written undertaking which acknowledges that the proposed property lines must be at a minimum clearing distance of three (3) meters from all existing private sewage systems
6. That the applicant(s) provide the Approval Authority of the City of Clarence-Rockland a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent
7. That each condition be fulfilled and that the Consent Approval Authority of the City of Clarence-Rockland be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

ADOPTÉE

6. Demandes de dérogation mineure

6.1 D-13-17-11

Proposé par Sylvie Lalonde
Appuyé par Michel Levert

THAT the Committee of Adjustment accepts the application for Minor Variance submitted by Reid Shepherd for Ken Cooper and Susan Baldwin, for the property identified as 2183 Joannis Road, to:

- Reduce the minimum frontage required on a minor collector from 100m to 55m and;
- Reduce the separation distance between a building or structure and a watercourse from 30m to 15m.

ADOPTÉE

6.2 D-13-17-16

Proposé par Michel Levert
Appuyé par Charles Berlinguette


QUE le Comité de dérogation accepte la demande de dérogation mineure soumise par Réjean Lalonde, dossier A/15/17, concernant les propriétés décrite comme le 265 ave Sterling et 269 ave Sterling, dans le but de :

- Réduire la cour latérale intérieure minimale de 1 m à 0,82 m pour le 265 Sterling; et
- Réduire la cour latérale intérieure minimale de 1 m à 0,91 m pour le 269 Sterling

ADOPTÉE

7. **Suivi**
8. **Autres items**
9. **Ajournement**

La réunion est ajournée à 19h34.


Serge Dicaire Président


W Marie-Eve Bélanger Secrétaire-
Trésorière



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
PLANNING COMMITTEE MEETING MINUTES**

November 1, 2017
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Mario Zanth, President
Guy Desjardins, Mayor
Carl Grimard, Councillor Ward 3
Michel Levert, Councillor Ward 7
Isabelle Robillard, Member
Elaine Simard, Member
Maryse St-Pierre, Deputy Clerk

1. Opening of the meeting

The Chair opens the meeting at 7:00 p.m.

2. Adoption of the agenda

RESOLUTION AME2017-28

Moved by Carl Grimard

Seconded By Guy Desjardins

THAT the agenda be adopted as presented.

CARRIED

3. Declaration of pecuniary interests

None

4. Adoption of the minutes

4.1 Planning Committee meeting of September 7, 2017

RESOLUTION AME2017-29

Moved by Michel Levert

Seconded By Elaine Simard

THAT the minutes of the Planning Committee meeting of September 7, 2017, be adopted as presented.

CARRIED

5. Planner's Statement

The planner's statement is presented.

6. Deferred Items

None

7. Presentations / Reports

7.1 Zoning By-law Amendment – J.L. Richards for Yves Potvin – 1587 Laurier Street

a. Presentation

Mrs. Claire Lemay presents the application made by J.L. Richards for Yves Potvin, regarding the construction of a 16-unit apartment building located in 1587 Laurier St. She explains that the location of this building will be in front of the City Hall of Rockland.

b. Committee / Public Comments

Mayor Desjardins asks if the 3.7 metres dimension was requested in the past. Marie-Eve Bélanger replies that she needs verify the zoning by-law but that the dimension for the parking is appropriate.

The President Zanth explains that Laurier Street has a beautification plan. He asks Mrs. Bélanger if the parking location goes against that plan. Mr. Yves Potvin explains that because of the space and investment, the parking could not be located in the back.

Councillor Carl Grimard asks for clarifications with regard to the location of specific elements of the plan. Mr. Rivet explains that the site plan will be dealt with later in the process.

Mr. Paul Tassie, representative of Extravadanse, explains that his business is evaluating the possibility to expand and wants to make sure this building won't go against his projects.

Mr. Donald Veilleux asks if there will be a visitor's parking. Mr. Rivet replies that there will be four.

c. Recommendation

RESOLUTION AME2017-30

Moved by Isabelle Robillard

Seconded By Michel Levert

THAT the Planning Committee recommends to Council the application to amend Zoning By-Law No. 2016-10, in order to change the zoning category of the property known as 1587 Laurier Street, from “Urban Core area (CA) Zone” to “Urban Core Area – Exception 6 (CA-6) Zone”, as recommended by the Infrastructure and Planning Department.

CARRIED

7.2 Official Plan Amendment No. 7 – Housekeeping amendment

a. Presentation

Mrs. Claire Lemay presents an overview of the Official Plan Amendment no.7. She explains that the goal is to include the same wording as the zoning by-law.

b. Committee / Public Comments

None

c. Recommendation

RESOLUTION AME2017-31

Moved by Carl Grimard

Seconded By Isabelle Robillard

THAT the Planning Committee recommends to Committee of the Whole the Official Plan Amendment #7 to the Official Plan of the Urban Area of the City of Clarence-Rockland in order to make certain technical revisions as well as to increase residential densities all in conformity with the recently approved Official Plan Amendment No. 31 to the Official Plan of the United Counties of Prescott and Russell, as recommended by the Infrastructure and Planning Department.

CARRIED

7.3 Amendment to Zoning By-law — Roger Villeneuve — 1255 Joannis Road

a. Presentation

Mr. Malcom Duncan presents the application for which the purpose is to allow the use of a motor vehicle storage compound and commercial self-storage.

b. Committee / Public Comments

Councillor Carl Grimard asks how the land will be used. Mr. Roger Villeneuve explains that this is for his personal use.

Mr. Donald Veilleux asks for clarifications in regard to the storage configuration. Mr. Villeneuve explains the configuration of his project.

c. Recommendation

None

RESOLUTION AME2017-32

Moved by Guy Desjardins

Seconded By Isabelle Robillard

THAT the Planning Committee recommends to Council to amend Zoning By-law no. 2016-10 in order to modify the zoning category for the property described as being 1255 Joannis Road, to add motor vehicle storage compound and commercial self-storage uses to the list of permitted uses in the "Rural – Exception 38 (RU-38) Zone", as recommended by the Infrastructure and Planning Department.

CARRIED

9. Adjournment

The meeting is adjourned at 7:39 pm.

Mario Zanth, President

Maryse St-Pierre, Deputy Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL DU COMITÉ D'AMÉNAGEMENT**

le 1 novembre 2017
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Mario Zanth, Président
Guy Desjardins, Maire
Carl Grimard, Conseiller Quartier 3
Michel Levert, Conseiller Quartier 7
Isabelle Robillard, membre
Elaine Simard, membre
Maryse St-Pierre, Greffière adjointe

1. Ouverture de la réunion

Le président ouvre la réunion à 19h.

2. Adoption de l'ordre du jour

RÉSOLUTION AME2017-28

Proposée par Carl Grimard

Appuyée par Guy Desjardins

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclaration d'intérêts pécuniaires

Aucune

4. Adoption des procès-verbaux

4.1 Réunion du Comité d'aménagement du 7 septembre, 2017

RÉSOLUTION AME2017-29

Proposée par Michel Levert

Appuyée par Elaine Simard

QUE le procès-verbal de la réunion du comité d'aménagement du 7 septembre 2017 soit adopté tel que présenté.

ADOPTÉE

5. Énoncé de l'urbaniste

L'énoncé de l'urbaniste est présenté.

6. Items différés

Aucun

7. Présentations / Rapports

7.1 Amendement au règlement de zonage – J.L. Richards pour Yves Potvin – 1587 rue Laurier

a. Présentation

Mme Claire Lemay fait la présentation d'une demande faite par J.L. Richards pour Yves Potvin, relativement à un bâtiment de 16 unités à être construit au 1587 Laurier. Elle explique que l'emplacement de ce bâtiment sera en face de l'hôtel de ville de Rockland.

b. Commentaires du Comité / Public

Le Maire Desjardins demande si la norme de 3,7 mètres a déjà été demandée dans le passé. Marie-Eve Bélanger répond qu'elle doit vérifier le règlement de zonage, mais que cette norme pour le stationnement est acceptable.

Le Président Zanth explique que nous avons un plan d'embellissement de la rue Laurier. Il demande à Mme Bélanger si l'emplacement du stationnement ne va pas à l'encontre de ce plan. M. Yves Potvin répond qu'en raison de l'espace et de l'investissement, le stationnement ne pouvait pas se trouver à l'arrière.

Le conseiller Carl Grimard demande des précisions concernant l'emplacement de certains éléments du plan. M. Rivet explique que le plan du site sera considéré plus tard dans le processus.

M. Paul Tassie, représentant d'Extravadanse, explique que son entreprise est en train d'évaluer la possibilité d'une expansion et veut s'assurer que ce bâtiment n'aura pas d'impact sur ses projets.

M. Donald Veilleux demande s'il y aura des stationnements pour les visiteurs. M. Rivet répond qu'il y en aura quatre.

c. Recommandation

RÉSOLUTION AME2017-30

Proposée par Isabelle Robillard

Appuyée par Michel Levert

QUE le comité d'aménagement recommande au conseil de supporter l'amendement au Règlement de zonage 2016-10, dans le but de modifier la catégorie de zonage de la propriété située au 1587 rue Laurier, de « Zone du noyau urbain (CA) » à « Zone du noyau urbain – Exception 6 (CA-6) », tel que recommandé par le Département d'infrastructure et aménagement du territoire.

ADOPTÉE

7.2 Amendement No. 7 au plan officiel – Modifications administratives

a. Présentation

Mme Claire Lemay présente les grandes lignes de l'amendement no.7 au plan officiel. Elle explique que cet amendement a pour but d'inclure le même langage que dans le règlement de zonage.

b. Commentaires du Comité / Public

Aucun

c. Recommandation

RÉSOLUTION AME2017-31

Proposée par Carl Grimard

Appuyée par Isabelle Robillard

QUE le comité d'aménagement du territoire recommande au comité plénier l'amendement no. 7 au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland initié par la Cité dans le but d'y apporter quelques changements techniques ainsi que de modifier les densités résidentielles en conformité avec l'Amendement No. 31 au Plan officiel des Comtés Unis de Prescott et Russell récemment approuvés, tel que recommandé par le Département d'infrastructure et aménagement.

ADOPTÉE

7.3 Amendement au Règlement de Zonage – Roger Villeneuve – 1255 chemin Joanisse

a. Présentation

M. Malcom Duncan présente la demande qui a pour but de permettre les usages d'entreposage de véhicules motorisés et d'entreposage commercial en libre-service.

b. Commentaires du Comité / Public

Le conseiller Carl Grimard demande à quel titre ce terrain sera utilisé. M. Roger Villeneuve explique que c'est pour des utilisations personnelles.

M. Donald Veilleux demande des précisions quant à la configuration de l'entreposage. M. Villeneuve explique la configuration de son projet.

c. Recommandation

Aucun

RÉSOLUTION AME2017-32

Proposée par Guy Desjardins

Appuyée par Isabelle Robillard

QUE le comité d'aménagement recommande au conseil municipal d'approuver le règlement modifiant le Règlement de zonage n° 2016-10, à l'effet de modifier la catégorie de zonage pour le terrain décrit comme étant le 1255 chemin Joanisse, en ajoutant les usages d'installation d'entreposage de véhicules motorisés et l'entreposage commercial en libre-service à la liste d'usages permis dans la « Zone rurale – Exception 38 (RU-38) », tel que recommandé par le Département d'infrastructure et aménagement du territoire.

ADOPTÉE

9. Ajournement

La réunion est ajournée à 19h39.

Mario Zanth, Président

Maryse St-Pierre, Greffière adjointe



Le Conseil d'administration de la Bibliothèque publique de Clarence-Rockland
The Clarence-Rockland Public Library Board

2-1525, avenue du Parc, Rockland (Ontario) K4K 1C3 - (613) 446-5680

Réunion du conseil d'administration de la Bibliothèque publique de Clarence-Rockland
Meeting of the Clarence-Rockland Public Library Board
 à la succursale de Rockland/at the Rockland Branch

Le 17 Octobre 2017/October 17, 2017
Procès-verbal/Minutes

Present: Sylvie Archambault / Présidente / Représentante communautaire
 Louiselle Cyr / Représentante communautaire
 Sherry Oake / Community Representative
 Krysta Simard / Conseillère municipale, Quartier 6
 Arthur Voth / Community Representative
 Mario Zanth / City Councillor, Ward 2
 Catherina Rouse / Chief Executive Officer
 Sonia Lavoie / Secrétaire

Absent: Diane Choinière / Conseillère municipale, Quartier 8
 Michael Moskau / Community Representative

1. Call to Order

Proposition 2017-10.1

The meeting was called to order at 7:01 pm.

Moved by: S. Archambault
Seconded by: K. Simard
Carried: Unanimously

2. Approval of the Agenda

Proposition 2017-10.2

It is proposed:

THAT the agenda be accepted as is.

Moved by: S. Archambault
Seconded by: K. Simard
Carried: Unanimously

3. Declaration of Conflicts of Interest

K. Simard, as a former employee and S. Archambault, as a relative of a former Library employee, have recused themselves from decision making pertaining to item 9, Pay Equity.

4. Minutes of the 17 October, 2017 Meeting

Proposition 2017-10.3

It is proposed:

THAT the minutes of the last Board meeting be accepted as is.

Moved by:	K. Simard
Seconded by:	L. Cyr
Carried:	Unanimously

5. Monthly Statistics

- a. The monthly statistics were discussed and added to the meeting documents. C. Rouse noted that numbers for the children Programs are not up to date and she said that, generally, we are up from last year.
- b. Programs:
 - 1) Bridge card game: The activity started this week. It was well attended and will continue monthly.
 - 2) Manoir Library visits: Only four people came. We will attempt the activity again next month.
 - 3) The annual children's Halloween party will take place on 27 October as Halloween at Hogwarts to celebrate Harry Potter's 20th anniversary.
 - 4) Whist tournament: We are hoping to attract the community at large for this event on 3 November 2017. We will have prizes and food for the participants.
 - 5) Monthly children's movie and activity: This month's movie is Hotel Transylvania. We will also have Bristlebots for participants to build.
 - 6) Christmas card making: Again this year, we will have one night each in Bourget and Rockland.
 - 7) Épelle moi contest: The launch took place on 7 October 2017. Children will be practicing at the Library every Saturday until the competition takes place next spring.

6. Financial Report and Budget

- a. Financial reports were reviewed and added to the meeting documents. C. Rouse stated that overall, we are going to finish the year on target.
- b. Financial review: C. Rouse mentioned that the city agreed to \$54K owed to us. She is continuing to work this matter with the city to reconcile the city accounts with the Library's.

- c. Discussions followed on the current manner in which the City of Clarence-Rockland provides funding to the Clarence-Rockland Public Library (CRPL) and how the CRPL's accounting processes are currently set up. The CRPL Board would like the CRPL's accounting processes to be simplified in order to satisfy the accountability of the CRPL Board.

Proposition 2017-10.4

It is proposed:

THAT, in order to satisfy the CRPL Board's accountability per the Public Libraries Act, R.S.O. 1990, c. P.44, the CRPL Board requests that the CRPL receive the full amount of annual funding from the municipality at the beginning of each fiscal year, effective January 1, 2018; and

THAT the city will then provide monthly invoices to the CRPL for all expenses incurred on behalf of the CRPL (i.e. salary, operational and administrative costs).

Moved by: S. Archambault
Seconded by: K. Simard
Carried: Unanimously

- d. 2018 budget: C. Rouse mentioned that she will email the budget presentation to everyone.

7. Strategic Planning

C. Rouse mentioned that work with the Strategic Planning committee has been put aside in light of the heavy ILS transition schedule (see paragraph 9.a.). It will resume in the new year.

8. Pay Equity

Pay Equity: Pay equity issues were discussed behind closed doors.

9. CEO's Report

- a. ILS Update: C. Rouse mentioned that she is working with SirsiDynix to build the schedule for the set up of the ILS as well as the staff training. To date she has identified 76 hours of time dedicated for herself and E. Riddell to train themselves and set up the ILS for the go live date of 25 January 2018. D. Denis is slightly lower at 64 hours. C. Rouse mentioned that any overtime will be recorded and given as time in-lieu. To assist with staff pressures this transition will cause, C.-M. Paquette-Finlay will be back on a contract basis.
- b. Mandarin has advised that they are not charging for the migration of our information to SirsiDynix. C. Rouse mentioned that the funds earmarked for this purpose will now be used to acquire e-resources.
- c. C. Rouse mentioned that she will need to have a circulation staff ILS training day on

17 Nov 17.

Proposition 2017-10.5

It is proposed:

THAT, the library be closed on 17 November 2017 to allow a full day of ILS staff training.

Moved by: L. Cyr
Seconded by: A. Voth
Carried: Unanimously

- d. Public bathroom: C. Rouse announced that the public bathroom has been equipped with a change table and is ready for patron use.
- e. Children and Youth Services Coordinator: C. Rouse mentioned that as we broaden our children and youth programming, we will soon need to acquire more help for N. Bolduc. Library volunteers and their involvement were discussed.
- f. La Leche League Canada (LLLC): C. Rouse mentioned that she is in communication with LLLC. She said she is working to have LLLC endorsed parenting books identified by a sticker (similar to that of other genres such as mystery or suspense).
- g. Monetico update: S. Lavoie mentioned that we have now been offering our clients interac payment option for six months. To date we have had over 240 transactions, totalling over \$65K most of which have been for the purchase of bus passess and tickets. In all our costs have been 250\$.

10. Varia

- a. C. Rouse mentioned that she has conducted a staff survey on popularity of dead Canadian authors because she wants to have the program room and the computer laboratory named. So far, we have two front runners: Félix Leclerc and Lucy Maud Montgomery. The directors were really happy with the names and congratulated C. Rouse for the initiative.
- b. M. Zanth mentioned that it would be interesting if we were to create a wall of fame.
- c. S. Archambault mentioned that the United Way government charitable campaign is underway and that we should make sure we are on their recipient's list.

11. Adjournment

The next meeting of the Library Board will be at 7pm on November 21st, 2017 at the

Rockland branch.

Proposition 2017-10.6

It is proposed:


THAT the meeting be adjourned at 8:34 pm.

Moved by: S. Archambault

Seconded by: L. Cyr

Carried: Unanimously

Approval of these minutes:


Board President _____ Date _____

 CEO Date



RAPPORT N° FIN 2017-040

Date	16/11/2017
Soumis par	Frédéric Desnoyers
Objet	Investment Policy / Politique d'investissement
# du dossier	F12 Investments

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de mettre à jour la politique d'investissement et d'autoriser un placement de \$5M.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

La politique d'investissement précédente a été faite en 2004, étant la politique FIN04-01

3) **RECOMMANDATION DU SERVICE:**

THAT the Committee of the Whole recommends that Council authorizes the new Investment policy

THAT the Committee of the Whole recommends that Council authorizes an investment of \$5M over one year in a Guaranteed investment Certificate (GIC)

QUE le Comité plénier recommande que le Conseil autorise la nouvelle politique d'investissement

QUE le Comité plénier recommande que le Conseil autorise un investissement de \$5M pour un an dans des Certificats de placement garanti (CPG)

4) **HISTORIQUE :**

La municipalité a approuvé son ancienne politique d'investissement en 2004. Cependant, la Cité de Clarence-Rockland n'a pas eu de placement depuis ce temps puisque les projections des flux de trésorerie étaient incertaines.

5) **DISCUSSION :**

L'administration aimerait apporter une nouvelle stratégie afin d'investir une somme d'argent dans des placements. Un montant de \$5 millions a été évalué à ces fins. En effectuant ce type de transaction, la municipalité peut profiter d'un plus haut taux d'intérêt et ainsi augmenté ces revenus. Un modèle afin de projeter les flux monétaires a aussi été instauré afin de s'assurer que cette somme monétaire ne

sera pas nécessaire durant la prochaine année. L'investissement proposé est pour une durée d'un an puisque présentement le plan en capital est complété pour une année seulement et ainsi les besoins de liquidités ne sont pas connus à plus long terme. Pour un investissement pour une telle durée, les CPG sont l'un des meilleurs véhicules d'investissement.

Le département de finance a contacté plusieurs institutions afin d'obtenir des prix sur des produits comparables. Un taux d'intérêt de 2.40% a été retenu pour un placement garanti pour une durée total d'un an proposé par la firme d'investissement Raymond James.

6) **CONSULTATION :**

N/A

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

N/A

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

Le département prévoit des revenus d'investissement de \$120,000 à un taux de 2.4% grâce à ce placement, ce qui représente des revenus supplémentaire de \$42,500 puisque des revenus d'intérêts sont aussi gagnés sur le solde du compte bancaire courant. Ces revenus supplémentaires seront utilisés pour contrer la perte de revenus d'intérêts sur les taxes foncières en arriéré. Il est a noté qu'il n'y a aucun autre frais de gestion ou de transaction afin d'effectuer ce placement.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Annexe A : Politique d'investissement

CORPORATION of the City of Clarence- Rockland	Policy number: FIN17-01
	Subject: Investment Policy
	Department: Finance
Date: November 2017 Prepared by: Frédéric Desnoyers	Resolution number: 2017-

A POLICY TO GOVERN THE MANAGEMENT OF THE CITY OF CLARENCE-ROCKLAND 'S SURPLUS FUNDS AND INVESTMENT PORTFOLIO

POLICY:

To govern the investments of surplus cash and reserves of the Corporation of the City of Clarence-Rockland in accordance with Ontario Regulation 438/97, the Ontario Municipal Act and other relevant legislations, as amended from time to time.

The Municipality of the City of Clarence-Rockland strives for optimum utilization of its cash resources within statutory limitations and the basic need to protect and preserve capital, while maintaining solvency and liquidity to meet ongoing financial requirements.

1. SCOPE:

This Policy applies to the investment of all cash and short-term assets of the City of Clarence-Rockland.

2. DEFINITIONS:

Asset Backed Securities

Fixed income securities (other than a government security issues by a Special Purpose Entity, substantially all of the assets of which consist of Qualifying Assets.

CHUMS Financing Corporation:

One of the entities that operates The One Investment Program, a co-mingled investment strategy in which local governments and the broader Ontario public sector can invest.

Credit Risk:

The risk to an investor that an issuer will

default in the payment of interest and/or principal on a security

Diversification:

A process of investing assets among a range of security types by sector, maturity and quality rating

Duration:

A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Interest Rate Risk:

The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

Investment-grade Obligations:

An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

Liquidity:

A measure of an asset's convertibility to cash.

Local Authorities Service Limited:

One of the entities that operates The One Fund Investments Program, a co-mingled investment strategy in which local governments and the broader Ontario public sector can invest.

Market risk:

The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value:

Current market price of a security

Maturity:

The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the

bondholder. See “Weighted Average Maturity.”

Prudent Person Rule:	An investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.
Qualifying Assets:	Financial assets, either fixed or revolving, that by their terms convert into cash within a finite time period, plus any rights or other assets designed to assure the servicing or timely distribution of proceeds to security holders.
Safekeeping:	Holding of assets (e.g., securities) by a financial institution.
Special Purpose Entity:	A trust, corporation, partnership or other entity organized for the sole purpose of issuing securities that entitle the holders to receive payments that depend primarily on the cash flow from Qualifying Assets, but does not include a registered investment company.
Weight Average Maturity (WAM):	The average maturity of all the securities that comprise a portfolio.

3. Investment Objectives

Principal Protection

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall Fund. The goal is to manage credit risk and interest rate risk.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio structure should be such that maturities coincide with cash requirements, as much as reasonably possible. Since all possible cash requirements cannot reasonably be anticipated, the Fund should consist largely of securities with active secondary markets.

Return on Investment

The Fund shall be constructed with the objective of attaining, at minimum, a benchmark rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

4. Standard of Care

Prudence

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedure and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risks or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidation or the sale of securities are carried out in accordance with the terms of this Policy.

Internal Controls

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties.

5. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the Municipality.

6. Delegation of Authority

The Treasurer has overall responsibility for the prudent investment of the

Municipality's portfolio and is responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transaction. No person may engage in an investment transaction except as provided under the terms of this Policy. The Treasurer shall be responsible for all transactions undertaken, and shall exercise control over that staff.

7. Safekeeping and Custody

All securities shall be held for safekeeping by a financial institution approved by the Municipality. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the Municipality.

The depository shall issue a safekeeping receipt to the Municipality listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the depository will also provide reports which list all securities held for the Municipality, the book value of holdings and the market value as of month-end.

8. Suitable and Authorized Investments

The portfolio aims for both diversification and near risk-free investments to ensure security of the capital. Eligible investments as well as minimum credit quality ratings are governed by the Municipal Act of Ontario and Ontario Regulation 438/97 as amended from time to time. A copy of Ontario Regulation 438/97, which outlines Investments for Ontario municipalities and which is in force at the time that this Investments Policy Statement was approved, is attached to this Statement as Appendix 1.

a) Diversification

Investments will be diversified by issuer and by the sector of the economy to which they belong. The Treasurer may establish maximum amounts and maximum percentages of the portfolio for each issuer and sector from time to time. Investment in a municipal investment pool as allowed by Ontario Regulation 38/97, such as the One Investment Program should be considered an appropriate method of investment diversification.

b) Maximum Maturity

To the extent possible, the municipality shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the municipality will not directly in securities maturing more than 10 years from the date of purchase.

Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

c) Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. Short-term funds will be compared to the return on the three-month Government of Canada Treasury Bills and the One Fund's Money Market Fund. Long-term funds will be compared to Scotia McLeod's All Government Short Term Bond Index and One fund's Bond Fund.

Reporting

The Treasurer will provide an annual report to Council on the performance of the portfolio during the first quarter of the following year.

Appendix 1

APPENDIX C – ONTARIO REGULATION 438/97: ELIGIBLE INVESTMENTS AND RELATED FINANCIAL AGREEMENTS

- 1) A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Regulation. O. Reg. 438/97, s. 1; O. Reg. 399/02, s. 1.
- 2) The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:
 - a) Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by,
 - i) Canada or a province or territory of Canada,
 - ii) an agency of Canada or a province or territory of Canada,
 - iii) a country other than Canada,
 - iv) a municipality in Canada including the municipality making the investment,
 - v) the Ontario Infrastructure and Lands Corporation,
 - vi) a school board or similar entity in Canada,
 - vii) a university in Ontario that is authorized to engage in an activity described in section 3 of the Post-secondary Education Choice and Excellence Act, 2000,
 - viii) a college established under the Ontario Colleges of Applied Arts and Technology Act, 2002,
 - ix) a local board as defined in the Municipal Affairs Act (but not including a school board or a municipality) or a conservation authority established under the Conservation Authorities Act,
 - x) a board of a public hospital within the meaning of the Public Hospitals Act,
 - xi) a non-profit housing corporation incorporated under section 13 of the Housing Development Act,
 - xii) a local housing corporation as defined in section 24 of the Housing Services Act, 2011, or
 - xiii) the Municipal Finance Authority of British Columbia.
 - b) Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if,
 - i) the bond, debenture or other evidence of indebtedness is secured by the assignment, to a trustee, as defined in the Trustee Act, of payments that Canada or a province or territory of Canada has agreed to make or is required to make under a federal, provincial or territorial statute, and
 - ii) the payments referred to in subparagraph i are sufficient to meet the amounts payable under the bond, debenture or other evidence of indebtedness, including the amounts payable at maturity.
 - c) Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be

fully repaid no later than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,

- i) a bank listed in Schedule I, II or III to the Bank Act (Canada),
 - ii) a loan corporation or trust corporation registered under the Loan and Trust Corporations Act, or
 - iii) a credit union or league to which the Credit Unions and Caisses Populaires Act, 1994 applies.
- d) Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,
 - i) a bank listed in Schedule I, II or III to the Bank Act (Canada),
 - ii) a loan corporation or trust corporation registered under the Loan and Trust Corporations Act,
 - iii) a credit union or league to which the Credit Unions and Caisses Populaires Act, 1994 applies.
- e) Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by an institution listed in paragraph 3.
- f) Short term securities, the terms of which provide that the principal and interest shall be fully repaid no later than three days after the day the investment was made, that are issued by,
 - i) a university in Ontario that is authorized to engage in an activity described in section 3 of the Post-secondary Education Choice and Excellence Act, 2000,
 - ii) a college established under the Ontario Colleges of Applied Arts and Technology Act, 2002, or
 - iii) a board of a public hospital within the meaning of the Public Hospitals Act.
- g) Bonds, debentures, promissory notes, other evidence of indebtedness or other securities issued or guaranteed by the International Bank for Reconstruction and Development.
- h) Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a supranational financial institution or a supranational governmental organization, other than the International Bank for Reconstruction and Development.
- i) Asset-backed securities, as defined in subsection 50 (1) of Regulation 733 of the Revised Regulations of Ontario, 1990 made under the Loan and Trust Corporations Act.
- j) Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than five years after the date on which the municipality makes the investment.

- k) Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than one year and no later than five years after the date on which the municipality makes the investment.
- l) Negotiable promissory notes or commercial paper, other than asset-backed securities, maturing one year or less from the date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
- m) Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
- n) Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the Electricity Act, 1998.
- o) Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if the municipality first acquires the bond, debenture, promissory note or other evidence of indebtedness as a gift in a will and the gift is not made for a charitable purpose.
- p) Securities of a corporation, other than those described in paragraph 10, if the municipality first acquires the securities as a gift in a will and the gift is not made for a charitable purpose.
- q) Shares of a corporation if,
 - i) the corporation has a debt payable to the municipality,
 - ii) under a court order, the corporation has received protection from its creditors,
 - iii) the acquisition of the shares in lieu of the debt is authorized by the court order, and
 - iv) the treasurer of the municipality is of the opinion that the debt will be uncollectable by the municipality unless the debt is converted to shares under the court order. O. Reg. 438/97, s. 2; O. Reg. 265/02, s. 1; O. Reg. 399/02, s. 2; O. Reg. 655/05, s. 2; O. Reg. 607/06, s. 1; O. Reg. 39/07, s. 1; O. Reg. 373/11, s. 1; O. Reg. 74/16, s. 1, 2.



RAPPORT N° FIN-2017-038

Date	06/11/2017
Soumis par	Frédéric Desnoyers
Objet	Account Receivable Write Off
# du dossier	F02 Accounts Receivable

1) **NATURE / OBJECTIF :**

Obtenir l'autorisation du Conseil pour absorber le recevable de \$9,517.01 à l'aide des surplus/déficit accumulés.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

N/A

3) **RECOMMANDATION DU SERVICE:**

THAT the Committee of the Whole recommends that Council authorizes the cancellation of invoice #62182 of \$9,517.01 plus interests for a total of \$13,085.81 and that it be covered by the cumulated surplus/deficit.

QUE le Comité plénier recommande que le Conseil autorise l'annulation de la facture #62182 de \$9,517.01 et les intérêts pour un total de \$13,085.81 et que celle-ci soit absorbée par les surplus/déficit accumulé.

4) **HISTORIQUE :**

La facture 62182 a été émise à LLG Development Inc. le 9 avril 2015 au montant de \$9,517.01 afin de refacturer entre certains développeurs les frais d'une étude au sujet de la gestion des eaux pluviales. Depuis ce temps, aucun montant n'a été reçu pour payer cette facture.

5) **DISCUSSION :**

Le développeur conteste la facture puisque selon eux, les termes de refacturation n'avaient pas été entendus avant de débiter avec l'étude. Après vérification du dossier en analysant les documents de supports attachés à la facture peu d'informations sont incluses. Les coûts associés à l'étude ont été divisés entre 3 développeurs pour lesquels les terrains étaient compris dans l'étude. De ces 3 développeurs l'un d'entre eux a payé le plein montant et le montant est toujours recevable des 2 autres développeurs. Cependant, le développeur croit plutôt que le coût de cette étude aurait dû être

divisé en fonction de la part de responsabilité de chacun d'entre eux. Puisque la Cité n'a pratiquement pas de documentation afin de recouvrir le montant, l'administration recommande d'annuler la facture.

6) **CONSULTATION :**

N/A

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

N/A

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

L'annulation du recevable crée une dépense de \$9,517.01 qui n'était pas budgété en 2017. Cependant, puisque le montant n'est pas significatif, le département recommande d'absorber ce montant dans les surplus/déficit cumulé.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

N/A



RAPPORT N°INF2017-077 Options pour services d'eau latéral pour projets de bouclage d'aqueduc

Date	04/12/2017
Soumis par	Richard Campeau
Objet	Options pour services d'eau latéral pour projets de bouclage d'aqueduc
# du dossier	E08-WMBOU et E08CLA

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de présenter au Conseil municipal deux (2) options pour l'installation des services d'eau latéral pour les deux (2) projets de bouclage d'aqueduc sur les chemins Landry et Russell ainsi que d'obtenir une directive du Conseil afin de procéder avec l'une des deux options avant de mettre les documents de soumissions en circulation et de procéder avec la construction.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :** N/A

3) **RECOMMANDATION DU SERVICE:**

ATTENDU QUE le 16 octobre 2017 la Conseil a reçu un rapport du département d'Infrastructure et aménagement du territoire confirmant le financement provenant du Ministère de l'infrastructure ainsi que l'échéancier prévu du projet de bouclage d'aqueduc;

QU'IL SOIT RÉSOLU que le Conseil autorise de procéder avec l'option "1", qui comprend un raccordement obligatoire pour les propriétaires affectés, tel que décrit dans le rapport INF2017-077.

WHEREAS on October 16th 2017, Municipal Council received a report from the department of Infrastructure and Planning confirming funding from the Ministry of Infrastructure as well as the timeline for the water looping project;

BE IT RESOLVED that Municipal Council authorizes to proceed with Option "1", which includes a mandatory requirement to connect for the affected property owners, as described in report INF2017-077.

4) **HISTORIQUE :**

Dans les années passées la Cité a procédé avec ses projets d'aqueduc de quelques différentes façons.

Lors de **l'eau régionale (Phase 1)**, en 2004, ce projet avait dans le but d'approvisionner tous les villages de la municipalité à partir de l'usine de traitement d'eau à Rockland. Lors de ce projet, les raccordements étaient non-obligatoires pour les résidents. Un service d'eau a quand même été installé jusqu'à la ligne de propriété avec une vanne fermé. Depuis 2004, la majorité des résidences se sont raccordé mais encore plusieurs autres ne l'ont jamais fait. De temps à autres ceci cause des ennuis d'opérations comme la perte d'eau due à des vannes qui coulent.

Par la suite, le projet **d'eau régional (Phase 2) "Stimulus"** a eu lieu en 2009 et avait pour but principalement de remplacer le système d'aqueduc existant et d'approvisionner les résidences à l'intérieur des limites de village. Lors de ce projet, le Conseil municipal avait adopté un règlement afin d'imposer le raccordement au système d'aqueduc aux résidents.

Lors des dernière phases du projet "Stimulus", une conduite maitresse a été ajouter au projet afin d'approvisionner la nouvelle tour d'eau (à Cheney) et de relier les villages d'Hammond et Cheney par l'entremise des chemins Gendron et Russell. Lors de cette dernière phase du projet, le Conseil municipal avait opté de laisser les branchements aux résidences optionnel malgré qu'un service latéral avait tout de même été installé jusqu'à la ligne de propriété.

5) **DISCUSSION :**

Les coûts de constructions pour les deux (2) projets sont estimés à:

- chemin Landry: 987 165 \$
- chemin Russell: 2 202 980 \$

Également, présentement l'estimé des deux (2) projets inclus l'installation de services latéral, jusqu'à la ligne de propriété pour quarante-trois (43) résidences à l'intérieur de l'étendu des travaux sur le chemin Landry (voir Annexe "A") et trente-cinq (35) résidences sur le chemin Russell (voir Annexe "B"). Le coût estimé de l'installation du latéral est de \$2,250.

Tel que mentionné préalablement, quelques options sont disponible afin de procéder avec un projet d'aqueduc tel celle-ci. Svp voir ci-dessous les détails des coûts par résidences:

Coûts par résidence (travaux sur emprise de chemin public)

Description (Items)	Cité	Résidents
- Service latéral résidentiel avec vanne, jusqu'à la ligne de propriété		2 250\$

- Frais de raccordement (régl. 2016-168)		3 277\$
- Total des Coûts		5 527\$

Note: Il est à noter que les coûts énuméré dans le tableau ci-dessus inclus seulement les travaux qui on lieux à l'intérieur de l'emprise de chemin de la Cité. Les résidents qui décident de procéder avec le raccordement doivent embaucher un contracteur et entreprendre les travaux sur leur terrain privé eux même. Le prix pour effectuer ces travaux varient considérablement dépendant de plusieurs facteurs dont la distance de la maison au chemin, les conditions du terrain existant et les prix de soumissions de différents contracteurs.

De plus, les résidents devront se procurer un compteur d'eau et obtenir un permis de plomberie afin de procéder avec les travaux sur leur propriété. Le coût du compteur et du permis s'élève à 593\$.

Afin de procéder, le département présente deux (2) options. Svp voir ci-dessous les détails de ces deux (2) options:

Option "1": (Services latéraux obligatoire)

La Cité installera un service latéral à tous les résidences existantes.

- Si le résident ce raccorde, les coûts sont estimés tel que décrit dans le tableau ci-dessus à 5 527\$.
- Si le résident ne se raccorde pas, **la Cité installera tout de même le latéral** jusqu'à la ligne de propriété avec une vanne fermé. Le résident devra tout de même payer les frais de 5 527\$ tel qu'indiqué dans le tableau ci-dessus.

Avantages:

- Sécurité financière du projet pour la municipalité.
- Résidents bénéficient des prix avantageux d'un gros contrat.
- Résidents bénéficient d'un financement de la Cité.

Désavantages:

- Risque d'installer des latéraux qui ne seront pas raccordé jusqu'aux résidences et par conséquent créer des fuites sur le réseau existant.

Option "2": (Services latéraux optionnel)

La Cité sondera les résidents afin de confirmer qui veut ce raccordé au système.

- Si le résident ce raccorde, les coûts sont estimés tel que décrit dans le tableau ci-dessus à 5 527\$.

- Si le résident ne se raccorde pas, **aucun latéral sera installé** de l'aqueduc principal jusqu'à la ligne de propriété et aucun frais ne lui sera chargé. Par conséquent, lorsque les résidents décideront de ce raccorder, ils devront entreprendre les démarches eux même.

Avantages:

- N'incite pas les résidents à ce raccorder.
- Zéro frais aux résidents qui ne veulent pas ce raccorder.

Désavantages:

- Insécurité financière du projet pour la municipalité.
- Les résidents qui ne se raccorde pas devront entreprendre tous les travaux et déboursier les frais eux même sans option de financement de la Cité.
- Les résidents qui ne se raccordent pas devront utiliser une méthode de forage unidirectionnel et non un tranché ouvert pour leurs installations.

6) **CONSULTATION :**

N/A

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

N/A

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

Afin d'encourager le plus de raccordement possible. Le département propose un plan de financement afin d'amortir le coût sur une période de 20 ans.

Les taux d'intérêts seront confirmés lors de l'obtention du prêt, cependant les taux présentement en vigueur sont de 3.19%. Les résidences auraient le choix de payer \$5,527 lors du raccordement ou \$380 pour 20 ans.

9) **IMPLICATIONS LÉGALES :**

N/A

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

En encourageant les résidents à ce branché, nous minimisons les risques de coulisses sur notre système d'aqueduc.

De plus, si les services sont installés immédiatement nous allons également réduire considérablement les coupures dans les chemins afin d'installer les latéral plus tard.

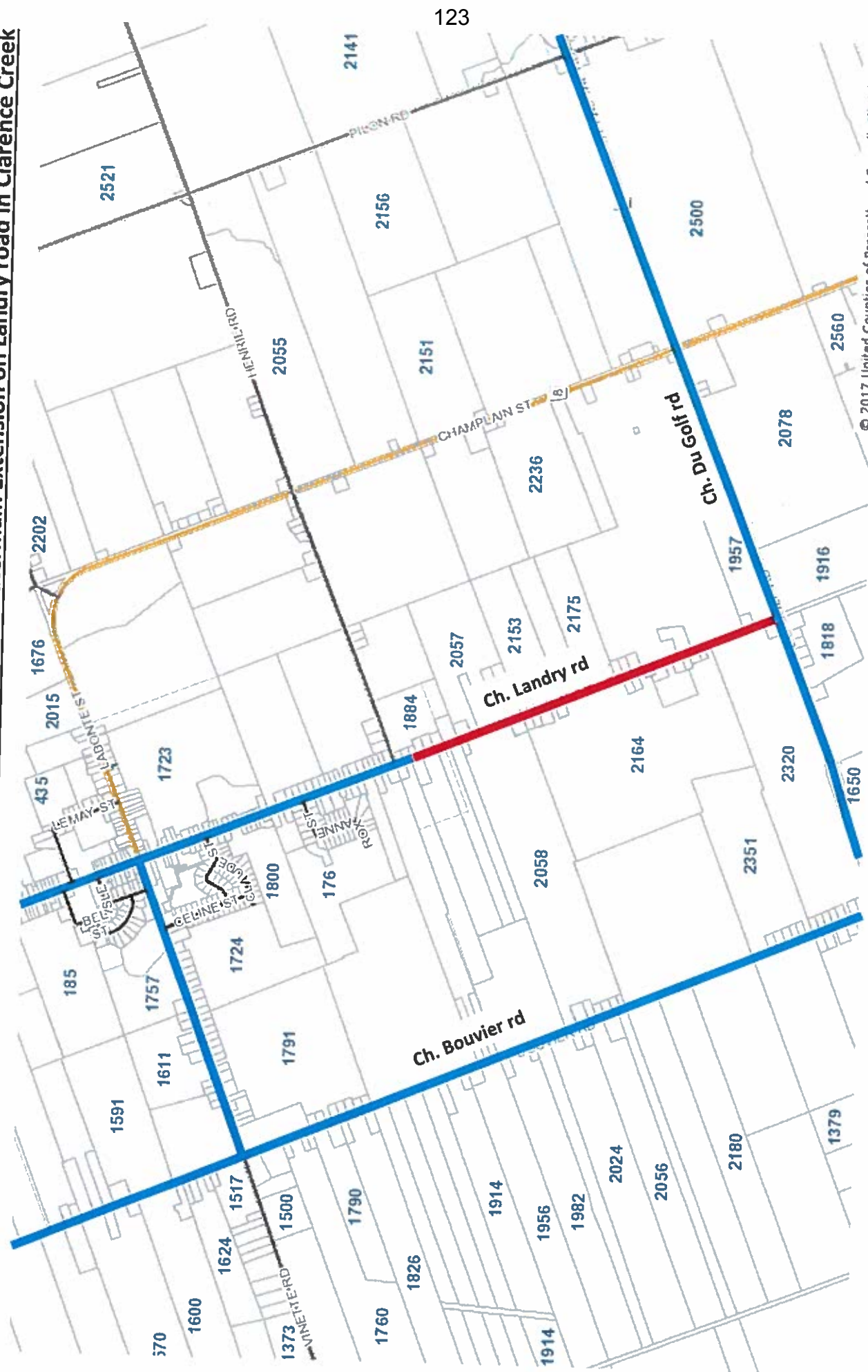
11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) DOCUMENTS D'APPUI:

Annexe "A", tracé du projet sur le chemin Landry (Clarence Creek)
Annexe "B", tracé du projet sur le chemin Russell (Bourget)

Prolongement de l'aqueduc sur le chemin Landry à Clarence Creek – Watermain Extension on Landry road in Clarence Creek



Prolongement de l'aqueduc sur le chemin Russell à Bourget –Watermain Extension on Russell road in Bourget





REPORT N° INF2017-074

Date	29/11/2017
Submitted by	Dave Darch
Subject	St-Joseph Project – Project Costs (November 2017)
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The purpose of this report is to provide a final report to Council on the St-Joseph Street reconstruction/extension project costs. The report also seeks Council authority to transfer funds from the 2017 Clark Road Capital Project in order to provide sufficient funding authority to cover the St-Joseph Street final project costs.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS final project costs for the reconstruction/extension of St-Joseph Street are now known and expected to exceed the current budget allocation of \$2,470,000; and

WHEREAS there is a requirement to increase the total budget allocation to \$2,544,990 to cover all final project expenditures; and

WHEREAS the 2017 Capital Program for Clark Road Easements is under its approved budget allocation of \$100,000;

THAT the Committee of the Whole recommends that Council approves the transfer of \$75,000 from the Clark Road project to the St-Joseph Street Project to cover final expenditures for this project; and

THAT Council approves the final expenditures for the St-Joseph Street Project as itemized in Table 5.1 of Report No. INF2017-074.

4) **BACKGROUND :**

The St-Joseph Street reconstruction/extension project was awarded to STP Construction on December 13, 2016. Construction on this project commenced in the spring of 2017 and was substantially completed by the end of August, 2017.

As of the writing of this report, the St-Joseph Street Project is now 99% complete. There are only 2 items of work remaining: minor landscaping and the installation of the water fountain and park bench that was donated by the Lavictoire family. These works will be done in the spring of 2018. Funding for these work items is included in the projected final expenditures shown in Table 5.1.

5) **DISCUSSION :**

As work progressed on the Project, the Department forwarded several progress reports to Council regarding projected expenditures to complete the capital works. Table 5.1 reflects the current budget authority of \$2,470,000; project breakdown costs at the time of award; and projected costs associated with four (4) updates. The last update reflects final project expenditures in the amount of \$2,544,990.

Table 5.1:

Latest Approved Budget

\$2,470,000

Work Items	Budget (at award)	Budget (at Update #1)	Budget (at Update #2)	Budget (at Update #3)	Budget (Final Update)
STP Excavation	\$1,812,841	\$1,862,841	\$2,013,841	\$2,141,841	\$2,155,368
WSP Group	\$292,671	\$292,671	\$292,671	\$305,410	\$338,359
Others	\$51,263	\$14,960	\$14,960	\$14,960	\$51,263
Contingency	\$150,000	\$100,000	\$0,000	\$0,000	\$0,000
Total Cost of Project	\$2,300,000	\$2,351,000	\$2,420,000	\$2,470,000	\$2,544,990

Due to the error reported in expenditures and additional engineering

In compiling the project's final costs, staff noted that updates 1,2 and 3 did not reflect "expenditures to date" **and** "expenditures to complete" for the other line item. The \$14,960 that was reported in updates 1, 2 and 3 represented expenditures for land acquisition only. It did not include other expenditures such as geotech investigations, public meeting costs etc. This resulted in a reporting shortfall of \$36,300. The correct amount for the other line item should be \$51,263 as shown in the Final project cost summary.

As well, the WSP Group has requested additional engineering fees for this Project. The scope in their original contract contemplated engineering services for 8 weeks of construction activity. Due to unanticipated project delays, scope changes etc., the actual construction period was 16 weeks. It is, therefore, appropriate to compensate the firm for their additional level of effort on this project. The fee increase is reflected in the Final Cost Update (reference Table 5.1).

Supplementary Funding Source:

The 2017 Capital Works Budget approved a funding allocation for the Clark Road Easement Project in the amount of \$100,000. Funding for this Project was from the city's federal gas tax allocation. This project was to identify low points along the roadside ditchline and negotiate/register drainage easements with affected property owners. Potential lateral ditch outlets were identified but none of the affected property owners were willing to consider registering the drainage easement on their property. As such, city staff investigated alternate solutions to the area's drainage problems. The revised drainage solution will redirect storm water runoff to a city-owned unopened road allowance. This will not compromise addressing the drainage problems on Clark Road. It also has the added benefit of reducing costs for the 2017 project.

Staff is therefore, recommending that savings realized from the Clark Road Project in the amount of \$75,000 be transferred to the St-Joseph Street Project to offset additional expenditures.

6) **CONSULTATION:**

N/A

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

N/A

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

It is recommended that the projected savings from the Clark Road Capital Project in the amount of \$75,000 be transferred to the St-Joseph Street reconstruction project in order to address the projected funding shortfall. This will increase the total funding allocation requirement for the St-Joseph Street Project to \$2,544,990.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A



RAPPORT N° Cliquez ici pour entrer du texte.

Date	13/12/2017
Soumis par	Yves Rousselle
Objet	Embauche – opérateurs journaliers
# du dossier	Cliquez ici pour entrer du texte.

1) **NATURE / OBJECTIF :**

Recommander l'embauche de deux opérateurs journaliers à temps plein et un opérateur journalier temps plein temporaire pour le service d'infrastructure et aménagement du territoire

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

N/A

3) **RECOMMANDATION DU SERVICE:**

QU'IL SOIT RÉSOLU que le conseil municipal accepte l'embauche de M. Martin Cheff et Michel Boileau à titre d'opérateur journalier à temps plein, effectif le 3 janvier 2018; et

QU'IL SOIT RÉSOLU que le conseil municipal accepte l'embauche de M. Marc Ducharme à titre d'opérateur journalier à temps plein temporaire, effectif le 3 janvier 2018; et

QU'IL SOIT ÉGALEMENT RÉSOLU que le salaire de M. Martin Cheff et Michel Boileau soit établi à la Classe 3, Niveau 1 (cols bleus) de la grille salariale en vigueur des employés syndiqués, tel que recommandé; et

QU'IL SOIT ÉGALEMENT RÉSOLU que le salaire de M. Marc Ducharme soit établi à la Classe 3, Niveau 3 (cols bleus) de la grille salariale en vigueur des employés syndiqués, tel que recommandé.

BE IT RESOLVED THAT that Municipal Council hereby accepts the hiring of Mr. Martin Cheff and Mr. Michel Boileau as full time Operators Laborers effective January 3rd 2018; and

BE IT RESOLVED THAT that Municipal Council hereby accepts the hiring of Mr. Marc Ducharme as temporary full time Operator Laborer effective January 3rd 2018; and

AND BE IT RESOLVED THAT that the salary of Mr. Martin Cheff and Mr. Michel Boileau be established at Class 3, Level 1 (Blue-Collars) of the current salary scale, as recommended;

AND BE IT RESOLVED THAT that the salary of Mr. Marc Ducharme be established at Class 3, Level 3 (Blue-Collars) of the current salary scale, as recommended;

4) **HISTORIQUE :**

N/A

5) **DISCUSSION :**

Suite à la publication de l'offre d'emploi à l'interne et l'externe, 19 candidatures ont été reçues et 6 candidatures ont été retenues. Les candidats choisis ont été interviewé par le comité de sélection composé du Gestionnaire de l'ingénierie et des opérations et de l'Agente aux ressources humaines, dotation et avantages sociaux.

Les candidats qui ont été retenus pour l'emploi ont su démontrer au comité de sélection qu'ils avaient les compétences requises pour bien s'acquitter des fonctions du poste d'opérateur-journalier au service des travaux publics.

6) **CONSULTATION :**

N/A

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

Cliquez ici pour entrer du texte.

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

Les deux postes d'opérateur-journalier temps plein font déjà partie du budget d'opération du Département d'infrastructure et de l'aménagement du territoire. Le poste d'opérateur journalier temporaire est un remplacement de congé de maladie.

9) **IMPLICATIONS LÉGALES :**

Cliquez ici pour entrer du texte.

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

Cliquez ici pour entrer du texte.

11) **IMPLICATIONS STRATÉGIQUES :**

Cliquez ici pour entrer du texte.

12) **DOCUMENTS D'APPUI:**

- Affichage du poste
- Échelle salariale

OFFRES D'EMPLOIS OPÉRATEUR JOURNALIER (1 poste plein temps, 2 postes temporaires) 40 heures / semaine	EMPLOYMENT OFFERS OPERATOR LABORER (1 full time permanent position, 2 temporary full time positions) 40 hours per week
<p>Endroit : Garage municipale de Clarence-Rockland 417 rue Lemay, Clarence Creek</p> <p>Heures : 7h30 – 16h00</p> <p>Exigences :</p> <ul style="list-style-type: none"> • Diplôme de 12^e année; • Trois (3) années d'expérience dans le domaine municipal ou connexe; • Permis de conduire DZ obligatoire; • Travailler dans les deux langues officielles (français et anglais); • Doit démontré des habiletés interpersonnelles et organisationnelles pour interagir efficacement avec les résidents, collègues de travail et les fournisseurs externes; • Doit être capable d'accomplir des tâches physiques; • Doit être capable d'avoir un horaire flexible lorsque nécessaire; <p>Atouts:</p> <ul style="list-style-type: none"> • Permis de conduire AZ. • Bonnes connaissances du code de sécurité au travail. <p>Salaire : Rémunération selon l'échelle salariale en vigueur.</p> <p><i>Seuls les candidats retenus pour une entrevue seront contactés. Des accommodations pour des besoins spéciaux sont disponibles sur demande</i></p>	<p>Location: Clarence-Rockland Municipal Garage 417 Lemay Street, Clarence Creek</p> <p>Hours: 7:30 a.m. – 4:00 p.m.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • 12th grade diploma; • Three (3) years of experience in a Municipal domain or similar; • Must have DZ license; • Must be able to work in both official languages (French and English); • Must demonstrate interpersonal and organizational skills to effectively interact with residents, co-workers and external vendors; • Must be able to perform physical tasks; • Must be able to work flexible hours when required; <p>Assets:</p> <ul style="list-style-type: none"> • AZ license. • Knowledge of the Health and Safety Standards in the work place. <p>Salary: Remuneration as per current salary scale.</p> <p><i>Only candidates selected for an interview will be contacted. Accommodations for job applicants with disabilities are available upon request</i></p>
<p>Les personnes intéressées doivent faire parvenir leur curriculum vitae portant la mention « Offre d'emploi, Opérateur Journalier – Plein temps » ou « Offre d'emploi, Opérateurs Journaliers – Temporaire » avant 16h, le vendredi 1^{er} décembre 2017 à:</p> <p style="text-align: center;">Sophie Roussel Ressources humaines 1560, rue Laurier Rockland, ON K4K 1P7 hr@clarence-rockland.com</p> <p>*Veuillez spécifier le poste pour lequel vous postulez.</p>	<p>Interested candidates are requested to submit their résumé marked "Employment offer, Operator Laborer – Full time" or "Employment offer, Operators Laborer – Temporary" before 4:00 p.m., Friday, December 1st, 2017 to:</p> <p style="text-align: center;">Sophie Roussel Human Resources 1560, Laurier Street Rockland, ON K4K 1P7 hr@clarence-rockland.com</p> <p>*Please specify which position you are applying for.</p>

Annex "A" Salary scale - "Blue-Collars"

«Blue-Collar» Group/Class & /Title		January 1 st	Level 1	Level 2	Level 3	Level 4
Class 1	• Mechanical Operator	2014	25175	27439	29908	32603
		2015	25591	27892	30401	33141
		2016	26013	28352	30903	33688
Class 2	• Law Enforcement Officer • Operator/labourer • Mechanic's helper	2014	20863	22771	24690	26620
		2015	21207	23146	25097	27059
		2016	21557	23528	25511	27506
Class 3	• Laborer, Infrastructure and Engineering Services • Laborer, Community Services • External Clerk • Laborer, Environmental Services	2014	19914	20668	21434	22624
		2015	20242	21010	21787	22631
		2016	20576	21356	22147	23004
Class 4	• Janitor	2014	17510	18188	18922	19666
		2015	17799	18489	19234	19990
		2016	18092	18794	19522	20320

City of Clarence-Rockland Council/Board Accounts Payable Report by Department November 14th, 2017 to December 10th, 2017							
DPT Code	Department Name	Vendor Code	Vendor Name	Invoice Description	GL Account	GL Account Name	Amount
1 65	PAYABLES - PAYROLL	CUPE002	CUPE - LOCAL 503	PAY 23 & 24	1-2-0065-0254	Union Dues	6,150.87
2 65	PAYABLES - PAYROLL	GREWE001	GREAT-WEST LIFE ASSURANCE COMP	PREMIUMS POLICY 136826 DIV 1	1-2-0065-0251	G.W.L.	15,490.26
3 65	PAYABLES - PAYROLL	GREWE001	GREAT-WEST LIFE ASSURANCE COMP	PREMIUMS POLICY 136826 DIV 3	1-2-0065-0251	G.W.L.	56,744.27
4 65	PAYABLES - PAYROLL	MINF004	MINISTER OF FINANCE/EHT	PAY 23 & 24	1-2-0065-0242	Employer Health Tax	16,679.50
5 65	PAYABLES - PAYROLL	OMERS001	OMERS	PAY 23 & 24	1-2-0065-0250	O.M.E.R.S.	118,932.44
6 65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	PAY 24	1-2-0065-0243	Income Tax	71,559.74
7 65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	PAY 24	1-2-0065-0245	E.I.	6,212.67
8 65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	PAY 24	1-2-0065-0244	C.P.P.	17,192.48
9 65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	PAY 23	1-2-0065-0244	C.P.P.	16,138.78
10 65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	PAY 23	1-2-0065-0243	Income Tax	51,242.80
11 65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	PAY 23	1-2-0065-0245	E.I.	5,791.02
12 65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	PAY 24	1-2-0065-0244	C.P.P.	7,003.02
13 65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	PAY 24	1-2-0065-0243	Income Tax	25,856.41
14 65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	PAY 23	1-2-0065-0244	C.P.P.	6,493.20
15 65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	PAY 23	1-2-0065-0243	Income Tax	9,410.28
16 65	PAYABLES - PAYROLL	WORS001	WORKPLACE SAFETY & INSURANCE B	PAY 23 & 24 PREMIUMS ACCNT 1624385	1-2-0065-0252	W.C.B.	14,878.01
17 70	GUARANTY DEPOSITS PAYABLE-PLANNING	ETHCL001	ETHIER CLAUDE	REMB. DEPOT DE PERFORMANCE 2016-472	1-2-0070-0262	Performance Deposits	5,000.00
18 70	GUARANTY DEPOSITS PAYABLE-PLANNING	GRACH002	GRAVEL CHRISTIAN	REMB. DEPOT PERMIS D'ENTREE 2017-15	1-2-0070-0263	Deposits - Entrance	13,400.00
19 70	GUARANTY DEPOSITS PAYABLE-PLANNING	SPACE000	SPACEBUILDERS OTTAWA INC	REFUND DEPOSIT FOR STREET CLEANING (D-12-100 STAGE2)	1-2-0070-0267	Deposit for Street Cleaning	5,000.00
20 70	GUARANTY DEPOSITS PAYABLE-PLANNING	SPACE000	SPACEBUILDERS OTTAWA INC	REFUND DEPOSIT FOR STREET CLEANING (D-12-109 STAGE3)	1-2-0070-0267	Deposit for Street Cleaning	5,000.00
21 91	UNFINANCED CAPITAL OUTLAYS - Mun. Drains	ROBCO001	ROBINSON CONSULTANTS	ENGINEERING-COBB'S LAKE OCT1-28/17	1-2-0091-0458	Cobb's Lake Drain	8,936.39
22 1223	Corp. Management - Materials	DILCO001	DILLON CONSULTING LIMITED	CITY OF C-R FMP TO APR26/17	1-4-1223-3998	Contingency	8,588.00
23 2140	Fire Buildings	COLPR001	COLLIERS PROJECT LEADERS INC.	C-R FIRE HALLS SEPT/17	2-4-2140-9221	Rockland Fire Station Expansion	18,370.98
24 2354	O.P.P. - Contracted Services	MINF006	MINISTER OF FINANCE	MCSCS-OPP (LRS) SEPT/17	1-4-2354-4170	O.P.P. Services	280,890.00
25 3110	Public Works - Administration	CENCO001	CENTENNIAL CONSTRUCTION ROCKLA	CC MUN. GARAGE CONCRETE FLOOR	2-4-3110-9071	Garage Improvement	16,724.00
26 3200	Street Construction	ATREL001	ATREL ENGINEERING LTD.	CELINE ST. REHABILITATION JULY23/17-SEP23/17	2-4-3200-9497	Celine Street	7,489.52
27 3200	Street Construction	COMUN001	COMTÉS UNIS DE PRESCOTT ET RUS	HOT MIX PAVING & RESURFACING CONTRACT	2-4-3200-9874	Scratch coat	61,627.64
28 3200	Street Construction	COMUN001	COMTÉS UNIS DE PRESCOTT ET RUS	HOT MIX PAVING & RESURFACING CONTRACT	2-4-3200-9864	Surface treatment	39,259.78
29 3200	Street Construction	IBIGR001	IBI GROUP	ST-JACQUES ST. RECONSTRUCTION DESIGN TO AUG31/17	2-4-3200-9889	St-Jacques street	15,762.91
30 3200	Street Construction	LANEX001	LANDROCK EXCAVATION INC	SIDEWALK REPAIR-FINAL FOR SECTION A	2-4-3200-9232	Sidewalks	88,572.44
31 3200	Street Construction	STACO001	STANTEC CONSULTING LTD	GEOTECH INVESTIGATION - VICTORIA ST. TO OCT13/17	2-4-3200-9894	Victoria Street Design & Steps	31,201.28
32 3200	Street Construction	STPEX001	STP EXCAVATION & CONSTRUCTION	PP #10 ST-JOSEPH ST. RECONSTRUCTION	2-4-3200-9277	St-Joseph street	107,604.96
33 3200	Street Construction	SYNCO002	SYNEX CONSTRUCTION LIMITED	HB - SURFACE TREATMENT	2-4-3200-9864	Surface treatment	46,933.49
34 3200	Street Construction	SYNCO002	SYNEX CONSTRUCTION LIMITED	HB - SURFACE TREATMENT	2-4-3200-9074	Projet Poupart	9,533.67
35 3200	Street Construction	SYNCO002	SYNEX CONSTRUCTION LIMITED	REGRAIDING DRIVEWAYS POUPART RD.	2-4-3200-9074	Projet Poupart	5,683.01
36 3214	Urban Storms - Contracts	CLEWA001	CLEAN WATER WORKS INC.	PUMP STORMCEPTORS AT VARIOUS LOCATIONS	1-4-3214-4200	Contracts	16,935.31
37 3233	Floods - Materials	COLCA001	COLACEM CANADA INC	GRAN A (REPAIRS-FLOOD)	1-4-3233-3071	Repairs - Floods	15,742.43
38 3233	Floods - Materials	CORGR001	CORNWALL GRAVEL COMPANY LTD.	GRAN A (FLOOD REPAIR)	1-4-3233-3071	Repairs - Floods	10,644.52
39 3233	Floods - Materials	CORGR001	CORNWALL GRAVEL COMPANY LTD.	GRAN A (FLOOD REPAIR-PAGO RD.)	1-4-3233-3071	Repairs - Floods	13,204.24
40 3240	Bridges repairs	ARNCO001	ARNCO CONSTRUCTION	PP CERT. #6 BOILEAU BRIDGE	2-4-3240-9890	Pont / Bridge Boileau	91,224.90
41 3240	Bridges repairs	ARNCO001	ARNCO CONSTRUCTION	HB RELEASE-BOILEAU BRIDGE REPLACEMENT	2-4-3240-9890	Pont / Bridge Boileau	71,653.97
42 3240	Bridges repairs	GENIV001	WSP CANADA INC.	BOILEAU BRIDGE INSPECT & TESTING AUG1/17-OCT28/17	2-4-3240-9890	Pont / Bridge Boileau	6,226.53
43 3260	Storm Sewers	STPEX001	STP EXCAVATION & CONSTRUCTION	JOSEE STREET PARKING LOT	2-4-3260-9067	Closing Ditches & Jules Saumure Park	55,911.48
44 3324	Brushing, tree trimming - Contracts	ARBOR001	ARBORIS	HAIE DE CEDRE (BOUVIER/DU GOLF)	1-4-3324-4200	Contracts	5,089.52
45 3454	Sidewalk - Asphalt Roads - Contracts	LANEX001	LANDROCK EXCAVATION INC	SIDEWALK REPAIR-FINAL FOR SECTION B	1-4-3454-4200	Contracts	27,464.86
46 3813	Street lights - Materials	HYDON001	HYDRO ONE NETWORKS INC.	HYDRO	1-4-3813-3300	Hydro	16,893.05
47 3813	Street lights - Materials	SPRPO001	SPROULE POWERLINE CONSTRUCTION	REPAIRED 61 STREETLIGHTS	1-4-3813-3615	Repairs & Maintenance	7,665.92
48 3914	Transit - Contracts	LEDBU001	LEDUC BUS LINES LTD.	TRANSPORT EN COMMUN OCT/17	1-4-3914-4200	Contracts - Bus	171,428.55
49 7250	Parks	DUQEL001	DUQUETTE ELECTRIQUE LTEE.	200A SERVICE @ 1175 DR.CORBEIL (MAJOR PARK)	2-4-7250-9495	Morris Village Major Park	9,671.67
50 7253	Parks - Materials	CITCO002	LA CITE	COURS A.BOVIN. FORMATIONS J.L.JUBINVILLE	1-4-7253-3660	Staff Training	5,378.80
51 7313	Recreation Garage - Materials	PROHE001	D.C.V. PROULX HEATING & AIR CO	PP #1 LA FRIPERIE (ELECTRIC TO GAS)	1-4-7313-3070	Building Maintenance	6,353.99
52 9114	Water Treatment - Contracted Services	ONTCL001	ONTARIO CLEAN WATER AGENCY	OPERATIONS & MAINTENANCE OCT/17	1-4-9114-4610	Contract - OCWA - Basic Maintenance	46,124.11
53 9123	Water Distribution - Materials	COWFR001	FRANK COWAN COMPANY LIMITED	CLAIM P1510977-LACELLE	1-4-9123-3390	Liability Claims	7,512.39
54 9123	Water Distribution - Materials	DATA001	DATA COMMUNICATIONS MANAGEMENT	WATER BILLS & POSTAGE	1-4-9123-3690	Water Bills Processing	7,180.05
55 9123	Water Distribution - Materials	EVAUT001	EVANS UTILITY AND MUNICIPAL PR	30X E-CODERS, METER TAILS	1-4-9123-3445	Meters	13,197.27
56 9124	Water Distribution - Contracts	ONTCL001	ONTARIO CLEAN WATER AGENCY	OPERATIONS & MAINTENANCE OCT/17	1-4-9124-4610	Contract - OCWA - Basic Maintenance	14,051.29
57 9314	Sewers Collection - Contracted Services	ONTCL001	ONTARIO CLEAN WATER AGENCY	OPERATIONS & MAINTENANCE OCT/17	1-4-9314-4610	Contract - OCWA - Basic Maintenance	19,321.55
58 9323	Sewers Treatment - Materials	GOLAS001	GOLDER ASSOCIATES LTD.	MONITORING PROGRAM-BIOSOLIDS	1-4-9323-3478	Monitoring - Lagoon	5,652.19
59 9324	Sewers Treatment - Contracted Services	ONTCL001	ONTARIO CLEAN WATER AGENCY	OPERATIONS & MAINTENANCE OCT/17	1-4-9324-4610	Contract - OCWA - Basic Maintenance	43,469.32
60 9513	Garbage Collection - Materials	COOCO001	COOL CONTAINERS & RENTAL INC	TRUCK RENTAL (FALL CLEAN-UP)	1-4-9513-3750	Truck Rental	8,069.62
61 9523	Garbage Disposal	MICCO001	MICHANIE CONSTRUCTION INC.	PP #5 BOURGET LANDFILL RECONFIGURATION	2-4-9523-4201	Reconfiguration landfill	31,170.21
62 9533	Recycling - Materials	PENPL001	PENINSULA PLASTICS LTD.	750X BLACK RECYCLE BINS	1-4-9533-3595	Recycling Bins	5,212.13
63 9533	Recycling - Materials	RECSY001	RECOLLECT SYSTEMS INC.	WASTE CALENDAR JAN22/17 TO JAN21/18	1-4-9533-3005	Advertising	5,680.51
						Invoices Paid Greater/Equal to \$5,000	1,959,484.20
						Invoices Paid Less/Equal to \$4,999	341,441.97
						MasterCards Nov./17	13,550.59
						Grand Total A/P Council Report Dec. 18/17	2,314,476.76

MASTER CARD - JOURNAL ENTRIES - Period 11

page 1

November 30th, 2017**Daycare - ACCT# 5258 818666 651537****JE #749**

Page 1 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
2-4-6110-9953	Oct 13/17	C.A. Paradis (Sacre-Coeur Daycare supplies)	109.44	12.59
2-4-6110-9953	Oct 13/17	C.A. Paradis (St-Pat Daycare supplies)	139.84	16.09
2-4-6110-9953	Oct 18/17	The Source (St-Mathieu Daycare supplies)	409.31	47.09
1-4-6113-3435	Oct 19/17	Paypal-Assoc.franco a l'education (frais multi-sites)	300.00	
2-4-6110-9953	Oct 27/17	C.A. Paradis (St-Pat Daycare supplies)	178.65	20.55
2-4-6110-9953	Oct 27/17	The Source (St-Mathieu Daycare supplies)	136.44	15.70
1-4-6113-3435	Oct 31/17	Apple iTunes (iCloud)	1.46	0.17
1-4-6113-3660	Nov 3/17	The Eastern Ont. Health (course S.Hotte)	35.00	
1-1-0020-0071		HST added (sum of all credits)	112.19	
		Total	1422.33	112.19
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,310.14

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 11

page 2

November 30th, 2017

CAO - ACCT# 5258 818666 651545

J/E #750

Page 2 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1223-3670	Oct 12/17	Municipal World (renewal)	662.48	76.18
1-4-1123-3440	Oct 19/17	Bytown Catering (Council meals)	943.53	108.55
1-4-1123-3440	Nov 6/17	Friendly Restaurant (Council meeting-Huis Clos)	271.83	26.62
1-1-0020-0071		HST added (sum of all credits)	211.35	
		Total	2089.19	211.35
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,877.84

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES-Period 11

page 3

November 30th, 2017

Supply & Processes - ACCT# 5258 818666 671832

JE #751

Page 3 of 10 for MasterCard Accounts balance of \$13,550.59

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1233-3435	Oct 17/17	Ontario Public Buyers - 2018 Membership	259.90	29.90
1-4-1223-3500	Oct 19/17	PrinterPlus (admin toners)	158.20	18.20
1-4-2433-3500	Oct 19/17	PrinterPlus (const. toners)	323.02	37.16
1-4-9523-3370	Oct 23/17	MOE-Assesment&Aprvl (waste disposal site)	200.00	
1-4-1233-3500	Oct 25/17	Corporate Express-Staples (chair)	265.54	30.55
1-4-6113-3500	Oct 30/17	Staples (chair)	440.20	50.64
1-4-7113-3500	Oct 30/17	PrinterPlus (rec.depart toners)	237.30	27.30
1-4-3123-3425	Nov 1/17	Amazon (vehicle printer mount)	125.86	
1-4-3123-3425	Nov 1/17	Credit Amazon (vehicle printer mount)	-125.86	
1-4-2433-3060	Nov 6/17	Dollies & Boxes (shoe covers)	173.57	19.97
1-4-9523-3370	Nov 9/17	MOE-Assesment&Aprvl (waste disposal site)	100.00	
1-4-1363-3660	Nov 9/17	La Cite Collegiale (course-C.Vachon)	406.35	
1-1-0020-0071		HST added (sum of all credits)	213.72	
		Total	2777.80	213.72
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 2,564.08

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES-Period 11

page 4

November 30th, 2017

Finance Director - ACCT# 5258 818666 709293

J/E #752

Page 4 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1233-3435	Oct 23/17	GMEI Utility Reg. Fee (F.Desnoyers) (\$99 USD)	128.31	
1-4-1313-3743	Oct 25/17	Paypal-Vadim training registration	226.00	26.00
1-4-1313-3743	Oct 25/17	Paypal-Vadim training registration	226.00	26.00
1-4-1233-3435	Nov 8/17	Canadian Payroll Association (membership renewal A.Payer)	480.25	55.25
1-4-1233-3440	Nov 8/17	The Black Walnut Baker (staff meeting)	22.25	
1-1-0020-0071		HST added (sum of all credits)	107.25	
		Total	1190.06	107.25
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,082.81

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES- Period 11

page 5

November 30th, 2017**Community Services - ACCT# 5258 818666 816197****JE #753**

Page 5 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-7325-5535	Oct 13/17	The Source - Sony TV (Expo Virtuelle)	709.63	81.64
1-4-7325-5530	Oct 27/17	TV Armor LLC - TV Protector (Expo Virtuelle) (\$1324 USD)	1741.79	
1-4-7623-3070	Nov 1/17	Walmart - Telephone (Museum)	69.46	7.99
1-4-7253-3675	Nov 10/17	The Home Depot- Marker Board	84.02	9.67
1-1-0020-0071		HST added (sum of all credits)	99.30	
		Total	2704.20	99.30
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 2,604.90

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES- Period 11

page 6

November 30th, 2017**HR - ACCT# 5258 818666 853208****JE #754**

Page 6 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1113-3743	Oct 17/17	Porter AI - Toronto (training)	238.71	27.46
1-4-1113-3743	Oct 17/17	Porter AI - Toronto (reschedule-name change fee)	113.00	13.00
1-1-0020-0071		HST added (sum of all credits)	40.46	
		Total	392.17	40.46
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 351.71

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES- Period 11

page 7

November 30th, 2017**Eng & Op - ACCT# 5258 818666 960672****JE #761**

Page 7 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-3123-3711	Nov 3/17	Turris Communications (travel chargers)	1276.90	146.90
1-4-3113-3440	Nov 9/17	Tim Hortons (Public Works brkfst)	44.05	5.07
1-4-3113-3440	Nov 15/17	Café Laroche (Public Works mtg)	17.89	1.65
1-1-0020-0071		HST added (sum of all credits)	153.62	
		Total	1492.46	153.62
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,338.84

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 11

page 8

November 30th, 2017**Deputy Fire Chief - ACCT# 5258 818666 960680****J/E #755**

Page 8 of 10 for MasterCard Accounts balance \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2113-3440	Oct 12/17	Brian's Restaurant (Aurele retirement)	24.63	2.46
1-4-2113-3435	Oct 27/17	Paypal- FireService Women of Ontario (membership)	50.00	
1-4-2113-3160	Oct 30/17	Ont. Association of Fire Chiefs (FSWO Conference)	282.50	32.50
1-4-2113-3160	Oct 30/17	Via Rail (to/from London)	273.46	31.46
1-4-2113-3160	Oct 30/17	via Rail (to/from Niagara Falls)	288.08	22.88
1-4-2113-3450	Nov 4/17	Indigo Parking (train station)	48.00	5.52
1-4-2113-3160	Nov 5/17	Best Western Hotel	291.54	33.54
1-1-0020-0071		HST added (sum of all credits)	128.36	
		Total	1386.57	128.36
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,258.21

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES- Period 11

page 9

November 30th, 2017**I.T. Manager - ACCT# 5258 818666 998409****JE #756**

Page 9 of 10 for MasterCard Accounts balance of \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1323-3743	Oct 26/17	Sheraton Toronto Airport Hotel (conference)	622.92	71.64
1-1-0020-0071		HST added (sum of all credits)	71.64	
		Total	694.56	71.64
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 622.92

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 11

page 10

November 30th, 2017**Protective Services Director - ACCT# 5258 818910 078859****JE #757**

Page 10 of 10 for MasterCard Accounts balance \$13,550.59

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2153-3760	Oct 18/17	Ultramar Car1 (car wash)	12.42	1.42
1-4-2153-3250	Oct 23/17	PetroCan Mississauga Car1	75.00	8.62
1-4-2213-3160	Oct 26/17	Hotel Carlingview (CEMC)	229.68	26.42
1-4-2153-3760	Oct 27/17	Ultramar Car1 (car wash)	14.42	1.65
1-4-2153-3760	Oct 30/17	Ultramar Car1 (car wash)	12.42	1.42
1-4-2113-3160	Oct 31/17	Via Rail - to Toronto (OAFK Mid Term)	144.04	11.44
1-4-2113-3160	Oct 31/17	Refund-Via Rail Booking	-99.44	-11.44
1-4-2113-3675	Nov 2/17	Walmart -Cooler Car 1	26.98	3.10
1-4-2153-3760	Nov 3/17	Ultramar Car1 (car wash)	12.42	1.42
1-4-2213-3745	Nov 4/17	Survey Monkey - Subscription	35.00	
1-4-2113-3670	Nov 7/17	Annex Publishing-Firefighting in Canada Subscription	27.69	3.19
1-4-2113-3160	Nov 7/17	Impark - Place de Ville parking (conference)	18.00	2.07
1-4-2113-3160	Nov 9/17	Ottawa Marriott Hotel - parking	30.51	3.51
1-1-0020-0071		HST added (sum of all credits)	52.82	
		Total	591.96	52.82
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 539.14

Prepared by: _____

Date: _____

Approved by: _____

Date: _____



REPORT N° FIN 2017-045

Date	05/12/2017
Submitted by	Carole Normand
Subject	Tax Reduction under Sections 357 & 358 of the Municipal Act
File N°	F23 Write-Off

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 :**

BE IT RESOLVED THAT Council hereby adopts tax reductions in the amount of \$1079, City's share of \$506 being applications under sections 357 & 358 of the Municipal Act, against all lands concerned, as described in Schedule "A" to Report No. FIN2017-045.

4) **BACKGROUND :**

Council have been receiving these reports and under the Municipal Act, 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:**

None

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 2017 at \$125,000. As of December 5th 2017, the City has \$97,806 in write-off charges. The City's share in this report is of \$506. This additional write-off 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

[illegible]



RAPPORT N° FIN2017-042

Date	21/11/2017
Soumis par	Rob Kehoe
Objet	Rue Industrielle Industrial Lots
# du dossier	D02 Economic development

1) **NATURE / OBJECTIF :**

To enhance the City's commercial tax base and foster local employment.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Industrial lands strategy

3) **RECOMMANDATION DU SERVICE:**

THAT the Committee of the Whole recommends that Council adopt a by-law to authorize the execution of an amending agreement between the CIHA and the City of Clarence-Rockland, as per appendix 'B' to Report No. 2017-042; and

THAT Council declare the property described as being Part of lots 21, 22, 23 concession 1 O.S., totaling 4.17 acres as shown on the survey plan attached to Report No. 2017-042, to be surplus to the needs of the City of Clarence-Rockland; and

THAT Council authorize the Clerk and/or the Director of Finance to proceed with the sale of the said surplus property, as per policy adopted under By-law 2005-153 with the sale conditions as outlined in appendix 'C' of Report No. 2017-042; and

FURTHER THAT Policy No. ADM04-02 in regards to the Industrial and Commercial Park Sale of Land, be repealed.

QUE le comité plénier recommande au conseil d'adopter un règlement pour autoriser la signature d'une entente modificatrice entre le CIHA et la Cité de Clarence-Rockland, conformément à l'annexe B du rapport 2017-042; et

QUE le conseil déclare la propriété décrite comme étant une partie des lots 21, 22 et 23, concession 1, O.S., soit un total de 4.17 acres tel qu'illustré sur le plan de localisation attaché au rapport No. 2017-042, comme étant surplus aux besoins de la Cité de Clarence-Rockland; et

QUE le conseil autorise la greffière et/ou le directeur des finances à procéder avec la vente de ladite propriété en surplus, conformément à

la politique adoptée sous le règlement 2005-153, avec les conditions de vente énoncées à l'annexe C du rapport 2017-042; et

AUSSI QUE la politique no. ADM04-02 au sujet de la vente de terrains dans le parc industriel et commercial, soit aboli.

4) **HISTORIQUE :**

The City's Strategic Plan has identified that the development of industrial lands is a priority of the City that will enhance the commercial tax base and create local employment.

5) **DISCUSSION :**

Appendix B – CIHA amendment

In discussions with CIHA and the future of the Clarence-Rockland arena, the opportunity to divide the subject 4.17 acres of vacant land for industrial development was explored. The subject property was being held by CIHA through the lease agreement with the City for future potential development of dormitory space for the hockey academy. In order to meet this requirement of the CIHA, staff is recommending that the existing soccer field on the leased lands be made available to the CIHA for future expansion, if required.

The City is requesting 6 months' notice in order find additional field time for the soccer associations that would be impacted.

Appendix C – Draft purchase and sale agreement

The potential sale of the subject property was circulated to senior management of the City to determine if there were other municipal uses for the property. No municipal use, other than the one proposed in this report, was identified.

Document 3 outlines the draft purchase and sale agreement for the subject property. The principle condition is as follows:

10.1. The Purchaser shall have 12 months following the Closing Date to commence construction of • (the "Project") and 24 months following the Closing Date to complete its construction of the Project, failing which the Vendor shall have the option to re-purchase the Property for 90% of the Purchase Price all as more particularly set out in the Option to Re-Purchase Agreement attached as Schedule "D" hereto which the parties shall sign and deliver on the Closing Date. In addition, the Purchaser shall not dispose of the Property within 4 years from the Closing Date in full or in part without first obtaining the consent of the Vendor who may give its consent or elect to re-purchase the Property also as more particularly described in the Option to Re-Purchase Agreement. The Purchaser agrees to register the Option to Re-Purchase Agreement on the title to the Property on the Closing Date at

the Purchaser's expense immediately following the Transfer and prior to any mortgage, charge or other encumbrance

Road frontage:

A condition will be added to the agreement that any lot that does not have a municipal road frontage will have its sale deferred until the road is constructed.

6) **CONSULTATION :**

N/a

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

N/a

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

The City has established a reserve price for the subject property that includes a land appraisal plus associated costs including land survey and legal costs.

The net proceeds will be deposited into the tax stabilization reserve.

9) **IMPLICATIONS LÉGALES :**

The attached agreements have been drafted by the City's legal advisors.

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

N/a

11) **IMPLICATIONS STRATÉGIQUES :**

The City's Strategic Plan has identified that the development of industrial lands is a priority of the City that will enhance the commercial tax base and create local employment.

12) **DOCUMENTS D'APPUI:**

Appendix A – Legal survey

Appendix B – CIHA amendment

Appendix C – Draft purchase and sale agreement

THIS AGREEMENT is entered into as of the ____ day of November, 2017 (the “**Effective Date**”)

BETWEEN:

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
(hereinafter referred to as the “**Ground Landlord**”)

-and-

ACADÉMIE CIH / CIH ACADEMY
and ACADÉMIE ROCKLAND / ROCKLAND ACADEMY
(hereinafter collectively referred to as the “**Ground Tenant**”)

WHEREAS:

- A. The parties entered into a Land Lease date as of the 18th day of October, 2010 wherein the Ground Tenant leased from the Ground Landlord the Academy Facility Lands as defined in the Land Lease;
- B. The Ground Tenant has agreed to release a certain portion of the Academy Facility Lands from the Land Lease as more particularly set out herein; and
- C. The Land Lease may be amended by a written instrument signed by the parties;

NOW, THEREFORE, in consideration of the premises, the respective covenants of the parties herein set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree and covenant as follows:

1. Definitions

- 1.1. Except as specifically amended by this agreement, capitalized terms referred to and defined in the Land Lease shall have the same meaning herein as expressed in the Land Lease.

2. Schedule 1

- 2.1. Schedule 1 to the Land Lease is hereby deleted and replaced with Schedule 1 attached hereto.

3. Academy Facility Lands

- 3.1. The definition of Academy Facility Land in Article 1.1 of the Land Lease is hereby deleted and replaced with the following:

“Academy Facility Lands” means the parcel of land as approximately identified as Property A on Schedule 1 to this Agreement and legally described as Part of Los 22 and 23, Concession 1 O.S. Clarence being Part 1 on Plan 50R-9854 save and except the Released Lands (as hereinafter defined), City of Clarence-Rockland (Part of PIN 69057-0368).

- 3.2. For greater clarity, the Ground Tenant hereby releases the lands shown as Parts 1 and 2 on Plan 2 on Schedule 1 to this Agreement from the Land Lease, which lands consist of approximately 4.15 acres of land in total (the **“Released Lands”**).
- 3.3. The parties agree that the Ground Landlord is free to sell, transfer or otherwise dispose of the Released Lands without complying with Article 5.1 of the Land Lease which no longer binds the Released Lands.
- 3.4. If and when the Ground Tenant proceeds with the construction of any additional phases related to the Academy Facilities as provided for in the Academy Development Agreement, subject to the Ground Tenant obtaining the consent of the Ground Landlord (the City under the Academy Development Agreement) and entering into further development agreements as provided for in the Academy Development Agreement, the Ground Landlord shall supply the lands identified as **“Additional Lands”** on Schedule 1 to this Agreement in place of the Released Lands for the construction of such additional phases and such lands shall thereafter become part of the Academy Facility Lands for all purposes of the Land Lease. From and after the date of this Agreement, the Ground Landlord agrees that the Additional Lands shall be subject to Article 5 of the Land Lease and may only be transferred in accordance with that Article. The Landlord shall be responsible for moving the soccer facilities currently located on the Additional Lands to other lands owned by the Landlord at its own expense on not less than 6 months prior written notice by the Ground Tenant who shall not be entitled to provide such notice until it has received the consent of the City to proceed with its additional phase or phases as provided for in the Academy Development Agreement.

4. General

- 4.1. The provisions of Article 7 of the Land Lease are hereby incorporated mutatis mutandis in this Agreement. Without limiting the generality of the foregoing, the parties specifically agree that the notice provisions in the Land Lease apply equally to this Agreement and the dispute resolution and arbitration provisions apply equally to any disputes arising under this Agreement.

4.2. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and each of which taken together shall be deemed to constitute one and the same instrument. Counterparts may be executed either in original or emailed form and the parties to this Agreement adopt any signatures received by receiving email as original signatures of the parties.

4.3. This Agreement is binding upon and shall enure to the benefit of the parties' administrators, successors and permitted assigns.

4.4. The following Schedules form an integral part of this Agreement:

4.4.1. Schedule 1

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their properly authorized officers as of the date first mentioned above.

[signatures appear on the following page]

The Corporation of the City of Clarence-Rockland

Per:

Name: Guy Desjardins

Title: Mayor

Name: Monique Ouellet

Title: Clerk

We have authority to bind the corporation.

Académie CIH / CIH Academy

Per:

Name: Robert Bourdeau

Title: President

I have authority to bind the corporation.

Académie Rockland / Rockland Academy

Per:

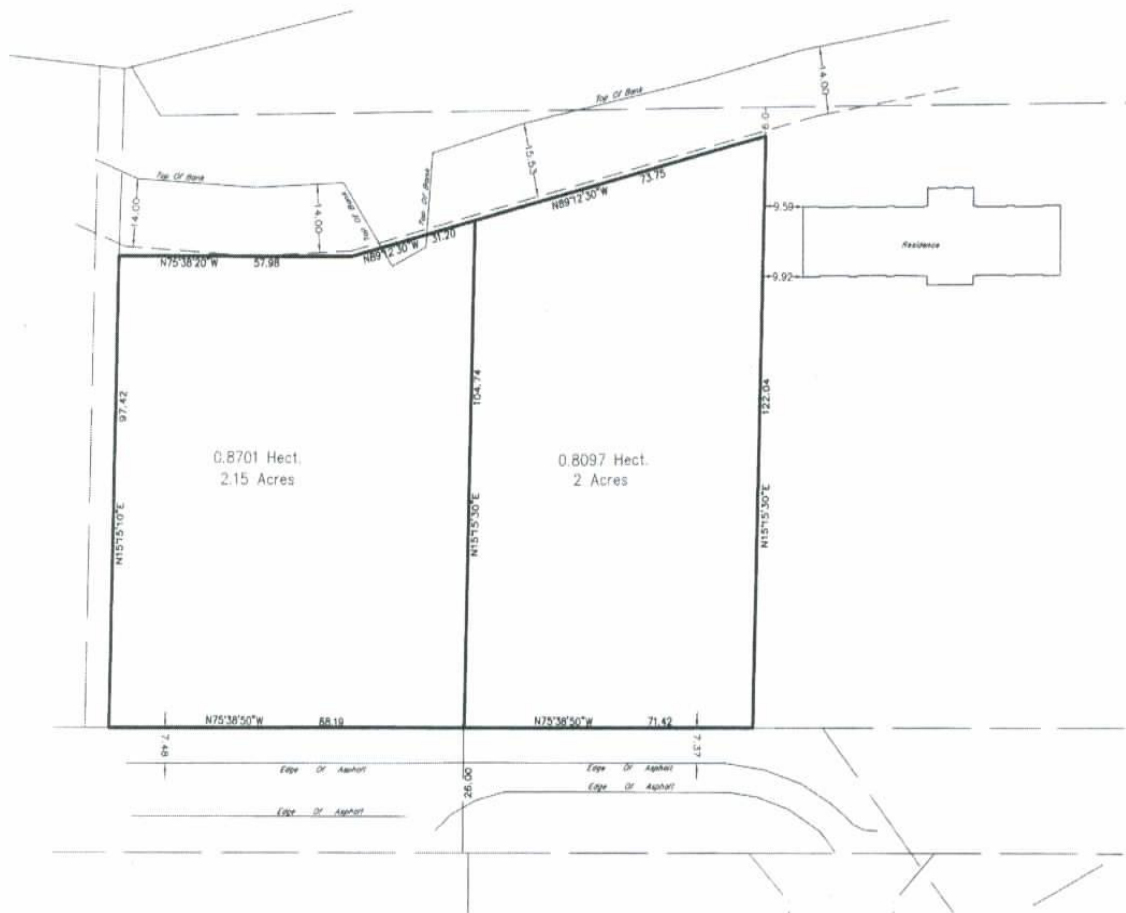
Name: Robert Bourdeau

Title: President

I have authority to bind the corporation.

SCHEDULE 1 (page 2 of 2)

Plan 2



AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT OF PURCHASE AND SALE is made as of the • day of •, 2017 between:

•

(hereinafter referred to as the “Purchaser”)

-and-

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

(hereinafter referred to as the “Vendor”)

IN CONSIDERATION of the mutual agreements herein contained, the sufficiency of which is hereby acknowledged by each of the Purchaser and the Vendor, the Purchaser and the Vendor hereby covenant and agree as follows:

1. Definitions

- 1.1. **“Acceptance”** means the date upon which this Agreement is executed and delivered by both parties.
- 1.2. **“Agreement”** means this Agreement and all Schedules referred to herein.
- 1.3. **“Business Day** means those days of the year excluding Saturdays, Sundays and statutory holidays.
- 1.4. **“Closing Date”** means the 30th day following the satisfaction or waiver of the Purchaser’s Conditions.
- 1.5. **“Deposit”** means the Deposit as such term is defined in Section 2.2.1.
- 1.6. **“Due Diligence Date”** means the date that is • days following Acceptance.
- 1.7. **“Option to Re-Purchase Agreement”** means the Option to Re-Purchase Agreement attached as Schedule “D” to this Agreement.
- 1.8. **“Permitted Encumbrances”** means the encumbrances listed on Schedule “C” to this Agreement.
- 1.9. **“Purchaser’s Conditions”** means the conditions in favour of the Purchaser as set forth in Section 7.
- 1.10. **“Purchase Price”** means the sum referred to in Section 2.2.

- 1.11. **“Property”** means those lands and premises in the City of Clarence-Rockland, Province of Ontario, legally described on Schedule “A” to this Agreement and shown in heavy outline on the attached Schedule “B” to this Agreement consisting of approximately • acres.
- 1.12. **“Purchaser’s Solicitors”** means •.
- 1.13. **“Vendor’s Deliveries”** has the meaning ascribed thereto in Section 6.
- 1.14. **“Vendor’s Solicitors”** means Vice & Hunter LLP.
- 1.15. All references to a Section number are to a Section number in this Agreement.

2. Purchase and Sale

- 2.1. The Vendor agrees to sell and the Purchaser agrees to purchase the Property subject to the terms and conditions herein contained.
- 2.2. The Purchase Price for the Property shall be the sum of • Dollars (\$•) payable in lawful money of Canada as follows:
 - 2.2.1. by the Purchaser delivering by certified cheque or bank draft on the 2nd Business Day following Acceptance the sum of • Dollars (\$•) payable to the Vendor’s Solicitors, in trust to be held by the Vendor’s Solicitors in an non-interest bearing account as a deposit (the **“Deposit”**) pending the completion or other termination of this Agreement and, subject to the terms of this Agreement, to be applied as a credit towards the Purchase Price upon completion of the transaction contemplated in this Agreement. Should the Purchaser’s Conditions not be waived or satisfied, save for the payment, if any, to be made to the Vendor from the Deposit pursuant to Section 8.1, the Deposit shall be returned to the Purchaser in full without interest or deduction and the parties shall have no further liability to each other save and except for the Purchaser’s obligations and indemnity under Section 8.1 hereof which shall survive.
 - 2.2.2. the balance of the Purchase Price, subject to the adjustments as contained in this Agreement, by payment by certified cheque, bank draft or wire transfer on the Closing Date to the Vendor or as the Vendor may otherwise direct.
- 2.3. In the event that the Purchaser’s Conditions are waived or satisfied and thereafter the transaction contemplated by this Agreement is not completed for any reason other than the Vendor’s default, then the Deposit shall be forfeited to the Vendor in addition to any and all other rights the Vendor may have pursuant to this Agreement or at law. In the event that the transaction contemplated by this Agreement is not completed as a result of the Vendor’s default, then, in addition to any and all other rights the Purchaser may have pursuant to this Agreement or at law, the Vendor shall return the Deposit to the Purchaser forthwith without interest or deduction save for the payment, if any, to be made to the Vendor from the Deposit pursuant to Section 8.1.

3. Acreage Adjustment

- 3.1. It is understood and agreed that the Vendor shall provide the Purchaser at the Vendor's sole expense no later than ten (10) days prior to the Closing Date a Surveyor's Certificate certifying the acreage of the Property. If there is any variance between the acreage of the Property and the acreage set out in Section 1.11, the Purchase Price shall be adjusted accordingly upward or downward, as the case may be, based on the price of • Dollars (\$•) per acre, and pro-rated on the same basis for each part of an acre.

4. HST

- 4.1. The Purchaser acknowledges that HST is in addition to the Purchase Price. Subject to Section 4.2, the Purchaser shall pay to the Vendor on Closing by certified cheque or bank draft any and all goods and services tax ("**HST**") payable as a result of this transaction in accordance with the Excise Tax Act (the "**Act**"), and the Vendor shall remit such HST to the Receiver General for Canada when and to the extent required by the Act.
- 4.2. Notwithstanding Section 4.1, in the event that the Purchaser is a registrant under the Act, the Purchaser hereby agrees to indemnify the Vendor with respect to payment of the HST, to provide the Vendor prior to the Closing Date with a valid registration number, and to execute and provide to the Vendor on the Closing Date a declaration and indemnity in a form acceptable to the Vendor's Solicitor's, acting reasonably, and the Vendor shall not then collect HST from the Purchaser.

5. Adjustments

- 5.1. All taxes, local improvement charges, utilities and other similar items ordinarily adjusted for shall be adjusted as of the Closing Date (the Closing Date itself to be apportioned to the Purchaser). The Vendor shall, not less than three (3) Business Days prior to the Closing Date, prepare and deliver to the Purchaser, for the Purchaser's review and approval, a statement of adjustments adjusting for the items listed in this Section 5.1. If the final cost or amount of any item which is to be adjusted for cannot be determined prior to the Closing Date, then the initial adjustment for such item shall be made as of the Closing Date based on the estimate of the Vendor, acting reasonably and in good faith, subject to re-adjustment when such cost or amount is determined.

6. Vendor's Deliveries

- 6.1. Within 5 Business Days of Acceptance, the Vendor shall deliver such of the following items as are in the Vendor's possession or control to the Purchaser at no cost to the Purchaser: copies of all plans, archeological studies/reports, soil/environmental reports, servicing plans/reports and traffic/transportation studies pertaining to the Property ("**Vendor's Deliveries**").

- 6.2. The Purchaser acknowledges that the Vendor's Deliveries are being provided for the Purchaser's information only and cannot be relied upon by the Purchaser in the absence of the Purchaser obtaining reliance letters from the creators or authors of such documents at the Purchaser's expense. The Purchaser should consult its own legal and other professionals for advice on the matters disclosed in any such documents.

7. Purchaser's Conditions

- 7.1. This Agreement is conditional until 5:00 p.m. on the Due Diligence Date upon:
- 7.1.1. the Purchaser conducting at its sole expense its own due diligence investigations with respect to the Property and being satisfied, in its sole and unfettered discretion, with the results thereof, including, but not limited to, its evaluation of the condition of the Property (including the environmental, compaction, topographic and geotechnical conditions thereof), the zoning of the Property, the availability of all required municipal, environmental and other permits required for its intended use of the Property, the availability and location of services, and all building permit, site plan and site plan agreement conditions and requirements (including application fees, development charges and required security);
 - 7.1.2. the Purchaser satisfying itself, at its sole expense and in its sole and unfettered discretion, with its examination and review of the Vendor's Deliveries;
 - 7.1.3. the Purchaser satisfying itself, at its sole expense and in its sole and unfettered discretion, with its investigations of the Vendor's title to the Property provided that title may be subject to the permitted encumbrances set out in Schedule "D" attached hereto.
- 7.2. These conditions are for the sole benefit of the Purchaser and may be waived by the Purchaser in whole or in part. If by 5:00 p.m. on the Due Diligence Date, the Vendor or Vendor's solicitor is not in receipt of written notice from Purchaser or the Purchaser's solicitor of the Purchaser's satisfaction or waiver of such conditions, then this Agreement shall be at an end and, save for the payment, if any, to be made to the Vendor from the Deposit pursuant to Section 8.1, the Deposit shall be forthwith returned to the Purchaser without interest or deduction and the parties shall have no further liability to each other save and except for the Purchaser's obligations and indemnity under Section 8.1 which shall survive.

8. Access to Property

8.1. Until the Due Diligence Date, the Purchaser, its employees and agents, shall be allowed to enter upon the Property during normal business hours to conduct such reasonable, non-destructive investigations, studies, surveys and tests as the Purchaser may require in order to assess the suitability of the Property for the Purchaser's intended use thereof. The Purchaser will make such investigations, studies, surveys and tests upon reasonable notice and with the minimum possible interruption to the Vendor. The Purchaser shall be responsible for all damages caused by all such investigations, studies, surveys and tests performed by or on its behalf as contemplated by this Section and agrees to restore and repair the Property forthwith to the condition in which the Property existed prior to the Purchaser's investigations, studies, surveys and tests at the Purchaser's expense. In the event the Purchaser fails to make good any damages within a reasonable period of time after receiving notice of same from the Vendor, the reasonable cost of same shall be deducted from the Deposit before the return of same to the Purchaser, without prejudice to any other rights the Vendor may have at law or in equity. The Purchaser hereby agrees to indemnify and save the Vendor harmless with respect to all claims, fines, disbursements, legal fees on a substantial indemnity basis, interest, demands and actions of any nature or kind whatsoever sustained or incurred by the Vendor as a result of the Purchaser exercising its rights under this Section. The Purchaser's obligations under this Section shall not merge on and shall survive the closing or termination of this Agreement for any reason.

8.2. The Purchaser covenants and agrees to treat the results of all its investigations, surveys, studies and tests in a strict and confidential manner and not to disclose the results to a third party except where required by law or to its advisors. If the Purchaser is not satisfied with the results of the Purchaser's investigations, studies, surveys and tests, the Purchaser will share the results thereof with the Vendor and provide copies of any test results, reports or studies obtained.

9. Survey and Servicing

- 9.1. The Vendor shall not be required to provide a new or up-to-date survey of the Property. If not already registered, the Vendor shall cause to be registered prior to the Closing Date a reference plan prepared by an Ontario Land Surveyor depicting the boundaries of the Property and assigning it a Part number or Part numbers as applicable for legal description purposes.
- 9.2. The Purchaser acknowledges that municipal services are available from • Street. The Purchaser shall be solely responsible for connecting to any required municipal services at the Purchaser's sole expense. The Purchaser shall also be solely responsible for connecting to any other required non-municipal services at its sole expense.

10. Option to Re-Purchase

- 10.1. The Purchaser shall have 12 months following the Closing Date to commence construction of • (the “Project”) and 24 months following the Closing Date to complete its construction of the Project, failing which the Vendor shall have the option to re-purchase the Property for 90% of the Purchase Price all as more particularly set out in the Option to Re-Purchase Agreement attached as Schedule “D” hereto which the parties shall sign and deliver on the Closing Date. In addition, the Purchaser shall not dispose of the Property within 4 years from the Closing Date in full or in part without first obtaining the consent of the Vendor who may give its consent or elect to re-purchase the Property also as more particularly described in the Option to Re-Purchase Agreement. The Purchaser agrees to register the Option to Re-Purchase Agreement on the title to the Property on the Closing Date at the Purchaser’s expense immediately following the Transfer and prior to any mortgage, charge or other encumbrance.
- 10.2. The Purchaser acknowledges that in order to commence construction of the Project, in addition to any other required approvals and permits, it will have to have entered into a site plan agreement with the municipality in accordance with its standard approval process. The Purchaser further acknowledges that various studies at the cost of the applicant (Purchaser) may be required by the municipality as part of the site plan approval process and that a letter of credit or other security will be required as a condition of site plan approval in an amount to be determined by the municipality in accordance with its standard approval process.

11. Title

- 11.1. Provided that the title to the Property is good and marketable and free from all registered restrictions, charges, liens and encumbrances except for the Permitted Encumbrances, the Purchaser shall have until 5:00 p.m. on the Due Diligence Date within which to examine the title of the Vendor to the Property and to submit requisitions with respect thereto. If the Vendor is unable (or unwilling) to remove or remedy any such requisition, and the Purchaser will not waive it, then this Agreement, notwithstanding any intermediate acts or negotiations in respect of any such objections, shall be at an end and, save for the payment, if any, to be made to the Vendor from the Deposit pursuant to Section 8.1, the Deposit shall be returned to the Purchaser without interest or deduction, and the parties shall have no further liability to each other save and except for the Purchaser’s obligations and indemnity under Section 8.1 hereof which shall survive. Save as to any valid objection made within the times above limited, and except for any objection going to the root of the title of the Vendor, the Purchaser shall be conclusively deemed to have accepted the Vendor’s title to the Property. Nothing herein shall prevent the Purchaser from determining the Property is not suitable for its proposed development during its due diligence period as a result of any document registered on title.

12. Representations and Warranties

12.1. The Vendor hereby represents and warrants to and in favour of the Purchaser that:

- 12.1.1. the Vendor owns the Property and has the power and authority to sell and convey the Property to the Purchaser pursuant to this Agreement;
- 12.1.2. the Vendor is not a non-resident of Canada within the meaning of Section 116 of the Income Tax Act (Canada);
- 12.1.3. the Vendor has not received written notice from any government authority nor is it aware of any matter relating to:
 - 12.1.3.1. any expropriation proceedings relating to the Property; or
 - 12.1.3.2. any changes, actual, impending or proposed, to the current zoning of the Property or other land use or building by-laws relating to or otherwise affecting the Property;
- 12.1.4. the Vendor has received no notice of any proceedings (either pending or threatened) pursuant to the Environmental Assessment Act (Ontario), the Environmental Protection Act (Ontario) or any other statute or regulation affecting the Property;
- 12.1.5. The Vendor has no knowledge of any pending actions or suits threatened against the Vendor in relation to the Property which could affect the validity of this Agreement;
- 12.1.6. Neither the execution of this Agreement nor its performance by the Vendor will result in a breach of any term or provision or constitute a default under any agreement or instrument affecting the Property or any indenture, mortgage, deed of trust or any other agreement to which the Vendor is a party or by which it is bound;
- 12.1.7. No bankruptcy, insolvency or receivership proceedings are pending against the Vendor; and
- 12.1.8. The Vendor is a duly created municipal corporation organized and validly existing under the laws of Ontario and has all requisite power, authority and capacity to execute, deliver and perform each of its obligations pursuant to this Agreement and to hold, sell, convey and transfer registered and beneficial title to the Property to the Purchaser in accordance with the terms of this Agreement. The Vendor has duly taken, or caused to be taken, all requisite action required to be taken by it to authorize the execution and delivery of this Agreement and the performance of each of its obligations hereunder.

- 12.2. The Purchaser acknowledges that, subject to the representations and warranties of the Vendor set out in Section 12.1, it is acquiring the Property on an "as is, where is" basis and must rely entirely upon its own due diligence investigations relating to the Property. The term "as is, where is" shall include the condition of the Property, title to the Property and the status and nature of the Permitted Encumbrances, in each case without any agreement, representation or warranty, excepting those expressly stated in this Agreement, of any kind, either express or implied (whether herein, at law or otherwise) on the part of the Vendor, including as to the condition of the soil, the subsoil, the ground and surface water or any other environmental matters. The parties acknowledge and agree that this Section shall survive indefinitely, and shall not merge on the closing of this transaction. The Purchaser acknowledges that the Vendor does not warrant the accuracy of any third party investigation or report provided by the Vendor to the Purchaser relating to the Property and the Purchaser relies on same at their own risk.
- 12.3. The Purchaser hereby represents and warrants to and in favour of the Vendor that:
- 12.3.1. The Purchaser is a corporation duly incorporated, organized and validly subsisting under the laws of Ontario and has all requisite corporate power, authority and capacity to execute and deliver this Agreement and to perform each of its obligations pursuant to this Agreement. The Purchaser has duly taken, or caused to be taken, all requisite corporate action required to be taken by it to authorize the execution and delivery of this Agreement and the performance of each of its obligations hereunder; and
- 12.3.2. The Purchaser is not a "non-Canadian" as defined in the *Investment Canada Act* (Canada).
- 12.4. The representations and warranties set out in this Section 12 shall survive and not merge on the closing of this transaction.

13. Risk

- 13.1. The Property shall be and remain at the risk of the Vendor until the day immediately preceding the Closing Date.

14. Closing

- 14.1. The transaction contemplated hereunder shall be completed on the Closing Date. The Vendor and Purchaser acknowledge and agree that this transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, c.L4, as amended. The Vendor and Purchaser further acknowledge and agree that the delivery of documents and monies and the release thereof to the Vendor and Purchaser shall be governed by a Document Registration Agreement to be entered into between the Purchaser's solicitors and the Vendor's solicitors substantially in the form of the agreement then in effect on the web site of the Law Society of Upper Canada.

- 14.2. All obligations of the Purchaser under this Agreement are subject to the fulfillment on or before the Closing Date of each of the following conditions, all of which are for the sole benefit of the Purchaser and may be waived by it in writing in whole or in part at any time or times on or before closing (and shall be deemed to have been waived on the completion of the transaction):
- 14.2.1. that all of the representations and warranties of the Vendor contained in Section 12.1 shall continue to be true and accurate at the Closing Date;
 - 14.2.2. that the Vendor shall deliver to the Purchaser all of the documents and materials referred to in Section 14.4;
 - 14.2.3. except as otherwise provided herein, that the Vendor shall, on the Closing Date, deliver to the Purchaser vacant possession of the Property;
 - 14.2.4. that no part of the Property shall have been appropriated, expropriated or seized by any government authority or through due process of law;
 - 14.2.5. that the Purchaser is satisfied that there have been no intervening registrations on title to the Property between the date the Purchaser waived its Purchaser's Conditions and the Closing Date, save and except as to Permitted Encumbrances;
 - 14.2.6. the discharge of all encumbrances validly requisitioned by the Purchaser further to its due diligence review of title to the Property, provided that if a discharge of an encumbrance is not available on the Closing Date, the Purchaser agrees to accept the Vendor's Solicitors undertaking to obtain and register a discharge of such encumbrance within a reasonable time after Closing, provided that such undertaking is accompanied by a statement from the holder of such encumbrance setting out the balance required to obtain a discharge and a direction by the Vendor directing payment to the holder of such encumbrance of the amount required to obtain the discharge out of the balance due on Closing; and
 - 14.2.7. that the Vendor shall have complied with each and every covenant and agreement made by it herein and required to be completed at or prior to completion of this transaction.
- 14.3. All obligations of the Vendor under this Agreement are subject to the fulfillment on or before the Closing Date of each of the following conditions, all of which are for the sole benefit of the Vendor and may be waived by it in writing in whole or in part at any time or times on or before Closing (and shall be deemed to have been waived on the completion of the transaction):
- 14.3.1. that all of the representations and warranties of the Purchaser contained in Section 12.3 shall continue to be true and accurate at the Closing Date;

- 14.3.2. that the Purchaser shall deliver to the Vendor all of the documents, materials and funds referred to in Section 14.5; and
- 14.3.3. that the Purchaser shall have complied with each and every covenant and agreement made by them herein and required to be completed at or prior to the completion of the transaction.
- 14.4. At closing, the Vendor shall deliver to the Purchaser, in form satisfactory to the Purchaser's solicitors acting reasonably, the following:
 - 14.4.1. a deed/transfer, in favour of the Purchaser of the Property, in a form acceptable for registration; such deed shall contain the statements contemplated in clauses 50(22)(a) and (b) of the Planning Act (Ontario);
 - 14.4.2. the Vendor's certificate setting out that as of the Closing Date all of the Vendor's representations and warranties set out in Section 12.1 continue to be true and accurate;
 - 14.4.3. the Vendor's undertaking to re-adjust any item on or omitted from the statement of adjustments described in Section 5;
 - 14.4.4. Option to Re-Purchase Agreement; and
 - 14.4.5. such further documentation relating to the completion of the transaction contemplated hereunder as shall be requested by the Purchaser, acting reasonably, or required by law and/or any governmental authority, or the usual practice of a purchaser's solicitor in the Province of Ontario to request in completing purchase transactions involving Ontario commercial properties.
- 14.5. At closing the Purchaser shall deliver to the Vendor, in form satisfactory to the Vendor's solicitors acting reasonably, the following:
 - 14.5.1. a direction from the Purchaser designating the transferee(s) in the deed/transfer;
 - 14.5.2. the Purchaser's undertaking to re-adjust any item on or omitted from the statement of adjustments described in Section 5;
 - 14.5.3. the Purchaser's certificate setting out that as of the Closing Date all of the Purchaser's representations and warranties set out in Section 12.3 continue to be true and accurate;
 - 14.5.4. a statutory declaration and indemnity from the Purchaser in favour of the Vendor for HST, as specified in Section 4;
 - 14.5.5. Option to Re-Purchase Agreement;

- 14.5.6. the balance of the Purchase Price described in Section 2.2.1; and
- 14.5.7. such further documentation relating to the completion of the transaction contemplated hereunder as shall be requested by the Vendor, acting reasonably, or required by law and/or any government authority or the usual practice of a vendor's solicitor in the Province of Ontario to request in completing sale transactions involving Ontario commercial properties.

15. Fees and Costs

- 15.1. Each party shall bear its own legal fees and expenses in connection with this Agreement and the completion of the transaction contemplated herein. Without limiting the generality of the foregoing, the Purchaser shall pay the registration fees for the Transfer and Option to Repurchase Agreement and land transfer tax arising out of the registration of the Transfer of the Property.

16. General

- 16.1. The Purchaser may assign this Agreement, upon written notice to the Seller and without Seller's consent, to any affiliate as such term is defined in the Business Corporations Act (Ontario). The Purchaser may not otherwise assign this Agreement without Seller's prior written consent, which consent may not be unreasonable or arbitrarily withheld. The assignee shall assume of all of the Purchaser's rights and obligations hereunder, and the Purchaser shall be relieved of all liability hereunder.
- 16.2. Time shall in all respects be of the essence hereof, provided that the time for doing or completing any matter provided for herein may be extended or abridged by an agreement in writing signed by the Vendor and Purchaser or by their respective solicitors who are hereby expressly authorized in this regard. Except as expressly set out in this Agreement, the computation of any period of time referred to in this Agreement shall exclude the first day and include the last day of such period. If the time limited for the performance or completion of any matter under this Agreement expires or falls on a day that is not a Business Day, the time so limited shall extend to the next following Business Day.
- 16.3. The parties agree that an effective tender shall be deemed to have been validly made by a party upon the other when the party's solicitors has:
 - 16.3.1. delivered all required closing documents and money contemplated by this Agreement to the other party's solicitors (with documents only being able to be delivered by fax for the purposes of tender);
 - 16.3.2. advised the other party's solicitors, in writing, that the party is ready, willing and able to complete the transaction in accordance with the terms and provisions of this Agreement; and

- 16.3.3. completed all steps required by the Teraview Electronic System in order to complete the transaction, that can be performed or undertaken by the party's solicitors without the cooperation or participation of the other party's solicitors;

all without the necessity of personally attending upon the other party or the other party's solicitors with the closing documents, money and without any requirement to have independent witness evidence the foregoing.

- 16.4. The parties acknowledge that neither party was represented by a realtor and that there are no realtor commissions associated.
- 16.5. Notices, approvals, waivers and other documents permitted, required or contemplated by this Agreement may be given to or delivered by the parties or their respective solicitor's on their behalf. Any such notices, approvals, waiver and other documents shall be deemed to have been received on the day and at the time of delivery if delivered by hand, email or fax on a Business Day to the last known address, email or fax number of the party to whom such is being given (current contact address being as set out below).
- 16.6. Words importing the singular include the plural and vice versa. Works importing gender include all genders. The captions, headings and section numbers are inserted for convenience of reference only and are not to be considered when interpreting this Agreement.
- 16.7. This Agreement shall be construed and enforced in accordance with the laws of the Province of Ontario and the laws of Canada applicable thereto and shall be treated in all respects as an Ontario contract.
- 16.8. Each of the parties hereto shall from time to time hereafter and upon any reasonable request of the other, execute and deliver, make or cause to be made all such further acts, deeds, assurances and things as may be required or necessary to more effectively implement and carry out the true intent and meaning of this Agreement.
- 16.9. This Agreement is subject to the subdivision control provisions of the Planning Act, Ontario and this Agreement shall be effective to create an interest in the Property only if such provisions are complied with prior to the Closing Date.
- 16.10. A fax or email of a signed copy of this Agreement shall be deemed to be an original signed copy, and this Agreement as initially signed by the Purchaser and submitted by fax or email to the Vendor may be accepted by the Vendor by the Vendor signing such faxed or emailed copy, and upon the Vendor faxing or emailing such signed copy back to the Purchaser prior to the irrevocable period expiry as set out below, this Agreement shall be a binding Agreement of Purchase and Sale.

- 16.11. This Agreement shall, when signed, accepted and faxed or emailed as aforesaid, constitute the entire agreement between the Purchaser and Vendor, and there is no representation, warranty, collateral agreement or condition affecting this Agreement or the Property or supported hereby other than as is expressed herein in writing, and no alteration or modification hereof shall be binding upon the parties unless in writing and signed by both parties.
- 16.12. The provisions of this Agreement shall continue to enure to the benefit of and be binding upon the parties hereto and their respective, heir, executors, administrators, successors and assigns.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

This Offer is made by the Purchaser to the Vendor and shall be open for acceptance until 5:00 p.m. on the • day of •, 2017, after which time, if not accepted; this Offer shall be null and void.

DATED this • day of •, 2017.

IN WITNESS WHEREOF the Purchaser has duly executed this Agreement.

Purchaser's Address/Fax:

•

Attention: •

Phone: •1-450-587-5999

Fax: •

Email: •

•

Per:

Name: •

Title: •

Purchaser's Solicitor:

• (firm name)

• (address)

Attention: •

Phone: •

Fax: •

Email: •

Name: •

Title: •

I/We have authority to bind the Corporation.

THE VENDOR accepts the above Offer.

DATED this • day of •, 2017.

IN WITNESS WHEREOF the Vendor has duly executed this Agreement.

Vendor's Address/Fax:

1560 Laurier Street, Rockland, ON, K4K 1P7

Attention: Municipal Clerk

Ph.: (613) 446-6022

Fax: (613) 446-1497

Email:

The Corporation of the City of Clarence-Rockland

Per:

Name: Guy Desjardins

Title: Mayor

Vendor's Solicitor:

Vice & Hunter LLP

101 – 85 Plymouth St., Ottawa, ON, K1S 3E2

Attention: Lynn Le Mesurier

Phone: (613) 232-5773

Fax: (613) 232-3509

Email: llemesurier@viceandhunter.ca

Name: Monica Ouellet

Title: Clerk

We have authority to bind the Corporation.

**"SCHEDULE "A"
PROPERTY**

180

16

SCHEDULE "B"
SKETCH

SCHEDULE "C"

PERMITTED ENCUMBRANCES

1. •

SCHEDULE "D"
OPTION TO RE-PURCHASE AGREEMENT

OPTION TO RE-PURCHASE AGREEMENT

THIS AGREEMENT made this •day of •.

BETWEEN:

•

Hereinafter called the "OPTIONOR" of the FIRST PART

-and-

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

Hereinafter called the "OPTIONEE" of the SECON D PART

WITNESSETH that in consideration of the obligations of the Optionor and the Optionee as set out in the Agreement of Purchase and Sale between them dated •, 2017 (hereinafter the "**Agreement of Purchase and Sale**") and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the Optionor hereby gives the Optionee an Option irrevocable within the time limited for acceptance to purchase, free from encumbrances save as provided herein, all the lands and premises as described in Schedule "A"(the "**Property**"), and the Optionee hereby undertakes to purchase the Property, free from encumbrances save as provided herein, on the following terms and conditions:

1. The parties acknowledge and agree that the Optionee has sold the Property to the Optionor in accordance with the proposed development described as • to be constructed on the Property (the "**Project**").
2. The Optionor covenants with the Optionee that for a period of four (4) years after the date of this Agreement (the "**Term**"), the Optionor will not convey, sell, or otherwise dispose, of or agree to sell, convey, list for sale or otherwise dispose of the Property or any part or parts thereof, except in those cases where:
 - (a) the Optionor has completed construction of the Project and then sells the Property and Project together to a subsequent buyer; or
 - (b) the sale, conveyance, or other disposition of the Property is intended to be made to an affiliated entity of the Optionor, and in such a case, the Optionor shall notify the Optionee in writing of its intention to sell, convey or otherwise dispose of the Property (the "**Notice to Sell**") together with evidence of affiliation. For the purposes of this agreement, the term "affiliate" shall have the meaning given to it in section 1(4) of the *Business Corporations Act (Ontario)* and the consideration in the Transfer to the affiliate cannot exceed the price paid for the Property by the

Optionor plus the Optionor's constructions costs to the date of the Transfer;

- (c) the Optionor has the prior written consent of the Optionee (an "**Approval to Convey**"). The Optionor may make an application to the Optionee for an Approval to Convey in writing. Upon the receipt of such written application, the Optionee shall have the sole right and option, to either (i) approve such conveyance, sale or other disposal of the Property or (ii) repurchase the Property, free and clear of encumbrances in accordance with the provisions hereof.

Should the Optionor convey, sell, or otherwise dispose of or agree to sell, convey, list for sale, or otherwise dispose of the Property or any part or parts thereof in contravention of this section, the Optionee shall have the immediate right to exercise the option set out in paragraph 4.

3. For the purposes of this Agreement, "commenced construction" shall mean that the installation of the foundation for the building(s) forming a part of the Project has been *bonafide* commenced, and "completed construction shall mean when an occupancy permit for all buildings forming part of the Project has been issued by the municipality.
4. In the event that the Optionor has not commenced construction of the Project within twelve (12) months of the date of this agreement or completed construction of the Project within twenty-four (24) months from the date of this agreement, the Optionee shall have the sole right and option, to be exercised in its sole and unfettered discretion, upon written notice to require the Optionor to reconvey the Property to the Optionee, free and clear of encumbrances in accordance with the provisions hereof. The Optionee agrees that the option to purchase as herein provided shall become null and void upon the completion of construction as aforesaid including the completion of construction subsequent to the period set out in this paragraph 4 should the completion of construction have occurred prior to the exercise of the option to purchase.
5. The purchase price of the Property payable by the Optionee to the Optionor for the repurchase of the Property shall be equal to ● DOLLARS (\$●.00) (being 90% of the Purchase Price defined in the Agreement of Purchase and Sale as adjusted for acreage). Upon payment of the above said value, title to the Property shall vest conclusively and exclusively in the Optionee and the Optionor shall have no further right, title or interest therein, the Optionor shall remove all of its trade fixtures, equipment, inventory and other personal property from the Property, and the Optionor shall make good any damage caused by such removal. The Optionor shall, at the Optionee's request restore the land and premises to substantially the same grade as when the Optionor purchased the Property from the Optionee. The foregoing purchase price shall be the only amount payable by the Optionee to the Optionor as a result of the exercise of this option and the Optionee shall not be required to compensate the Optionor for any expenses incurred by the Optionor to acquire or develop the Property including, but not limited to any survey costs, planning costs, municipal development charges, municipal application fees, engineering fees, study costs, excavation costs, construction costs, legal fees and

disbursements or other professional fees. This provision may be pleaded by the Optionee as a bar to any claim by the Optionor for any such compensation under any law in any jurisdiction.

6. The Purchase Price for the repurchase of the Property shall be payable to the Optionor as follows:
 - (a) the Optionee shall pay the sum of ten dollars (CDN\$10.00) by cash or cheque payable to the said Optionor upon the exercise of its option;
 - (b) the balance on the closing of the repurchase of the Property which shall be completed thirty (30) days after notice is delivered to the Optionor or the Optionee as set out in section 4 or 2, as applicable.
7. The Optionee shall have until fourteen (14) days from the Optionee's notice to exercise its option to examine the title to the Property at its sole expense. Except for any valid objection made by the specified day, and except for any objections going to the root of title, the Option shall be conclusive deemed to have accepted the Optionor's title to the Property.
8. Title to the Property shall be good and free from all encumbrances except as may otherwise be provided for in this Agreement, and except for:
 - (a) any registered restrictions or covenants that run with the land (providing that they have been complied with);
 - (b) any registered agreements with a municipality or a supplier of utility service including, without limitation, electricity, water, sewage, gas, telephone or cable television or other telecommunication service (providing that they have been complied with, or that security has been posted to ensure compliance and completion as evidence by letter from the relevant municipality or utility supplier);
 - (c) any minor easements for the supply of utility service to the Property or to adjacent properties;
 - (d) all registered agreements, restrictions, easements, etc (the "**Existing Title Documents**") as they were registered against title to the Property upon the date the Property was acquired by the Optionor provided the Optionor has not breach any of the said Existing Title Documents.
9. The Optionor and the Optionee agree that there is no condition, express, or implied, representation or warranty of any kind that the future intended use of the Property by the Optionee is or will be lawful.
10. The Optionee shall not call for the production of any title deed, abstract, survey or other

evidence of title to the Property except such as are in the possession or control of the Optionor. The Optionor agrees that, if requested by the Optionee, it will deliver any sketch or survey of the Property in its possession or within its control to the Optionee as soon as possible and prior to the last day allowed for examining title. In the event that a discharge of any mortgage or charge held by a Chartered Bank, Trust Company, Credit Union or Insurances Company and which is not to be assumed by the Optionee on completion, is not available in registerable form on completion, the Optionee agrees to accept the Optionor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registerable form and to register same on title within a reasonable period of time after completion .

11. Taxes, local improvements and water and assessment rates shall be apportioned and allowed to the date of completion (the day itself to be apportioned to the Optionee.)
12. The Optionee's solicitor and the Optionor's solicitor are hereby authorized by the parties to enter into a document registration agreement in the form recommended from time to time by the Law Society of Upper Canada (hereinafter referred to as the "DRA"), establishing the procedures and timing for completing this transaction, which DRA shall be exchanged between the Optionor's solicitor and the Optionee's solicitor no later than five (5) days before the closing date. The parties acknowledge that the delivery and exchange of documents, monies and keys to the Property, and the release thereof to the Optionor and the Optionee, as the case may be, shall not occur contemporaneously with the registration of the Transfer, but instead shall be governed by the DRA, pursuant to which the solicitor receiving any documents, keys and/or certified funds will be required to hold same in escrow, and will not be entitled to release same except in strict accordance with the provisions of the DRA.
13. Each of the parties hereto agrees that the delivery of any documents not intended for registration on title to the Property may be delivered to the other party hereto or its solicitor by facsimile transmission (or by a similar electronic system reproducing the original), provided that all documents so transmitted have been duly and properly executed by the appropriate parties/signatories thereto. The party transmitting any such documents shall also deliver the originals of same to the recipient party or to its solicitor by overnight courier sent on the closing date, if same has been so requested by the recipient party or by its solicitor.
14. Notwithstanding anything contained in this Agreement to the contrary, it is expressly understood and agreed by the parties hereto that an effective tender shall be deemed to have been validly made by either party (in this paragraph called the "Tendering Party") upon the other party (in this paragraph called the "Receiving Party") when the solicitor for the Tendering Party has:
 - (a) delivered all applicable closing documents, keys and/or funds to the Receiving Party's solicitor in accordance with the provisions of this Agreement and the DRA. In particular, money may be tendered by sending a copy of a bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or

Caisse Populaire by fax to the Receiving Party's solicitor and keys may be tendered by the Tendering Party's solicitor confirming to the Receiving Party's solicitor in writing that the Tendering Party's solicitor is in possession of at least one key to the property, if applicable;

- (b) advised the solicitor for the Receiving Party, in writing, that the Tendering Party is ready, willing and able to complete the transaction in accordance with the terms and provisions of this Agreement; and
- (c) has completed all steps required by the Teraview Electronic Registration System ("TERS") in order to complete this transaction that can be performed or undertaken by the Tendering Party's solicitor without the cooperation or participation of the Receiving Party's solicitor;

all without the necessity of personally attending upon the Receiving Party or the Receiving Party's solicitor with the aforementioned documents, keys and/or funds, and without any requirement to have an independent witness evidencing the foregoing.

15. The Optionee acknowledges and agrees that any and all HST payable with respect to the purchase of the Property shall be the sole responsibility of the Optionee, shall be in addition to the Purchase Price and shall be collected by the Optionor on the Closing Date. In the event that the Optionee is a registrant under the *Excise Tax Act*, the Optionee hereby agrees to indemnify the Optionor with respect to payment of the HST, to provide the Optionor, prior to the Closing Date, with a valid registration number and to execute and provide to the Optionor on the Closing Date a declaration and indemnity in a form acceptable to the Optionor's solicitors, acting reasonably or such other satisfactory documentation demonstrating that the Optionee is not required to pay HST in respect of this transaction.
16. This Option, when exercised, shall constitute a binding contract of purchase and sale and time in all respects shall be of the essence of this Agreement.
17. The Optionor covenants and agrees:
 - (a) that this Option shall be registered on title to the Property in the appropriate Land Titles Office, at the Optionor's expense, in priority to all liens, charges, mortgages, encumbrances and any other interest whatsoever; and
 - (b) to give to every purchaser of the Property actual notice of the existence and the terms of this Agreement and to include an acknowledgment of such notice in any Offer to Purchaser or other similar document dealing with the Property.
18. The Optionee covenants and agrees to deliver a registerable release of this Agreement to

discharge this Agreement from title on the earlier of: (a) completion of construction of the Project prior to the exercise of the option to purchaser pursuant to section 4; (b) ten (10) days after an Approval to Convey is granted; or (c) at the end of the Term.

19. The Optionor agrees that damages may not be a sufficient remedy to Optionee in the event of any breach by Optionor of its covenants under this Agreement due to the nature of and the difficulty in establishing the damages to the Optionee arising out of any such breach, and agrees that injunctive relief compelling the Optionor to comply with its covenants under this Schedule shall be available to the Optionee, and further agrees that this Section 19 may be pleaded and relied upon by the Optionee in any such claim for such injunctive relief and the Optionor agrees that in such circumstance it is estopped from arguing against the entitlement to such relief.
20. If any term, covenant or provision of this Agreement or the application thereof to any person or circumstance to any extent is held invalid or unenforceable, the remainder of the terms, covenants or provisions hereof or the application thereof to any person or circumstances other than those as to which it is held to be invalid or unenforceable, will not be affected thereby and each term, covenant and provision hereof will be valid and enforceable to the fullest extent permitted by law.
21. Each of the parties hereto shall from time to time hereafter and upon any reasonable request of the other party make or cause to be made all such further acts, deeds, assurances and things as may be reasonably required or necessary to more effectually implement and carry out the true intent and meaning of this Agreement.
22. All of the covenants and agreements in this Agreement shall be binding upon the parties hereto and their respective successors and assigns, and shall enure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. It is the intention of the parties that all rights and obligations of the parties hereunder run with the title to the Property including the Optionee's right to purchase which shall be binding on the Optionor and all successors-in-title to the Optionor in respect of the Property.
23. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable Ontario.
24. Any notice required or agreed to be given under this Agreement shall be validly given if delivered personally or by facsimile addressed to:
 - (a) In the case of the Optionor:
 -
 - Attention: •
 - Fax: •
 - (b) In the case of the Optionee:

1560 Laurier Street
 Rockland, ON K4K 1P7
 Attention: Municipal Clerk
 Fax: 613-446-1497

and shall be deemed to have been effectively given by hand delivery on the date of such delivery or by fax on the date of transmission; provided that such delivery may be made upon the designated solicitor for the party to whom delivery is to be made. Either party may change the address to which any notice, report, demand, request or other instrument or communications authorized, required or desired to be given under this Agreement is to be delivered or mailed, by giving written notice of such change to the other party, but not such notice of change shall be effective unless and until received by the other party.

25. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such counterpart. Transmission by facsimile or email of an executed counterpart of this Agreement shall be deemed to constitute due and sufficient delivery of such counterpart.

In witness whereof the Optionor and the Optionee have executed this agreement as of the date first written above.

•

Per:

 Name: •

Title: •

 Name: •

Title: •

I/We have authority to bind the Corporation.

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

Per:

 Name: Guy Desjardins

Title: Mayor

Name: Monica Ouellet

Title: Clerk

We have authority to bind the Corporation.

SCHEDULE A PROPERTY

DESCRIPTION OF PROPERTY

•



RAPPORT N° FIN 2017-046

Date	06/12/2017
Soumis par	Frédéric Desnoyers
Objet	Remboursement du frais de déchet résidentiel pour entreprises à domicile
# du dossier	F21 Revenues

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de répondre à la demande du Conseil du 18 septembre 2017, soit de revoir la facturation des frais de déchets aux entreprises à domicile et ainsi leur rembourser le frais résidentiel afin d'être plus équitable.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Le règlement 2017-42 définit les frais à être facturés pour le service des déchets.

3) **RECOMMANDATION DU SERVICE:**

QUE le Conseil de la Cité de Clarence-Rockland autorise le remboursement du frais résidentiel de 187,50 \$ à dix entreprises à domicile tel que recommandé au Rapport FIN2017-046.

THAT the Council of the City of Clarence-Rockland authorizes the refund of the residential waste charge of \$187.50 to ten home based businesses, as recommended in Report FIN2017-046.

4) **HISTORIQUE :**

Pendant la réunion du 18 septembre 2017, madame Joanne Laplante s'est opposé à sa facturation de déchet expliquant qu'il existe une inéquité entre les commerces et les entreprises à domicile.

5) **DISCUSSION :**

Selon le règlement 2017-42 un frais commercial est facturé lorsqu'une propriété contient une évaluation commerciale et un frais résidentiel est facturé pour chaque unité résidentielle. Ceci implique qu'une entreprise à domicile contenant une évaluation commerciale était facturée les 2 frais pour un total de 758,50 \$. Une propriété commerciale régulière était seulement facturée 571 \$.

Selon les arguments apportés, une résidence contenant une entreprise à domicile ne produit pas nécessairement plus de déchets qu'une entreprise commerciale. La solution proposée est de rembourser la différence étant le frais résidentiel de 187,50 \$

Pour ce faire, le département a comparé le registre des permis d'affaires pour les commerces à domicile en conformité et identifié tous ceux qui ont payé les 2 frais.

Un total de seulement 10 propriétés a été identifié pour un montant total à rembourser de 1 875 \$.

Commerce	Adresse
Chateau Pampered Paws Resort	238 rue Baseline
Clinique d'Otrhothérapie de Rockland	237 rue Thérèse
Les Deux Soeurs	1931 rue Catherine
Salon Marie-Lise	148 rue Charron
Princess Kennels Ltd.	3383 rue Champlain
Salon Joanne	11 rue Maisonneuve
Salon Précision	2040 Paul Drive
NR Rembourseur	1103 route Brazeau
Studio Art Plus	2035 rue Landry
À la Patte Poilue Chenil / At the Hairy Paw Kennel	2080 route Nolan

6) **CONSULTATION :**
N/A

7) **RECOMMANDATION OU COMMENTAIRES DU COMITÉ :**
N/A

8) **IMPACT FINANCIER (monétaire/matériaux/etc.):**
Le remboursement du frais résidentiel de 187,50 \$ à dix propriétés cause une perte de revenu de 1 875 \$. Puisque le montant n'est pas significatif, cette perte de revenu sera gérée à l'interne par l'entreprise du déficit/surplus du département de Gestion de déchets.

9) **IMPLICATIONS LÉGALES :**
N/A

10) **GESTION DU RISQUE (RISK MANAGEMENT) :**
N/A

11) **IMPLICATIONS STRATÉGIQUES :**
N/A

12) **DOCUMENTS D'APPUI:**
N/A



REPORT N° PRO2017-027

Date	18/12/2017
Submitted by	Brian Wilson
Subject	Water Rescue Vessel
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To obtain Council approval for the disposition of certain assets and the acquisition of a new water rescue vessel for use by the Clarence-Rockland Fire Department.

2) **DIRECTIVE/PREVIOUS POLICY :**

On October 2, 2017, Council established the expected service level for Water/Ice Rescue, pursuant to report #PRO2017-020. This included the provision of vessel-based moving water rescue.

On December 4, 2017, Council approved the new Establishing & Regulating By-law of the Clarence-Rockland Fire Department, confirming through By-law the continuation of vessel-based moving water rescue. At this Council meeting, it was discussed that a report be brought forward to Council outlining options relating to acquiring an adequate vessel for the fire department to provide this level of service.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Council direct the Director of Protective Services / Fire Chief to proceed with selling the trailer mounted 80 kW generator and that the proceeds from the sale of this asset be applied to the purchase of a new water rescue boat and trailer; and

THAT Council direct the Director of Protective Services / Fire Chief to proceed with purchasing a new water rescue vessel at a price not to exceed \$65,000 (+tax) for use by the fire department, with funds coming from the equipment reserve (\$45,000) and the vehicle reserve (\$20,000); and

THAT Council direct the Director of Protective Services / Fire Chief to proceed with selling the existing boat and trailer once the new vessel has been received, and that the proceeds from the sale of this asset be applied towards the overall cost of the new vessel.

QUE le Conseil dirige le directeur des Services de protection / chef des pompiers de procéder à la vente de la génératrice de 80 kW sur remorque et que les revenus de la vente de ce bien soit appliqué à l'achat d'un nouveau bateau de sauvetage avec remorque; et

QUE le Conseil dirige le directeur des Services de protection / chef des pompiers de procéder à l'achat d'un nouveau bateau de sauvetage à un prix ne devant pas dépasser 65 000\$ (+ taxes) pour l'utilisation du service des incendies, avec des fonds provenant des réserves d'équipement (45 000\$) et de véhicules (20 000\$); et

QUE le Conseil dirige le directeur des Services de protection / chef des pompiers de procéder à la vente du bateau existant et la remorque lorsque le nouveau navire aura été livré, et que le produit de la vente de ce bien soit appliqué au coût global du nouveau navire.

4) **BACKGROUND :**

The Clarence-Rockland Fire Department has provided vessel-based water rescue since 2002 when a vessel and trailer were donated to the department. Annually, the Department trains on water and ice rescue, including boat operations. In 2017, the Department launched the boat for three emergency incidents.

The City of Clarence-Rockland has a number of water front businesses and potential for water based emergency incidents. This includes the Ecolos Ferry which operates during the spring, summer and fall (pictured below).



Also within Clarence-Rockland is the Rockland Marina, which offers slips for rent for area residents (pictured below).



With more development happening along the river, there are plans for another marina to be constructed as part of Clarence Crossing's new housing development in future years.

Clarence-Rockland also operates a boat launch in Rockland, along with municipal docks and features parks, and annual activities along the riverfront, including the annual river festival (see picture below).



The only agency tasked with maritime search and rescue incidents is the Canadian Coast Guard, which operates vessels along the great lakes and along the major coastlines in Canada. In major marine incidents in the region, it has fallen on fire departments to perform water rescues along the Ottawa River (in accordance with establishing by-laws). Examples of this are the numerous water rescues performed every year by the Ottawa Fire Department, including major events such as the 2002 sinking of the amphibious bus to which both Gatineau and Ottawa Fire Departments responded.

Like most area Fire Departments, the current boat is stored on a trailer in the Rockland Fire Station, and is checked at least twice per month to ensure operational readiness. This is similar to many area departments (including Ottawa and Gatineau) to ensure operational readiness of the vessels, and also allow for versatility in launch location depending on the emergency.

The current vessel is a 17' aluminum hull Lowe boat (pictured below), with a 60 HP outboard motor with an offset operator console. This vessel, while well suited for some recreational activities (i.e. fishing), is not ideal as a rescue boat. The low gunwales and lack of adequate search lighting make it unsuitable for operation on the Ottawa River, where during stormy weather, rough water in the main channel of the river can cause significant safety concerns when operating this vessel.



The Fire Department had the current vessel, motor, and trailer recently appraised by a local marine repair business with an estimated value of \$5,500.

The Fire Department also currently owns an 80kW trailer mounter generator, which has never been subjected to actual load. This generator was acquired as part of a joint-emergency preparedness program (JEPP) grant several years ago for a total cost of \$40,000, and is currently stored inside a fenced compound in St. Pascal. The Department has researched other similar generators for sale, and has estimated the resale value of this generator and trailer at approximately \$15,000 - \$20,000.

5) **DISCUSSION :**

During the 2018 budget process, significant discussion ensued regarding the Department's recommendation to replace the current

vessel with a purpose-built rescue vessel, such as a rigid-hull inflatable boat (RHIB), such as used by most other law enforcement and rescue agencies in similar environments (e.g. similar to one of Ottawa's vessels as pictured below).



After extensive consultation, it has been determined that a RHIB would be the best suited boat for operation on the Ottawa River, as its design would enable it to handle expected water conditions, and the rigid hull design allows it to not only have the required payload capacity but also handle better in potential rougher water. Ottawa Fire recently purchased two of these vessels from a Canadian manufacturer, at an approximate cost of \$60,000.

In order to offset the cost associated with procuring such a vessel in Clarence-Rockland, it is recommended that Council approve selling the current trailer mounted generator (which has never been used under load, and there are no buildings currently setup to connect to it), along with the current boat and trailer. It is estimated that selling both of these assets may result in \$20,000 - \$25,000 in revenue. This revenue could then be used to offset the cost of the new vessel and trailer.

The other consideration is that under the provisions of mutual aid agreements, in order to ask neighbouring departments for assistance under a mutual aid agreement, the requesting department must be capable of offering the same service in reciprocity. Therefore, by procuring a vessel of similar design and capacity, the Clarence-Rockland Fire Department would be well positioned to establish marine rescue services in a to-be-formed mutual aid agreement with the City of Ottawa.

6) **CONSULTATION:**

In evaluating options for a new rescue vessel, a number of other fire departments were consulted. This included reviewing the specifications utilised by the City of Ottawa. Used vessel options were also explored, but the majority of used vessels were either quite dated, or were not well-suited to use as a rescue vessel.

In determining estimated values for the current trailer mounted generator, three different quotes were obtained ranging from \$10,000 to \$25,000. A number of online sources were also checked to see what similar generators were being listed for. The current generator has a single-walled fuel tank, which was identified by one evaluator as a potential drawback for the sale of this unit, however given the generator has never actually been under load, after consultation with these sources, the estimated value in this report is administration's is believed accurate at the time of this report.

In evaluating the value of the current vessel and trailer, a resale value was sought from the marine repair facility that currently performs the annual maintenance on this vessel. After evaluating the vessels condition and equipment, the value outlined above is believed accurate at the time of this report.

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

The Ontario Provincial Police were consulted in regards to their position on this matter. In the past, the Fire Department has worked with the OPP in marine related matters, due to the convenience and timeliness of being able to launch the boat. This was most recently used when a person was believed to have ended up in the Ottawa River after stealing a boat near the ferry terminal. The OPP indicated that if this service continued to be available, it would be beneficial to providing timely service from a policing perspective. This level of service continues to be offered under the Establishing and Regulating By-law as approved by Council on December 4th.

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

It is recommended that the funding for this purchase come from the reserve accounts identified when this was consider during the budget process.

\$45,000 to come from the Equipment Reserve
\$20,000 to come from the Vehicle Reserve

Once the current assets are sold, the proceeds from those sales should be returned to those reserve accounts on a similar percentage, thus minimizing the impact on the current reserve fund amounts.

9) **RISK MANAGEMENT :**

The City is obligated to provide the proper tools, equipment, and training in order to perform the tasks assigned under Occupational Health and Safety legislation. Purchasing a proper water rescue vessel will ensure that every reasonable measure has been taken to provide adequate equipment for performing vessel-based water rescues.

Continuing to provide vessel-based water rescues also helps to minimize potential liability, given the number of water-based businesses and activities within municipal waterfronts. This is also true of the number of island properties located within the municipality.

RÈGLEMENT DE ZONAGE N° 2017-146

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

1587 rue Laurier

rédigé par

Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022

ZONING BY-LAW NO. 2017-146

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

1587 Laurier Street

prepared by

City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
(613) 446-6022

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2017-146

RÈGLEMENT AMENDANT LE RÈGLEMENT DE ZONAGE N° 2016-10;

ATTENDU QUE le Règlement de zonage n° 2016-10 régit l'utilisation des terrains, la construction et l'utilisation des bâtiments et structures sur le territoire de la Cité de Clarence-Rockland; et

ATTENDU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland considère qu'il est opportun d'amender le Règlement de zonage n° 2016-10, tel qu'il suit;

PAR LA PRÉSENTE, le Conseil de la Corporation de la Cité de Clarence-Rockland donne force de loi à ce qui suit:

Article 1: La propriété décrite comme étant le 1587 rue Laurier, à Rockland, identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: La cédule « B » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone de noyau urbain (CA)*» à « *Zone de noyau urbain – exception 6 (CA-6)*», tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

Article 3: L'article 8.1.3 (f) est par la présente ajouté au Règlement de zonage n° 2016-10 et se lit comme suit :

« (f) CA-6, 1587 rue Laurier

Nonobstant toute disposition contraire en vertu du présent Règlement, les terrains zonés CA-6 doivent être utilisés conformément aux dispositions ci-après :

- (i) *Retrait maximum de la cour avant :* 22,0 m
- (ii) *Lorsqu'un mur, une colonne ou un autre obstacle (tel qu'un conteneur à déchets) est contigu à une place de stationnement, la largeur de la place de stationnement ne sera pas augmentée.*
- (iii) *Aire d'agrément requise :* 3,0 m² par unité
- (iv) *Dimension minimale pour une place de stationnement accessible :* 3,7 m par 5,6 m
- (v) *Largeur requise de l'aménagement paysager le long du chemin :* 1,5 m
- (vi) *Largeur requise de l'aménagement paysager entre l'aire de stationnement en surface et la ligne de lot latérale intérieure :* 1,5 m

Article 4: Le présent règlement entrera en vigueur à la date de son adoption par le Conseil sous réserve de l'approbation de la Commission des Affaires municipales de l'Ontario ou suite à la date limite pour le dépôt des avis d'opposition, selon le cas.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 18^{IÈME} JOUR DE DÉCEMBRE 2017.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2017-146

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2016-10;

WHEREAS Zoning By-Law no. 2016-10 regulates the use of land, and the use and erection of buildings and structures in the City of Clarence-Rockland; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland considers appropriate to amend Zoning By-Law No. 2016-10, as described;

NOW THEREFORE, the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

Section 1: The property described as 1587 Laurier Street in Rockland, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "B" of Zoning By-Law No. 2016-10 is hereby amended by changing the "*Urban Core Area (CA) Zone*" to "*Urban Core Area – Exception 6 (CA-6) Zone*" on Schedule "A" of the map attached hereto and fully integrated as part of this by-law.

Section 3: Section 8.1.3 (f) is hereby added to Zoning By-law No. 2016-10 and reads as follows:

"(f) CA-6, 1587 Laurier Street

Notwithstanding the provisions of this By-law to the contrary, the lands zoned CA-6 shall be used in accordance with the following provision(s):

- (i) *Maximum front yard setback :* 22.0 m
- (ii) *Where a wall, column, or other obstruction (such as a waste container) is located abutting any parking space, the width of the parking space shall not be increased.*
- (iii) *Required amenity area :* 3.0 m² per unit
- (iv) *Minimum dimensions for an accessible parking space:* 3.7 m by 5.6 m
- (v) *Required width of landscaping along the road :* 1.5 m
- (vi) *Required width of landscaping between the surface parking area and interior side lot lines:* 1.5 m

Section 4: This by-law shall become effective on the date of passing hereof, subject to the approval of the Ontario Municipal Board or following the last date for filing objections as the case may be.

DATED AND PASSED IN OPEN COUNCIL, THIS 18th DAY OF DECEMBER, 2017.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin de changer la catégorie de zonage de « Zone de noyau urbain (CA) » à « Zone de noyau urbain – Exception 6 (CA-6) », pour le terrain situé au 1587 rue Laurier. Le but de ce règlement est de permettre un bloc d'appartement de 4 étages (16 unités), avec le stationnement en avant de l'édifice, sur le terrain.

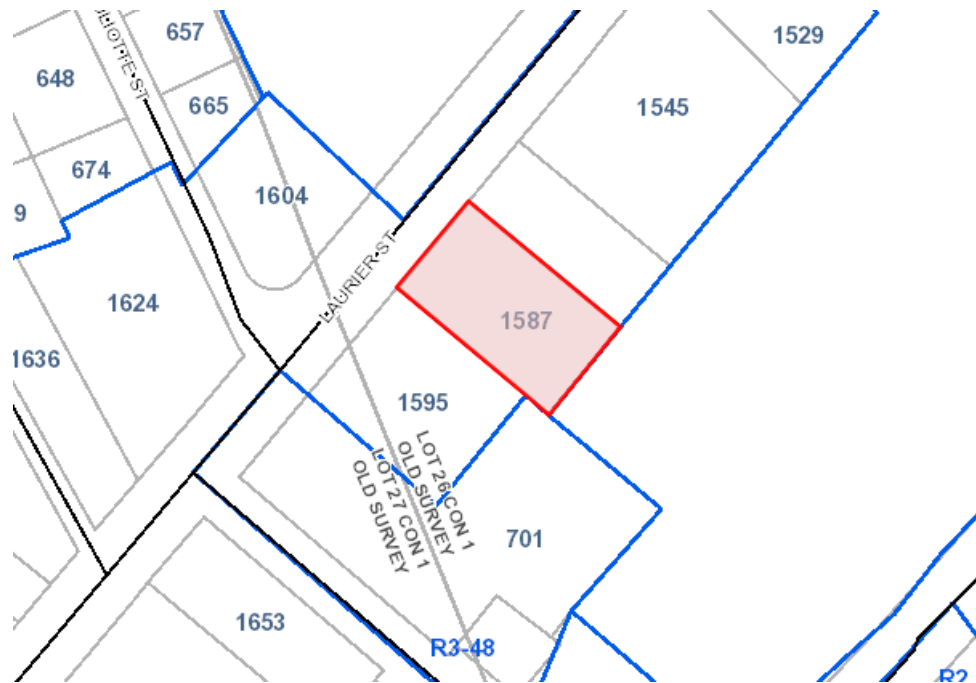
Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec le Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022.

EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 by changing the zoning designation from "Urban Core Area (CA) Zone" to "Urban Core Area – Exception 6 (CA-6) Zone" for the property located at 1587 Laurier Street. The effect of this By-law is to permit a 4-storey apartment building (16 units), with the parking area located in front of the building, on the property.

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022.

CÉDULE « A » / SCHEDULE "A"**De / From (CA) à / to (CA-6)**

Terrains(s) touché(s) par ce
règlement
Area(s) affected by this by-law

Changement de zonage / Zone change
de/from CA à/to CA-6

Certification d'authenticité
Certificate of Authentication

Ceci constitue le plan Cédule «A» du
Règlement de zonage n° 2017-146,
adopté le 18 décembre 2017.

This is plan Schedule "A" to Zoning
By-Law No. 2017-146, passed the 18th
day of December, 2017.

Guy Desjardins, Maire / Mayor

Plan Cédule «A» du règlement n°
2017-146

Schedule "A" to By-Law No. 2017-146

1587 rue Laurier

1587 Laurier Street

Cité de Clarence-Rockland City

Préparé par/prepared by
Cité de Clarence-Rockland City
1560, rue Laurier Street
Rockland, Ontario K4K 1P7

Pas à l'échelle/Not to scale

Monique Ouellet, Greffière / Clerk



REPORT N° AMÉ-2017-114-R

Date	04/12/2017
Submitted by	Claire Lemay
Subject	Zoning By-law Amendment – J.L. Richards for Yves Potvin – 1587 Laurier Street
File N°	D-14-495

1) **NATURE/GOAL :**

The goal of this report is to present a Zoning by-law Amendment, in order to permit the construction of a 16-unit apartment building with parking in the front.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Municipal Council adopt by-law 2017-146 to amend Zoning By-Law No. 2016-10, in order to change the zoning category of the property known as 1587 Laurier Street, from "Urban Core area (CA) Zone" to "Urban Core Area – Exception 6 (CA-6) Zone", as recommended by the Planning Committee and by the Infrastructure and Planning Department.

QUE le conseil municipal adopte le Règlement 2017-146 pour modifier le Règlement de zonage 2016-10, dans le but de modifier la catégorie de zonage de la propriété située au 1587 rue Laurier, de « Zone du noyau urbain (CA) » à « Zone du noyau urbain – Exception 6 (CA-6) », tel que recommandé par le Comité d'Aménagement et par le Département d'infrastructure et aménagement du territoire.

4) **BACKGROUND :**

The Zoning By-law Amendment application is for the property located at 1587 Laurier Street. The lot is currently vacant. The owner wishes to develop the property with a four-storey apartment building containing a total of 16 residential units.

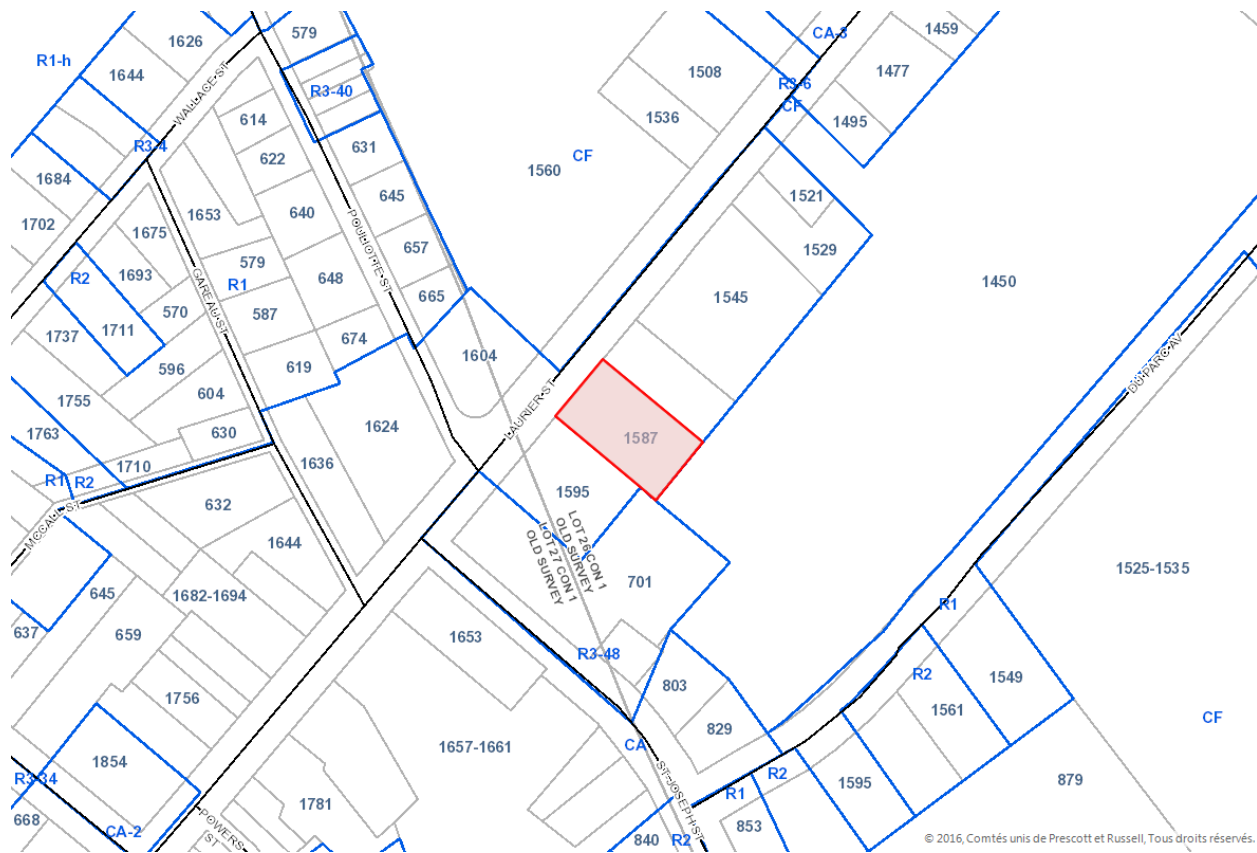


Figure 1: Location of the subject property

Due to the narrow lot width of the subject property, a number of modifications to the zoning are required in order to make the development possible at the desired density and meeting the parking requirements. The proposal includes a parking area located in front of the building and a portion of the parking located on an adjacent lot. It is not possible to meet the parking requirements entirely on the subject property or to include an access driveway at the side of the building for a rear parking area.

The application was deemed complete on September 19th, 2017. On October 2nd, 2017, a notice of a public meeting was sent to different agencies and to the adjacent property owners within 120 metres of the subject property and a sign was posted on the property.

The applicant will submit related Site Plan Approval applications in the near future, if the zoning is approved. These applications for Site Plan Approval will be presented to Council for conditional approval.

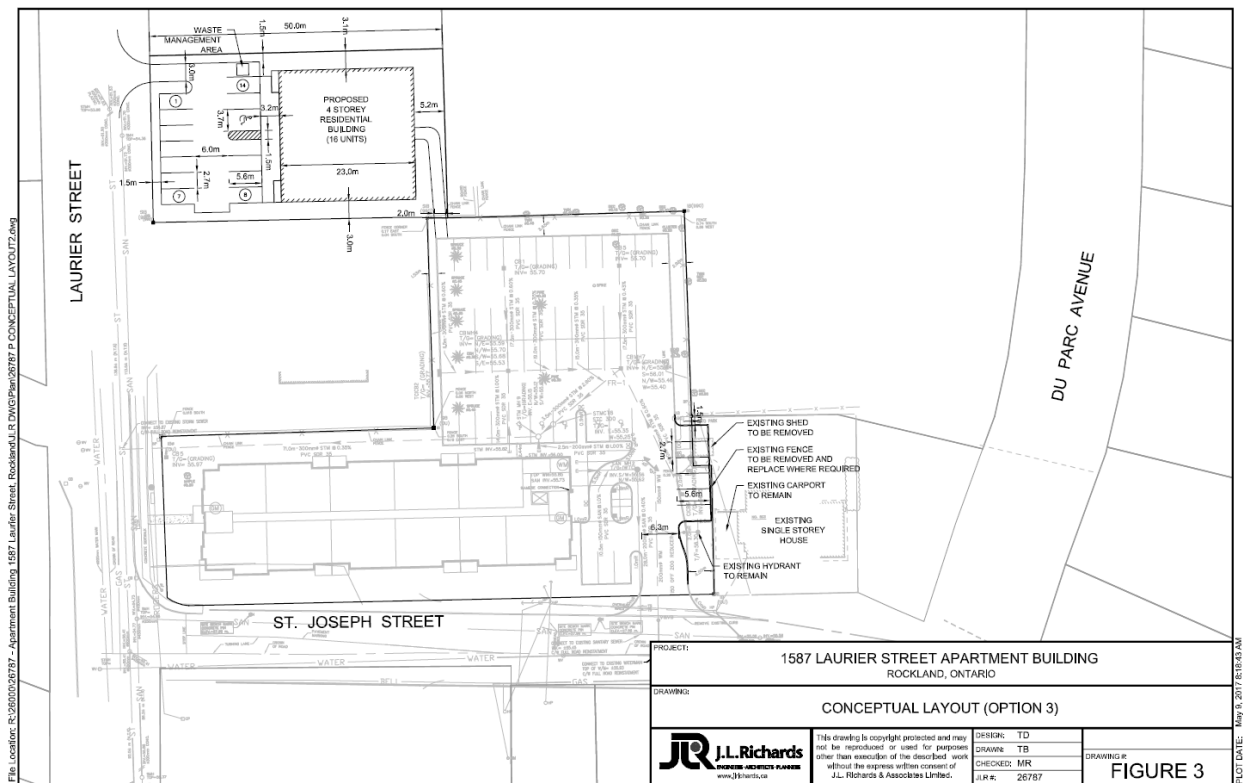


Figure 2: Conceptual Site Plan including parking on adjacent lot

5) **DISCUSSION :**

The proposed Zoning By-law Amendment would change the zoning category from Core Area (CA) Zone to a special exception zone with the following provisions:

- Increase the maximum setback for the front yard from 5m to 22m in order to allow for a parking area in front of the building;
- No increase in the dimensions of a parking space where a wall, column or other obstruction (e.g. garbage enclosure) is located abutting the parking space;
- Amenity area requirement of 3.0m² per dwelling unit;
- Minimum dimensions of an accessible parking space of 3.7m x 5.6m;
- Required width of landscaping between the surface parking area and the road of 1.5m;
- Minimum required width of landscaping between the surface parking area and interior lot lines of 1.5m.

PROVINCIAL POLICY STATEMENT (2014)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Policy 1.1.3.2 requires densities and a mix of land uses which use land, resources, and infrastructure efficiently. Furthermore,

policy 1.1.3.3 requires municipalities to “promote opportunities for intensification and redevelopment” within urban areas. The proposed Zoning By-law amendment supports the development of the subject property at a desired level of density for urban intensification.

OFFICIAL PLAN OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL

The property is identified under the “Urban Policy Area” designation on Schedule “A” of the Official Plan of the United Counties of Prescott and Russell. This designation includes built-up areas and areas intended for development with a mix of uses and a range of housing types. Section 2.2.1 of the Official Plan of the UCPR states that:

“The Urban Area policies are intended to create a planning framework which will encourage and support diversified, mixed use communities. The policies are intended to ensure that local Councils will have the ability and authority to shape their communities in accordance with local needs and local characteristics. The policies are also intended to permit continued development while also ensuring that costly unplanned engineered water and sewer infrastructures will not be required to resolve environmental problems in the future.”

Section 2.1.2.1, policy 1 states that:

“A portion of the County’s future housing needs shall be provided through residential intensification, which may include [...] infill development and residential development of vacant land or underutilized land in the Urban Policy Area’s built-up area”.

Policy 3 of section 2.1.2.1 states that:

“The local municipality shall consider applications for infill development, intensification and redevelopment of sites and buildings based on the following criteria:

- a) the proposed development lands are appropriately suited for intensification in the context of the surrounding neighbourhood and the local municipality as a whole;*
- b) the road network can accommodate the traffic generated;*
- c) the proposed development is consistent with the policies of the appropriate land use designation associated with the land;*
- d) the proposal respects and reinforces the existing physical character of the buildings, streetscapes and parks and open space areas;*
- e) the proposal is compatible with the surrounding development;*
- f) the proposal provide heights, massing and scale appropriate to the site and compatible with adjacent lands;*
- g) the proposal provides adequate privacy, sunlight and views of the sky for existing and new residents;*
- h) the proposal screens loading and service areas;*
- i) the conservation of significant cultural heritage resources; and*

- j) *the proposal complies to the appropriate urban design and built form policies of this Plan and of the local municipality's Official Plan."*

OFFICIAL PLAN OF THE URBAN AREA OF CLARENCE-ROCKLAND

The subject property is located within the Commercial Core Area on Schedule A of the Official Plan of the Urban Area of Clarence-Rockland. In this land use designation, high density residential uses are permitted. Medium density residential uses are permitted only in a mixed-use development. A range of commercial, community facility and institutional uses are also permitted in this area.

Development in the Commercial Core Area is intended to be pedestrian-oriented, with particular attention given to details such as landscaping, access, lighting, and architectural features. Section 5.1.2 of the Official Plan of the Urban Area of Clarence-Rockland, policy 5 sets out a list of criteria with which to evaluate site-specific Zoning by-law Amendment applications within the Commercial Core Area:

- a) *Appropriate buffering to ensure compatibility with neighbouring uses.*
- b) *Adequacy of landscaping or other site improvement features.*
- c) *Parking can be adequately provided or cash-in-lieu of parking will be evaluated.*
- d) *Arrangements for convenient and safe pedestrian and cycling access.*
- e) *Traffic improvements, such as turning lanes, where required for new development, will be provided by the proponent.*
- f) *Sewer and water capacities are adequate for the site.*
- g) *Appropriate location for loading and unloading.*
- h) *General harmony of buildings in terms of scale and character with the built form in the Commercial Core Area.*

ZONING BY-LAW NO. 2016-10

The subject property is located in the Urban Core Area (CA) Zone according to Zoning By-law 2016-10. An apartment dwelling, low-rise (with a minimum density of 80 units per net hectare) is a permitted use in the zone.

The Urban Core Area (CA) Zone has a maximum front yard setback of 5m. The proposal requests an increase in the minimum front yard setback to 22m so that the parking area for the building may be located in front of the building. This request is required because the small lot size and minimum floor area of a 16-unit building do not permit an access driveway to be located beside the building.

The amenity area requirement for a low-rise apartment building as set

out in Section 4.4 of the Zoning by-law is 6.0m² per dwelling unit. The proposal requests a reduction to 3.0m² per dwelling unit, because of the small lot size.

Section 5.2.3 of the Zoning by-law sets out the required parking space dimensions. This section requires that a parking space be made 0.3 metres wider where an obstruction is next to a parking space. The proposal requests that this requirement be removed for a parking space which is located beside a waste enclosure, as indicated on the conceptual site plan (Figure 3).

The minimum number of parking spaces that must be provided on site is 1.25 spaces per dwelling unit, as per Table 5.2.2 of the Zoning By-law. For 16 total units, this means a requirement for 20 parking spaces. The proposal includes 14 parking spaces on site (including one accessible parking space) and 6 additional parking spaces located on the adjacent property at 701 St-Joseph Street through a parking agreement.

The minimum width of a landscape area between a surface parking area and a road, lot line, or lot with a residential use is 3.0m as set out in Table 5.9.1 of the Zoning by-law. This required minimum width may be reduced to 1.5m within the Urban Core Area zone where "features such as trees, shrubs, and low walls or landscaped berms" screen cars from view along a road. The required landscape area between the parking area and interior side lot line is 3.0m; this can be reduced to 2.0m with a landscape buffer such as a privacy fence or continuous row of natural evergreens or shrubs. The proposal requests that the required minimum landscaping width be reduced to 1.5m, regardless of what features are included in the landscaping.

Section 5.3.2 of the Zoning by-law sets the minimum dimensions for a "Type A" accessible parking space at 3.9m x 5.6 m; for properties which require multiple accessible parking spaces, an equal number of these spaces must be "Type A" and "Type B". A "Type B" accessible parking space has dimensions of 2.7m x 5.6m. The proposal requests a reduction of the size of the required "Type A" parking space to 3.7m x 5.6m because of the small lot size.

COMMENTS

It is the opinion of the Infrastructure and Planning Department that the proposal mostly meets the criteria set out in the Official Plan of the United Counties (section 2.1.2.1) for infill development and intensification as well as the criteria set out in policy 5, section 5.1.2 of the Official Plan of the Urban Area of the City of Clarence-Rockland for redevelopment in the Commercial Core Area. The proposed building size and land use are compatible with the surroundings and

appropriate for the location. Due to the small lot size, the proposed site plan is lacking certain elements, such as pedestrian safety, landscaping, and urban design to frame the street.

The proposed development is similar in height, massing, and scale to the adjacent multi-unit residential building at 701 St-Joseph Street. While many buildings along Laurier Street are set quite close to the road right-of-way, along this particular portion of Laurier Street, the adjacent buildings (including heritage buildings, along the same side of the street from the corner of St-Joseph Street to the entrance of Parc Simon) are between approximately 10-20m set back from the sidewalk. The lot is currently vacant and is surrounded by residential, commercial, and community facility uses with which the proposed residential development would be compatible. The proposed development would have no impact on the conservation of heritage resources.



Figure 3: Aerial photography showing adjacent buildings

The location along Laurier Street is ideal for high density development. The infrastructure (transportation, water, and sewer) of Laurier Street is sufficient to support the proposed development.

The parking requirements are proposed to be met via an agreement for off-site parking with the adjacent building at 701 St-Joseph Street. The provision of 14 of the required parking spaces in front of the building instead of at the rear is contrary to the Official Plan's urban design policies for the Core Area.

The conceptual site plan identifies a waste management area located at the front of the

building within the parking area. Adequate access must be provided for both garbage and recycling collection. Screening must also be provided for the waste enclosure.

Pedestrian and cycling access from Laurier Street will be difficult to provide safely given the proposed parking layout; however, this is because there is insufficient space on the lot to provide both the required parking spaces and a separate pedestrian walkway to the

front door of the building. A pedestrian walkway is located at the rear of the building to provide access from the parking located at 701 St-Joseph Street.

The proposal includes a reduction in landscaping, which reduces the buffer between the proposed development and surrounding uses, however, little buffer area is required because there is no conflict between these uses.

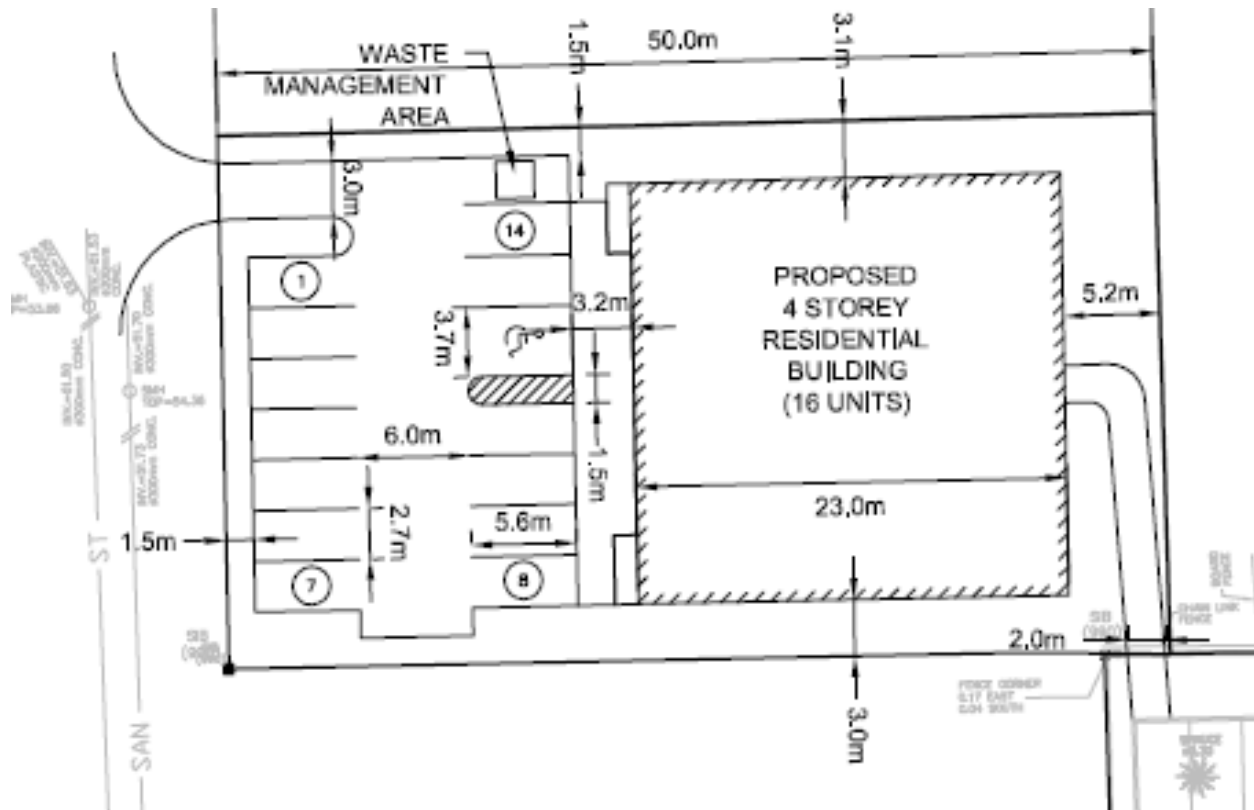


Figure 4: Conceptual Site Plan

The proponent has indicated that multiple options were investigated as possibilities for the development of the subject property. It was determined that it is impossible to achieve the desired density (as required by the Official Plan and Zoning By-law), while locating the parking area at the rear of the building. The 3m setbacks on the sides of the building are required to meet Ontario Building Code requirements for bedroom windows. The Official Plan and Zoning by-law of the City of Clarence-Rockland direct new development to include parking at the rear of the property and indicate a preference for pedestrian-oriented design. Given the lot size of the subject property, it is simply not possible for all of the parking, landscaping, amenity area, and design requirements to be met while also achieving the desired density for efficient development. A trade-off is required between competing goals of the Official Plan and Zoning By-law. This proposal attempts to meet the requirements in terms of number of parking spaces and density while making compromises on other

aspects (size of parking spaces and landscaping, and pedestrian access from Laurier Street).

6) **CONSULTATION:**

The Planning Committee held a public meeting on November 1st, 2017, at which time members of the public were able to provide their comments on the proposal. The owner of an adjacent business asked for confirmation that this amendment to the Zoning By-law will not affect his property; planning staff confirmed that it will not. One resident asked if there is visitor parking provided; the project proponent confirmed that visitor parking is provided as required by the Zoning By-law. A letter from a concerned resident was submitted, objecting to the proposed location of the parking in front of the building. The property owner confirmed to the Planning Committee that, should permission not be granted for the parking area to be located in front of the building, the property would have to remain vacant, as no alternative development is possible.

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

The Planning Committee recommends to Council the application to amend Zoning By-Law No. 2016-10, in order to change the zoning category of the property known as 1587 Laurier Street, from "Urban Core area (CA) Zone" to "Urban Core Area – Exception 6 (CA-6) Zone", as recommended by the Infrastructure and Planning Department.

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

N/A

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

By-law 2017-146

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

By-law 2017-154

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL AND THE COMMITTEES OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND AND TO REPEAL BY-LAW NO. 2015-56, AS AMENDED.

WHEREAS pursuant to Section 238, Chapter 25, of the *Municipal Act, 2001, as amended*, every municipality shall pass a procedure by-law for governing the calling, place, proceedings and public notice of meetings;

AND WHEREAS it is necessary and expedient to make and establish rules and regulations for the conduct of its members and to set out certain standing policies to more efficiently transact the business of Council;

AND WHEREAS Council now deems it expedient to enact a new by-law to govern the proceedings of Council and the Committees of the Corporation of the City of Clarence-Rockland;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND ENACT AS FOLLOWS:

PART I – INTERPRETATION

1. RULES OF PROCEDURE – (SUSPENSION OF)

- 1.1 The proceedings of the Council and of its Committees, the conduct of the members and the calling of meetings will be governed by the provisions of the *Municipal Act* and the rules and regulations contained in this by-law, and, except as provided herein, the rules of parliamentary procedures as contained in Robert's Rules of Order, shall be followed for governing the proceedings of Council and the Committees thereof and the conduct of its members.
- 1.2 Notwithstanding subsection 1.1 hereof, the rules and regulations contained in this by-law may be suspended by a two-third (2/3) vote of the members present and voting, but by not less than a majority of the whole Council voting in favour thereof.

2. DEFINITIONS

- 2.1 “**Act**” means the Municipal Act as amended from time to time.
- 2.2 “**Ad Hoc Committee**” means a special purpose committee of limited duration, created by Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council.
- 2.3 “**Agenda**” means a list of items of business which have been approved to come before a meeting for decision.
- 2.4 “**Chief Administrative Officer**” means the Chief Administrative Officer referred to in Section 229 of the Municipal Act, 2001.
- 2.5 “**Clerk**” means the person appointed pursuant to Section 228 of the Municipal Act, 2001, or the Deputy-Clerk in his/her absence.
- 2.6 “**Chair**” or “**Chairperson**” means the Chair or “Chairperson” of a Committee.
- 2.7 “**City**” means the City of Clarence-Rockland.
- 2.8 “**Closed Meeting**” means a meeting of the Council or Committee, which is not open to the public and which is provided for in accordance with the Municipal Act and with the provisions of this by-law.
- 2.9 “**Committee**” means a Committee of Council and includes Standing Committees, Joint Committees, Ad Hoc Committees, Advisory Committees and Special Committees.
- 2.10 “**Committee of the Whole**” means a committee comprised of all the members of Council.
- 2.11 “**Consent Items Motion**” means a motion which allows items which do not require discussion or debate to be grouped together on the agenda and to be dealt with one resolution of Council. Any member of Council, without a second may request that an item so grouped be removed from the Consent Item Motion and dealt with separately.

- 2.12 **“Council”** means the Council of the Corporation of the City of Clarence-Rockland.
- 2.13 **“Council Chamber”** means the Council Chamber of the City of Clarence-Rockland located at 415 Lemay Street, Clarence Creek.
- 2.14 **“Councillor”** means a person elected or appointed as a member of Council but does not include the Mayor.
- 2.15 **“Day”** does not include Saturday, Sunday or a holiday.
- 2.16 **“Department Head”** means the official responsible for a department within the Corporation.
- 2.17 **“Deputy-Mayor”** means a Councillor appointed to act in place of the Mayor as defined in a By-law adopted by the Council of the Corporation of the City of Clarence-Rockland.
- 2.18 **“Holiday”** means a holiday as defined by the Interpretation Act, R.S.O., 1990, Chapter 1.11, as amended.
- 2.19 **“Local Board”** means a Board established by the City of Clarence Rockland and includes the Clarence-Rockland Public Library board.
- 2.20 **“Mayor”** means the Head of Council of the Corporation of the City of Clarence-Rockland or the Deputy-Mayor in his/her absence as defined in the current appointing By-law, if any.
- 2.21 **“Meeting”** means a gathering of the members of the Council, Committee or local board where quorum is achieved and either public business or public policy over which the Council or committee has jurisdiction or control is discussed or deliberated in a way that may materially advance the business or decision-making of Council, committee or local board.
- 2.22 **“Member”** means a member of Council or Committee.
- 2.23 **“Motion (Privileged)”** means any motion considered important enough to be dealt with immediately. The following motions are privileged motions and shall take precedence as follows:
- 2.23.1 To set the time to continue the meeting;
- 2.23.2 To adjourn (if made after the time set to conclude the meeting);
- 2.23.3 To recess;
- 2.23.4 To raise a question of privilege affecting an individual or affecting the assembly.
- 2.24 **“Motion (Incidental or Procedural)”** means any motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof, and include motions relating to the following categories:
- 2.24.1 Rules;
- 2.24.2 Information;
- 2.24.3 Efficiency;
- 2.24.4 Voting.
- 2.25 **“Motion to Receive and File”** means a motion, which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time.
- 2.26 **“Motion (Substantive or Main)”** means an independent motion complete in itself. A substantive or main motion is a motion to bring before the assembly any particular subject; it cannot be made when any other motion is on the floor; it takes precedence of no other motions.
- 2.27 **“Motion (Subsidiary)”** means a motion which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- 2.27.1 To Postpone Temporarily (Lay on the Table): If there is a reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it will be taken up again before the end of the meeting. (refer to item 63)

- 2.27.2** To Close debate (put the motion to a vote): If it is desired to close debate of a motion or pending motion so that it will come to an immediate vote. (refer to item 62)
- 2.27.3** To Limit or Extend Limits of Debate: If it is desired to continue consideration of a motion but debate is consuming too much time, a member can move to place a limit on the debate, on the other hand, if special circumstances make it advisable to permit more or longer speeches than under the normal rules, a motion to do so can be made; or, it may sometimes be desirable to combine the elements of limitation and extension, as in limiting the length of speeches but allowing more speeches per member.
- 2.27.4** To Postpone to a Certain Time: If it is desired to consider the main motion later in the same meeting or at another meeting. (refer to item 61)
- 2.27.5** To Commit or to Refer: It may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the motion or resolution over to a committee for study or redrafting by staff before the assembly considers it further. (refer to item 60)
- 2.27.6** To Amend: A main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning before the main motion is voted on. (refer to item 59)
- 2.27.7** To Postpone Indefinitely: If a member wishes to dispose of a motion that has been brought before the assembly without bringing it to a direct vote, the member can do so by moving to Postpone Indefinitely. (refer to item 58)
- 2.28 **“Municipal Office”** means the Municipal Office located at 1560 Laurier Street in Rockland, Ontario.
- 2.29 **“Municipality”** means the Corporation of the City of Clarence-Rockland.
- 2.30 **“Notice of Motion”** means a written notice, including the names of the mover and seconder, advising Council that the motion described therein will be brought at a subsequent meeting.
- 2.31 **“Personal Privilege”** means the raising of a question, which concerns a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole have been impugned.
- 2.32 **“Point of Order”** means a statement made by a member of Council during a meeting, drawing to the attention of the Mayor a breach of the Rules of Procedure.
- 2.33 **“Presiding Officer”** means the Mayor or the Chairperson of a committee, or a member of Council or a member of a Committee appointed amongst its members to preside at a meeting in the absence of the Mayor or the Committee’s Chairperson.
- 2.34 **“Quorum”** means a majority of members of Council or Committee.
- 2.35 **“Recorded Vote”** means the recording of the name and vote in the minutes of every member voting on any matter or motion.
- 2.36 **“Resolution”** means a formal determination made by Council on the basis of a main motion, duly placed before a regularly constituted meeting of the Council for debate and decision, and duly passed.
- 2.37 **“Rule or Rules of Procedure”** means the rules and regulations provided in this by-law.
- 2.38 **“Standing Committee”** means such Committees of Council as are so designated by the Council by by-law or resolution and includes Committee of the Whole.
- 2.39 **“Two-thirds Vote”** means the affirmative vote of at least two-thirds of the members present and eligible to vote and by not less than a majority of the whole Council voting in favour thereof.
- 2.40 **“Whole Council”** means all members of Council whether present or absent from a meeting.

PART II – DUTIES OF THE MAYOR

3. MAYOR'S DUTIES

It shall be the duty of the Mayor to carry out the responsibilities set forth in the Municipal Act, section 225 and:

- 3.1 To open the meeting of the Council by taking the chair and calling the members to order;
- 3.2 To preside at all Council meetings;
- 3.3 To announce the business before the Council and the order in which it is to be acted upon;
- 3.4 To receive and submit, in the proper manner, all motions presented by the members of Council;
- 3.5 To put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the results;
- 3.6 To sit as an ex officio member of all Standing and other Committees of the Council and be entitled to vote at meetings;
- 3.7 To select members of all Standing Committees and to appoint Committee Chairs when deemed necessary.
- 3.8 To decline to put to a vote, motions which infringe upon the Rules of Procedure;
- 3.9 To enforce the Rules of Procedure;
- 3.10 To restrain the members, when engaged in debate, within the Rules of Procedure;
- 3.11 To enforce on all occasions, the observance of order and decorum at a meeting;
- 3.12 To call by name any member persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- 3.13 To permit questions to be asked of any officer of the Municipality, through the Chair, in order to provide information to assist any debate when he/she deems it proper;
- 3.14 To provide information to members of Council on any matter touching on the business of the Municipality;
- 3.15 To receive all messages and other communications and announce them to the Council;
- 3.16 To authenticate by signature, when necessary, all by-laws and resolutions of Council;
- 3.17 To rule on any points of order raised by the members of Council;
- 3.18 To inform the members of Council of the proper procedure to be followed;
- 3.19 To represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
- 3.20 Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be fixed by the Mayor; and
- 3.21 To order any person or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the person or group to vacate the Council Chamber where such behaviour persists;
- 3.22 To answer, redirect, or refer questions and enquiries from the public accordingly.
- 3.23 To adjourn the meeting when the business is concluded.

4. PARTICIPATION OF THE MAYOR IN DEBATE

- 4.1 The Mayor may state relevant facts and his/her position on any matter before the Council without leaving the chair, but to move a motion or debate a motion, he/she must first leave the chair.
- 4.2 If the Mayor desires to leave the chair to move a motion or to take part in the debate pursuant to subsection 4.1, or otherwise, the Mayor will call upon a member to preside until the issue is resolved.

PART III – DUTIES OF A MEMBER OF COUNCIL

5. COUNCIL MEMBERS' DUTIES

- 5.1 To prepare for meetings, including reviewing the agenda and background information prior to the meeting;
- 5.2 To deliberate on the business submitted to Council;
- 5.3 To vote when a motion is put to a vote, unless prohibited from voting by law;
- 5.4 To abide by Council's decision once a decision is made;
- 5.5 To attend Local Board and Committee Meetings to which the member has been appointed by the Mayor and accepted by the Council member;
- 5.6 To respect the Rules of Procedure.
- 5.7 To act in accordance with the Oath of Allegiance and Oath of Elected Office.

PART IV – FOLLOWING AN ELECTION

6. ORIENTATION SESSION

- 6.1 In the case of an election year, an orientation session shall be held between November 1st and the first day of the term of the newly elected Council to welcome new members of Council.
- 6.2 A copy of the procedural by-law shall be provided to newly elected members of council prior to the inaugural meeting.

7. INAUGURAL MEETING

- 7.1 The inaugural meeting of the Council following a regular election, shall be considered the Council's first meeting and shall be held at 7:00 p.m., on the first day in December that is not a Friday, Saturday or Sunday, in the Council Chambers of the City of Clarence-Rockland or in a location as may be determined by the incoming Mayor.
- 7.2 At the first meeting in December of the new term of office, pursuant to Section 232(1) of the Municipal Act, 2001, a member of Council shall not take his/her seat until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose.
- 7.3 The Clerk shall be responsible for the content of the agenda of the Inaugural Meeting and the arrangements for the inaugural proceedings.

8. AGENDA - INAUGURAL MEETING

- 8.1 At the inaugural meeting of the Council, in an election year, the Agenda shall be printed as follows:
 - 8.1.1** Opening of the Meeting
 - 8.1.2** Mayor's Declaration of Office and Oath of Allegiance
 - 8.1.3** Councillors' Declaration of Office and Oath of Allegiance
 - 8.1.4** Councillors' Inaugural Address
 - 8.1.5** Mayor's Inaugural Address
 - 8.1.6** Adjournment

PART V – COUNCIL

9. REGULAR MEETINGS

- 9.1 The regular meetings of Council will be held on the first and third Monday of every month, except during the month of July when there will be no regular meetings. In the month of January, the Council meeting shall be held on the second and fourth Monday. All meetings shall be scheduled for 7:15 p.m., however when a closed session is planned, the closed session may be held prior to 7:15 p.m., but not earlier than 6:00 p.m. Notice that the closed session will be held prior to 7:15 p.m. shall be posted on the city's website, the city's bulletin board and on the agenda. Except for opening the meeting, approving the agenda, obtaining declarations of pecuniary interest and the holding of a

closed session, all other matters on the agenda shall not be addressed prior to 7:15 p.m. In the event that such day is a holiday, Council shall meet on the following Wednesday, unless otherwise provided by resolution of the Council. Meetings of Council shall be held in the Council Chambers, unless otherwise decided upon by the majority of Council.

- 9.2 The date, place and time of the meeting may be changed by the Mayor, if extenuating circumstances exist.
- 9.3 Prior to the end of each calendar year, the Clerk shall prepare and distribute a regular public meeting schedule for the incoming year, which shall be approved by Council. The schedule shall incorporate any necessary adjustments, including but not limited to public or civic holidays, March Break and scheduled conferences. When the day for a regular meeting is a holiday, the schedule shall incorporate any necessary adjustments to the meeting dates. The meeting shall be held on the next Wednesday immediately following the holiday.

10. SPECIAL MEETINGS

- 10.1 A special meeting of the Council will be convened:
 - 10.1.1** Upon being summoned by the Mayor; or
 - 10.1.2** Upon receipt of a petition of the majority of the members of Council.
- 10.2 Upon receipt of a petition set out in Section 10.1.2, the Clerk shall summon a special meeting for the purpose(s) and at the time stated in the petition. No member may add or remove his/her name from the petition filed under this section.
- 10.3 The special meeting agenda will be prepared by the Clerk as directed by the Mayor and if the meeting is called by a petition of the majority of the members, the Agenda will be prepared by the Clerk for the purpose stated in the petition.
- 10.4 Notice of all special meetings of the Council setting forth the matters to be considered at such special meeting will be given to all members of Council, not less than two (2) business days in advance of the time fixed for the meeting by electronic mail or by delivery to the residence or to the place of business of the member, and the Clerk shall attempt to give such other notice of the meeting to the member by telephone or as otherwise practical within the circumstances.
- 10.5 Notice of all special meetings of Council shall be posted on the city's website and in the main lobby of the municipal office not less than forty eight hours (48) in advance of the time fixed for the meeting. Notice shall also be given to the local media by electronic mail.
- 10.6 The Council will not consider or decide any matter not set forth in the notice calling the special meeting.

11. EMERGENCY MEETING

- 11.1 Notwithstanding the notice requirement set out in Section 10.4 above, in urgent or extraordinary circumstances, an emergency special meeting of the Council may be called by the Mayor without notice, to consider and deal with such urgent and extraordinary matters.

12. PLACE OF MEETING

- 12.1 All the meetings will be held in the Council Chamber, unless otherwise decided upon by the majority of Council or by the Mayor, if extenuating circumstances exist.
- 12.2 In the event of an Emergency declared by the Head of Council or any other Lead Agency as identified in the "Emergency Management Act" within the confines of a declared emergency, where the Council Chamber is not accessible, Council Meetings may be held at any convenient location, within or outside the municipality, which is accessible to Members of Council and staff.

13. CANCELLATION OF MEETINGS

- 13.1 Council may cancel a regularly scheduled meeting by passing a motion to this effect at a meeting preceding the cancelled meeting. Adequate notice of the change shall be provided by:
 - 13.1.1** Posting a notice on the website and in the main lobby of the municipal office; and
 - 13.1.2** Giving notice to the local media by email.

- 13.2 The Mayor may cancel any meeting of Council if he/she is of the opinion that weather conditions and/or an emergency situation warrants same and in such a situation, the Clerk shall inform all members of Council and the media prior to the scheduled time of the subject meeting and in such a situation, the meeting shall be rescheduled to take place the next following Monday at 7:15 p.m. local time.

14. SEATING AT THE COUNCIL TABLE

- 14.1 Seating at the Council table shall be determined by the Mayor, however the Mayor shall sit in the centre seat at the Council table.

15. MEETINGS OPEN TO PUBLIC

- 15.1 The meetings of the Council shall be open to the public;
- 15.2 The Mayor may expel any person for improper conduct at a meeting (see item 29 – rules of order and decorum).

16. CLOSED MEETINGS

- 16.1 Council, local board or Committee may, with or without notice, by resolution, close a meeting or part of a meeting to members of the public if the subject matter being considered is:
- 16.1.1** The security of the property of the Municipality or local board;
 - 16.1.2** Personal matters about an identifiable individual, including municipal employees;
 - 16.1.3** A proposed or pending acquisition of land by the municipality;
 - 16.1.4** Labour relations or employee negotiations;
 - 16.1.5** Litigation or potential litigation, including matters before administrative tribunals;
 - 16.1.6** Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 16.1.7** A matter in respect of which the Council, may hold a closed meeting under another Act;
 - 16.1.8** Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 16.1.9** A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - 16.1.10** A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - 16.1.11** A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - 16.1.12** The meeting is held for the purpose of educating or training the members and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 16.2 Council shall, by resolution, close a meeting or part of a meeting to the public where the subject matter relates to:
- 16.2.1** The consideration of a request under the “Municipal Freedom of Information and Protection of Privacy Act”;
 - 16.2.2** An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the *Municipal Act* (a municipal ombudsman) or the investigator referred to in subsection 239.2(1) of the *Municipal Act* (a municipal closed meeting investigator).

17. PROCEDURE – CLOSED MEETING

- 17.1 Before holding a meeting or part of a meeting that is closed to the public, the Council, local board or committee shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered, including a closed meeting for educational or training purposes.
- 17.2 Where a meeting or part of a meeting is closed to the public, members of Council may retire from the Council Chambers to an adjacent meeting room and all persons not specifically invited to attend the closed meeting may remain in the Council Chambers. When in closed session, no one shall leave and re-enter the meeting room without the approval of the Mayor or Committee Chairman.
- 17.3 Upon resuming in open meeting, the Mayor shall provide a verbal report to the public on the disposition of items discussed in closed meeting without revealing any confidential security, personal, personnel or legal matters.
- 17.4 A meeting shall not be closed to the public during the taking of a vote. However, a meeting may be closed to the public during a vote if both conditions are satisfied:
- 17.4.1** Subsection 16.1 or 16.2 permits or requires a meeting to be closed to the public;
and
- 17.4.2** The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
- 17.5 Minutes of closed meetings shall be adopted at the next scheduled closed meeting and kept in confidence by the Clerk.

18. COMMENCEMENT OF MEETING

- 18.1 As soon as there is quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.

19. ABSENCE OF THE MAYOR OR REFUSAL OF THE MAYOR TO PRESIDE

- 19.1 Should the Mayor not be in attendance within fifteen (15) minutes after the time fixed for a meeting, and there is a quorum present, the Deputy Mayor shall call the meeting to order.
- 19.2 When the Mayor refuses to act, or the office is vacant, the Deputy Mayor shall act in the place and stead of the head.
- 19.3 Should the Mayor and the Deputy Mayor not be in attendance, refuse to act, or the offices are vacant, the members may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
- 19.4 While so acting, the Deputy Mayor or the appointed presiding officer will have all the powers of the mayor and will be entitled to vote as a member.

20. NO QUORUM AT BEGINNING OF THE MEETING

- 20.1 The quorum for a Council meeting is five members of Council.
- 20.2 If no quorum is present to enable a meeting to commence thirty (30) minutes after the time fixed for a meeting of the Council, the Clerk shall record the names of the members present and the members will stand discharged from waiting further.
- 20.3 If a meeting does not take place because of the lack of a quorum under subsection (1) hereof, the Council will meet at the next regularly scheduled meeting of the Council or at such other time and place as the Mayor shall announce.
- 20.4 The Clerk shall attempt to give notice of any meeting so rescheduled by telephone, electronic mail or as is otherwise practical within the time available.

21. UNFINISHED BUSINESS – QUORUM LOST

- 21.1 If during the course of a meeting, a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled meeting of the Council or at such other time and place as the Mayor shall announce.
- 21.2 If, in the Mayor's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the

unfinished business of the Council will be taken up at its next regularly scheduled meeting.

- 21.3 The Clerk shall give notice of any meeting so adjourned and to be reconvened by telephone or as is otherwise practical within the time available.

22. CURFEW

- 22.1 Council and Committee meetings shall stand adjourned at 10:30 p.m. but business may be continued upon consent of the majority of all members present.

23. COUNCIL CHAMBERS

- 23.1 No person, except a member of Council or an authorized employee of the Municipality shall be allowed to come on the Council floor, as described in appendix 'C', within the Council Area during the meeting of the Council without permission of the Mayor.
- 23.2 No person except a member of Council or an authorized employee of the Municipality shall, before or during a meeting of the Council, place on the desks of members or otherwise distribute any material whatsoever. All material is to be submitted to the Clerk for distribution to Council upon approval of the Mayor.

24. LEAVING CHAMBERS ON ADJOURNMENT

- 24.1 At the end of a meeting, the members of Council shall not leave their places until the meeting has been adjourned.

PART VI – ORDER OF PROCEEDINGS – AGENDA AND MINUTES

25. COUNCIL MEETING AGENDA

- 25.1 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be made without requiring an amendment to this by-law:

25.1.1 Call to Order

As soon as there is quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.

25.1.2 Prayer

25.1.3 Adoption of the Agenda

Amendment and/or additions to the proposed agenda may be permitted by majority approval of the members present.

25.1.4 Disclosure of Pecuniary Interest

It is at this point that any member of Council may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which a member was absent.

25.1.5 Closed Meeting (if applicable)

25.1.6 Closed Meeting Report (if applicable)

25.1.7 Announcements / Special Presentations

25.1.8 Question/Comment Period

It is at this point that a person, after seeking permission from the Presiding Officer, shall introduce himself/herself and address his/her question/comment on any matter which is related to any agenda item to the Presiding Officer.

The Presiding Officer may, if he or she so wishes, answer the question, refer same to another member of Council or, he or she may ask that the question be referred to the Chief Administrative Officer in writing and answered in writing.

Any person, who is not a member of Council or an appointed official, shall be allowed to address Council on the subject once only, except in the case of rebuttal. 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.

At no time shall this question period be taken by members of the audience to make speeches or accusations.

The Presiding Officer may, at any time, ask any person that is not following the correct procedures to stop immediately and, if the person persists, the Presiding Officer may ask the person to leave the Council Chambers.

25.1.9 Council Members' Items

At this point, consideration is given to all motions introduced by the members of Council through 'Notice of Motion' at a previous meeting. Such a motion shall not be considered or otherwise disposed of by the Council unless the mover of the motion is in attendance at the meeting. Any member may agree to second the motion if the seconder is absent from the meeting when the motion is called for by the chair.

25.1.10 Consent Items

All of the items listed in the consent items section of the agenda shall be the subject of one motion and that motion shall be neither debatable nor amendable; provided however, that any member of Council may ask for any item(s) included in the consent item motion to be separated from that motion whereupon the consent motion without the separated item(s) shall be put, and the separated item(s) shall each be considered immediately thereafter.

Consent items include but are not necessarily limited to the following types of matters:

- 25.1.10.1 Minutes of Council, Committees and Boards
- 25.1.10.2 Staff and/or Committee reports previously presented at the Committee of the Whole Meeting for which Council did not request additional information and which contain clear 'take action, give approval or receive for information' recommendations.
- 25.1.10.3 Resolution to approve accounts/salaries paid and accounts payable
- 25.1.10.4 Proclamations
- 25.1.10.5 Routine matters.

The following note shall be added under Consent Items in the agenda: All items listed under the Consent Items will be enacted by one motion. A unanimous vote is required for consent items. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion that a consent item be separated from the motion. The separated item(s) shall be considered immediately thereafter.

25.1.11 Staff / Committees Reports not included under consent items

Every Staff/Committee report shall be introduced with a resolution to receive the report, or adopt the recommendation(s) as presented. The department heads or Committee Chair may be required to provide some clarifications during debate. If a By-law needs to be considered as a result of the recommendation, it shall be considered under By-law items.

25.1.12 By-laws

Every by-law is generally introduced either by means of the Department Head's Report or Committee Report. One motion is in order to give all by-laws first, second and third readings. If a member of Council has a question on a particular by-law, he/she may move that Council exempt a particular by-law from the main motion to allow for further debate. After all by-laws have passed, the Clerk shall be responsible for their correctness should they be amended.

25.1.13 Confirmatory By-law

A confirmation by-law shall be passed at each regular and special meeting of Council to confirm the decisions of Council.

25.1.14 Adjournment

- 25.2 The business of the Council shall be considered in the order set forth on the Agenda; however the Presiding Officer, with the approval of the majority of the members of Council present may vary the order in which the items are presented to better deal with matters before the Council.

26. DELIVERY OF THE AGENDA TO THE MEMBERS AND PUBLIC

- 26.1 Subjects to be included on the agenda, should be submitted by the department heads to the Clerk no later than 12:00 p.m. on the Monday prior to the regular or committee of the whole meeting of Council.
- 26.2 Insofar as is practicable, agenda packages are to be made available for public viewing before the end of the work day on the Friday before each regular or committee of the whole meeting at City Hall and on the city's website (www.clarence-rockland.com).

- 26.3 The Clerk or his/her delegate shall ensure that (insofar as it is practicable) an agenda package, including all supporting documentation, is distributed to each member of Council before the end of the day on the Wednesday preceding the regular or committee of the whole meeting. The agenda packages shall also be made available to Members of Council and Directors electronically.

27. MINUTES

- 27.1 Minutes shall be kept by the Clerk and shall record, in both official languages (English and French), with the English version being considered the official version, the following:

27.1.1 The place, date and time of the meeting;

27.1.2 The names of the Presiding Officer, Councillors and staff in attendance (motivated absences shall be identified);

27.1.3 The late arrivals and early departures of members;

27.1.4 The reading, if requested, correction and adoption of the minutes of prior meetings;

27.1.5 Declarations of pecuniary interest; and

27.1.6 All other proceedings of the meeting without note or comment.

Once adopted, the minutes shall be signed by the Mayor and by the Clerk.

28. DELEGATIONS

- 28.1 All delegations must address Council at a Committee of the Whole meeting and an effort will be made to allow no more than two (2) delegations at any one meeting.

- 28.2 Anyone desiring to address the Council shall complete and submit to the Clerk, a delegation form (attached as Schedule 'A') accompanied with all supporting documentation at least seven (7) days prior to the Committee of the Whole meeting. Requests from delegations who have previously addressed Council on a topic shall not be granted unless they can prove that they have new information to present to Council.

Any and all material to be presented or distributed (including, but not limited to slide or handouts) during the delegation be provided to the Clerk seven (7) days prior to the Committee of the Whole meeting and distributed to members of Council in advance of the Committee of the Whole meeting. Only the material provided to the Clerk will be allowed to be presented.

- 28.3 Delegation requests regarding any aspect of an official plan amendment, zoning by-law amendment or plans of subdivisions or condominiums will not be accepted between the conclusion of a public consultation meeting which was conducted in accordance with the Planning Act and final reading of the by-law.

- 28.4 Delegations shall be limited to a maximum of ten (10) minutes.

29. RULES OF ORDER AND DECORUM

- 29.1 The following rules of order and decorum shall be adhered to at all times during meetings.

29.1.1 The public shall:

29.1.1.1 Remain seated at all times, except for the person who has been given permission to speak.

29.1.1.2 Refrain from making noise, comments, or engage in a conversation between one another;

29.1.1.3 Listen to the person who is speaking and shall not interrupt said person;

29.1.1.4 Respect the fact that no person shall address Council without having been recognized by the Presiding Officer.

29.1.1.5 Address questions and remarks to the Presiding Officer;

29.1.2 No person is allowed to speak unless they have first been recognized by the Presiding Officer.

- 29.1.3** Any person making personal impertinent, slanderous and profane remarks will be ordered to vacate the room by the Presiding Officer.
- 29.1.4** No person shall make remarks or complain to the Presiding Officer by using offensive or abusive language, and if the person refuses to apologize, the person will be ordered to vacate the room immediately.
- 29.1.5** Persons may address themselves in English or French when they have the floor.
- 29.1.6** Persons may not display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms.

PART VII – RULES OF CONDUCT AND DEBATE

30. ADDRESS THE MAYOR

- 30.1 Any member desiring to speak, shall so signify their intent in such a manner as the Mayor may direct, and, upon being recognized, will address the Chair.

31. ORDER OF SPEAKING

- 31.1 When two or more members signify their desire to speak, the Mayor will recognize the member, who, in his/her opinion, signified first and next recognize the other member(s).

32. CONDUCT OF MEMBERS

- 32.1 No member shall:
 - 32.1.1** Speak until he/she has addressed himself/herself and has been recognized by the Mayor;
 - 32.1.2** Disturb another member, or the Council itself, by any disorderly behaviour disconcerting to any member speaking;
 - 32.1.3** Use offensive words during the Council or committee meetings against the Council or staff;
 - 32.1.4** Speak on any subject other than the subject in debate;
 - 32.1.5** Where a matter has been discussed *in camera*, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the *in camera* meeting;
 - 32.1.6** Disobey the Rules of Procedure or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.
- 32.2 Where a member has been called to order by the Mayor for failing to observe the provisions of subsection 32.1 and the member persists in any such disobedience after having been called to order by the Mayor, the Mayor may immediately order the member to leave the Council Chambers for improper conduct, and if the member apologizes, the Mayor may permit the member to retake his/her seat.

33. PRIVILEGE

- 33.1 Where a member considers that the member's rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the member may, as a matter of privilege, rise at any time, with the consent of the Mayor, for the purpose of drawing the attention of the Council to the matter.
- 33.2 Upon being recognized by the Mayor, the member shall state the question of privilege.
- 33.3 The Mayor shall resolve the question of privilege, or require that the question be seconded and permit a debate and a vote to be held on the question.

34. POINTS OF ORDER

- 34.1 The Mayor shall preserve order and decide points of order.
 - 34.1.1** When a member desires to address a point of order, he/she shall ask leave of the Mayor to raise a point of order and, after leave is granted, he/she shall state the point of order to the Mayor;
 - 34.1.2** The Mayor rules on the point of order;

34.1.3 Thereafter, a member shall only address the Mayor for the purpose of appealing the Mayor's decision to the Council;

34.1.4 If no member appeals, the decision of the mayor shall be final;

34.1.5 The Council, if appealed to, shall call a vote without debate on the following question: 'Shall the Mayor's decision be sustained?', and its decision shall be final.

35. MEMBERS SPEAKING

35.1 When a member is speaking, no other member will interrupt the member except to raise a point of order or to raise a question of privilege.

36. MOTION READ

36.1 Any member may require the motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

37. TIME LIMITED

37.1 During Regular Council meetings, no member, without leave of the Mayor, shall speak to the same motion, or in reply, for longer than five minutes. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.

38. MOTION PUT – NO FURTHER DEBATE

38.1 After any motion is put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result is declared, and the decision of the Mayor as to whether the motion has been put, is conclusive.

PART VIII – VOTING DURING COUNCIL MEETINGS

39. SECRET BALLOT

39.1 No vote shall be taken during a meeting of the Council by secret ballot or other form of secret vote.

40. ALL MEMBERS VOTE

40.1 Every member present at a meeting of the Council, when a motion is put, shall vote thereon, unless prohibited by statute, in which case it shall be recorded.

40.2 Any member may abstain from voting, but the vote shall be recorded as a negative vote.

40.3 When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the motion approved.

41. UNRECORDED VOTE

41.1 The manner of determining the decision of the Council on a motion is at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

42. DIVISION OF THE MOTION

42.1 When the matter under consideration contains distinct recommendations or propositions, a member may request that the motion be divided. The proposer must delineate clearly the division proposed. The proposer may also suggest that a single motion be removed from the composite motion to be debated and voted on separately.

42.2 If the individual motions are truly independent, the motion must be divided on the demand of one member. The Presiding officer, will decide if the composite motion is divisible but may, if unsure, seek guidance from the assembly. The Presiding officer's decision is subject to appeal.

42.3 Upon allowing the division, the Presiding officer puts each component parts of the motion and presents them as individual motions to be debated and voted on separately.

43. RECORDED VOTE

43.1 Any member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.

- 43.2 When a member on any matter or motion requests a recorded vote, the Mayor shall ask each member to announce his/her vote openly to be recorded in the minutes, starting with the member who has requested the recorded vote, with the Chair voting last.
- 43.3 If a vote is to be recorded as herein provided, the Mayor shall announce the result, and the Clerk shall record them in the minutes.

44. DISPUTING VOTE

- 44.1 If a member disagrees with the announcement of the Mayor that a motion is carried or lost, the member may, but only immediately after the declaration by the Mayor, object to the Mayor's decision and require a recorded vote to be taken.

45. TIE VOTE

- 45.1 A resolution on which the voting results are a tie shall be declared lost.

46. VOTING

- 46.1 When the Mayor calls for the vote on a motion, each member shall occupy their seat until the result of the vote has been declared by the Mayor, and during such time, no member shall walk across the room, speak to any other member, or make any noise or disturbance. A member who is absent from his/her seat does not have the right to vote.

47. TWO-THIRDS VOTE

- 47.1 A two-thirds vote shall be deemed to have been accomplished with the following voting in the affirmative.
 - 47.1.1 Six of nine members
 - 47.1.2 Six of eight members
 - 47.1.3 Five of seven members
 - 47.1.4 Five of six members
 - 47.1.5 Five of five members

48. DISCLOSURES OF PECUNIARY INTEREST

- 48.1 At all times and under all circumstances, members shall be guided by and shall have regard to the Municipal Conflict of Interest Act.
- 48.2 If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall:
 - 48.2.1 Disclose his/her interest and is required to file a written statement of the interest at the meeting or as soon as possible afterwards;
 - 48.2.2 Leave his/her seat and is required to leave the Chambers/Meeting room;
 - 48.2.3 Not take part in the consideration or discussion of the said matter;
 - 48.2.4 Not vote on any motion in regard to the said matter;
 - 48.2.5 Not attempt in any way before, during and/or after the meeting to influence the voting on any such motion.
- 48.3 When a meeting is not open to the public, in addition to complying with the requirements of Section (1) hereof, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 48.4 Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose his/her interest and otherwise comply at the first meeting of council or committee as the case may be, attended after the particular meeting.
- 48.5 The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of council, as the case may be, and any such record shall appear in the minutes of that particular meeting.
- 48.6 The Clerk shall establish and maintain a registry of statements and declarations of interests of members, and make it available for public inspection.

- 48.7 The failure of one or more members to comply with Section (1) hereof shall not affect the validity of the meeting in regards to the said matter.

PART IX – COMMITTEE OF THE WHOLE

49. PROCEDURE

- 49.1 While sitting in Committee of the Whole, the rules governing the procedure of the Council and the conduct of the members shall be observed except that the number of times of speaking on any motion shall be limited to two times without permission from the chair, provided that no member speaks more than once until every member who desires to speak has spoken.
- 49.2 Subject to Section 16, the Committee of the Whole may, go into closed session and may exclude all persons from a meeting or part of a meeting. During such period, all persons not specifically invited to remain by the Committee shall retire from the Chamber.

50. COMMITTEE OF THE WHOLE MEETINGS

- 50.1 The Committee of the Whole meetings will be held on the first and third Monday of every month, at 8:00 p.m., except during the month of July when there will be no Committee of the Whole meetings. In the month of January, the Committee of the Whole meeting shall be held on the second and fourth Monday. In the event that such day is a holiday, Council shall meet on the following Wednesday, unless otherwise provided by resolution of the Council. Meetings of the Committee of the Whole shall be held in the Council Chambers, unless otherwise decided by the majority of the Committee of the Whole members.
- 50.2 The date, place and time of the meeting may be changed by the Mayor, if extenuating circumstances exist.
- 50.3 Prior to the end of each calendar year, the Clerk shall prepare and distribute a Committee of the Whole meeting schedule for the incoming year, which shall be approved by Council in the form of a by-law. The schedule shall incorporate any necessary adjustments, including but not limited to public and civic holidays, March Break and scheduled conferences.
- 50.4 Committee of the Whole meetings shall stand adjourned at 10:30 p.m., but business may be continued upon consent of the majority of Council members present.
- 50.5 Committee of the Whole will receive and vote on recommendations to be put before Council for formal approval at a Council meeting, but will not receive resolutions and/or by-laws.

51. AGENDA – COMMITTEE OF THE WHOLE

- 51.1 **Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be made without requiring an amendment to this by-law**

51.1.1. Call to Order

As soon as there is quorum after the hour set for the meeting, the Presiding Officer shall take the chair and call the members present to order.

51.1.2. Adoption of the Agenda

Amendments and/or additions to the proposed agenda may be permitted by majority vote of the members present.

51.1.3. Disclosure of Pecuniary Interest

It is at this point that any member may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which a member was absent.

51.1.4. Delegations and Presentations

Delegations are limited to ten (10) minutes and must complete a Delegation Request Form as per Schedule A1. Refer to Item 28.

51.1.5. Petitions and Correspondence

It is at this point that any petitions and correspondence items that lead to an action or decision of Council will be introduced for discussion. It should be noted, however, that the Clerk or Chief Administrative Officer may, upon receipt, refer any communication or petition to a Committee or Department Head without the prior consideration of Committee of the Whole or Council.

51.1.6. Notice of Motions

A notice of motion will introduce business that the member intends Council to deal with at the next regular Council meeting and shall be introduced in writing and signed by the mover and seconder.

51.1.7. Question/Comment Period

It is at this point that a person, after seeking permission from the Presiding Officer, shall introduce himself/herself and address his/her question/comment on any matter to the Presiding Officer.

The Presiding Officer may, if he or she so wishes, answer the question, refer same to another member of Council or, he or she may ask that the question be referred to the Chief Administrative Officer in writing and answered in writing.

Any person, who is not a member of Council or an appointed official, shall be allowed to address Council on the subject once only, except in the case of rebuttal. 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.

At no time shall this question period be taken by members of the audience to make speeches or accusations.

The Presiding Officer may, at any time, ask any person that is not following the correct procedures to stop immediately and, if the person persists, the Presiding Officer may ask the person to leave the Council Chambers.

51.1.8. Report from the United Counties of Prescott and Russell**51.1.9. Report from Departments/Committees****51.1.10. Other Items****51.1.11. Adjournment****PART X – RESOLUTIONS AND MOTIONS****52. READING**

- 52.1. Every motion shall be read by the mover, after which the Mayor asks if there is a seconder for the motion. Once seconded, the Mayor opens the floor for discussion and/or debate.
- 52.2. Immediately prior to voting on a motion, the Mayor or Presiding Officer shall state the motion in the precise form it is to be recorded in the minutes, including any amendments to the motion.

53. REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION

- 53.1. Before the motion is stated by the Chair, it belongs to the mover of the motion and he/she can withdraw it or modify it without the permission of the assembly. The mover either repeats the motion in the modified version or states that the motion is withdrawn.
- 53.2. If the person who seconds the motion withdraws his/her second from the modified form, the chair can ask for another seconder to the motion.
- 53.3. Before the chair opens the discussion and/or debate on the motion, another member can ask the chair if the mover of the motion will accept a change in the motion. The mover can either accept or reject the proposed change. (This may be referred to as a 'Friendly Amendment'). If the mover rejects the proposed change, the member suggesting the change can propose a formal amendment after the motion has been open for discussion and/or debate by the Mayor.
- 53.4. If the motion is under discussion and the mover wants to withdraw it, he/she must ask permission of the Council. Permission to withdraw is not debatable. If there is an objection, the presiding officer puts it to a vote.
- 53.5. A withdrawn motion is not recorded in the minutes unless the motion has been properly moved and seconded.

54. NO DEBATE UNTIL READ

- 54.1. No member shall speak on any motion until it is first read and seconded, and the mover is entitled to speak first if the member so elects. If debated, the motion shall be read again before being put.

55. MOTIONS RULED OUT OF ORDER

- 55.1. Wherever the Mayor is of the opinion that a motion or resolution is contrary to the Rules of Procedure, or is not within its jurisdiction, the Mayor shall rule the motion or resolution out of order.

56. MOTIONS

- 56.1. Privileged and Subsidiary motions may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure.
- 56.2. All main motions and resolutions shall be in writing and include the name of the mover and seconder.
- 56.3. A mover may withdraw his/her motion or his/her Notice of Motion at any time prior to being read by the Chair and commencement of debate thereon.
- 56.4. There shall never be more than one main motion before the Council at one time.
- 56.5. When the resolution under consideration contains two or more proposals, the same shall, at the request of any members of Council, be divided. Members can only divide motions that can stand by themselves.
- 56.6. Any Member may require the resolution under discussion to be read a second time for his/her information, at any time during debate, but not so as to interrupt a member speaking.

57. ORDER OF CONSIDERATION

- 57.1. When a motion is under consideration, no motion shall be received except a privileged, subsidiary or incidental/procedural motion which takes precedence over the motion to which they apply at the time they are made.
- 57.2. Privileged and Subsidiary motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:
- 57.2.1. To set the time to continue the meeting (debatable):
- 57.2.2. To adjourn – if moved after time set for concluding the meeting (not debatable):
- 57.2.3. To recess (debatable):
- 57.2.4. To raise a question of privilege – if raised in the form of a motion (debatable):
- 57.2.5. Postpone temporarily - To lay on the table (not debatable):
- 57.2.6. To close debate - move the motion be put (not debatable);
- 57.2.7. To limit or extend debate (debatable);
- 57.2.8. To postpone (defer) to a certain time (debatable);
- 57.2.9. To refer (debatable);
- 57.2.10. To amend (debatable if the motion to which it is applied is debatable);
- 57.2.11. To postpone indefinitely (debatable);

58. POSTPONE INDEFINITELY

- 58.1. The motion to “Postpone Indefinitely” allows Council to avoid making a decision on a main motion by delaying the decision to an undetermined time beyond the current meeting.
- 58.2. If the motion to “Postpone Indefinitely” is carried, the matter may not be brought back at the same meeting. If the motion is defeated, discussion on the main motion continues.
- 58.3. The motion is debatable (only to outline the reasons why the motion should or should not be dealt with immediately) but not amendable and requires a majority vote.

59. AMENDMENT

- 59.1. A motion to amend proposes a formal change to the pending motion and shall be presented in writing at the request of the Presiding Officer.
- 59.2. A motion to amend is debatable if the motion to which it is applied is debatable.
- 59.3. The amendment shall be relevant and not contrary to the principle of the motion under consideration.
- 59.4. Only one motion to amend the main motion shall be allowed at one time and only one motion to amend an amendment shall be allowed at one time; third level amendments are not permitted.
- 59.5. The motion to amend shall be put in the reverse order to the order in which it is moved. For example, the amendment to an amendment (secondary amendment) would be put first, then the amendment to the main motion (as amended, if a secondary amendment was carried), and finally the main motion (as amended, if the amendment was carried).
- 59.6. Notwithstanding subsection (59.4), any amendment(s) to a motion may be placed in the order to be determined by the Mayor as the most logical, practical and expeditious in all of the circumstances.

60. MOTION TO REFER

- 60.1. A motion to refer to a Committee, Board, Official or Commission should include the following elements:
 - 60.1.1. The entity to which the subject or motion is being referred;
 - 60.1.2. The instructions given to carry out its mandate;
 - 60.1.3. When the entity is to finally report.
- 60.2. If the motion to postpone indefinitely is pending when a main motion is referred, the motion to postpone indefinitely is dropped from further consideration. Pending amendments, however, go to the committee with the main motion, and are reported with it.
- 60.3. A motion to refer is debatable and amendable and requires a majority vote.

61. MOTION TO POSTPONE (DEFER) TO A CERTAIN TIME

- 61.1. A matter postponed or deferred to a certain date and time shall have precedence over all other business on such date and time, immediately following the completion of the pending business
- 61.2. The motion to postpone (defer) to a certain time is debatable and amendable and requires a majority vote.
- 61.3. If the purpose is to set aside business for a short period of time, but no later than the end of the meeting, a member should make a motion to “postpone temporarily” (lay on the table). (see item 63).
- 61.4. If the purpose is to avoid making a decision on a main motion to an undetermined time beyond the current meeting, a member should make a motion “to postpone indefinitely”. (see item 58).

62. CLOSE DEBATE (PUT THE MOTION TO A VOTE)

- 62.1. A motion to close debate stops all debate on the pending motion or a series of consecutive pending motions, and puts the motion to a vote immediately.
- 62.2. The motion to close debate cannot be moved by a member who has already debated the motion, unless another member has subsequently debated the motion.
- 62.3. A motion to close debate, if carried without qualification, shall have an effect only on the immediately pending motion.
- 62.4. The motion to close debate is not debatable, but is amendable (as to the number of consecutive pending motions debate is being closed on), and requires a two-third (2/3) vote.
- 62.5. “the motion to close debate” is not allowed in committees.

63. POSTPONE TEMPORARILY (MOTION TO LAY ON THE TABLE)

- 63.1. A motion to “Postpone temporarily” is in order to set aside business for a short period of time, but no later than the end of the meeting. It is used when an interruption in the meeting makes it expedient not to continue with the business at that time.
- 63.2. The motion to “Postpone temporarily” is not debatable or amendable and requires a majority vote.
- 63.3. An item of business that has been “Postponed temporarily” may be taken up again through a motion to resume consideration.
- 63.4. If business has been “Postponed temporarily” in a meeting and no motion to resume consideration is made, or is not assumed by the Presiding officer before adjournment, the business falls to the floor and may only be initiated again at the next meeting through a new main motion.
- 63.5. The motion to “Postpone temporarily” is out of order if the evident intent is to kill or avoid dealing with the motion, in this case, it shall be treated as if it was a motion to “Postpone Indefinitely”.

64. NOTICE OF MOTION

- 64.1. A Notice of Motion shall be in writing and include the name of the mover and seconder;
- 64.2. All Notices of Motion received by the Clerk prior to or at the Notices of Motion segment of the Agenda may be read out by the mover or the Mayor during that segment. Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next regular meeting.
- 64.3. Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

65. DISPENSING WITH NOTICE

- 65.1. Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds (2/3) of the whole Council.

66. RECONSIDERATION

- 66.1. A motion to reconsider a vote is a main motion. It permits Council to consider reversing a decision it has made at that meeting.
- 66.2. Only a member that voted on the prevailing side can make the motion to reconsider, although anyone can second it.
- 66.3. A motion to reconsider is not amendable and requires a two-third (2/3) vote to be carried.
- 66.4. If there is no business pending, the motion is taken up immediately. If business is pending, the chair tells the Clerk to make a note that the motion to reconsider has been made; it isn't taken up until the Chair or a member calls the motion to reconsider the vote when no other business is pending before the meeting concludes, as it would lose effect at adjournment.
- 66.5. If the motion to reconsider the vote is carried, the motion being reconsidered is placed before the Council as if it had never been voted on; procedurally, it is considered a newly made main motion and all rights of the members are renewed with regard to debate.
- 66.6. No motion shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

67. AMEND OR RESCIND A PREVIOUS DECISION

- 67.1. A motion to amend or rescind a previous decision is a main motion. It brings a substantive proposal that has been previously decided back before the meeting for a new decision by the members.
- 67.2. A motion to amend or rescind a previous decision is subject to giving notice in accordance with Section 64.
- 67.3. The motion is debatable and amendable and requires the same vote as the original motion required.
- 67.4. A motion to rescind and to amend a previous decision is not in order in the following circumstances

- 67.4.1. When it has previously been moved to reconsider the vote on the main motion, and the motion can be reached by calling up the motion to reconsider;
- 67.4.2. When something has been done, as a result of the vote on the main motion, that is impossible to undo. (the unexecuted part of an order, however, can be rescinded or amended).

68. MOTION TO ADJOURN

- 68.1. A motion to adjourn is always privileged when made **after** the time set to conclude the meeting. As a privileged motion, the motion to adjourn is not debatable and requires a majority vote.
- 68.2. A motion to adjourn is a main motion if made **before** the time set to conclude the meeting. As a main motion, the motion to adjourn is debatable, amendable and requires a majority vote. It shall always be in order except as provided as follows;
 - 68.2.1. When another motion is pending;
 - 68.2.2. When a member is speaking or during the verification of a vote;
 - 68.2.3. When resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by the Council;
- 68.3. A motion to adjourn without qualification, if carried, brings a meeting of the Council to an end.
- 68.4. A motion to adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the meeting of the Council to continue at such time.

PART XI – BY-LAWS

69. READING OF BY-LAWS AND RELATED PROCEEDINGS

- 69.1. The Clerk shall endorse on all by-laws enacted by the Council, the dates of the several readings, if any.
- 69.2. Every by-law, which has been enacted by the Council, shall be numbered, dated and deposited in the office of the Clerk for safekeeping.
- 69.3. Every by-law shall be under the seal of the Corporation and shall be signed by the Mayor and by the Clerk.

PART XII – COMMITTEES

70. PROCEDURE

- 70.1. Except as otherwise provided for herein, a Committee shall conform to the rules governing protocol and procedure of Council.

71. ESTABLISHMENT/APPOINTMENT OF COMMITTEE MEMBERS

- 71.1. Standing Committees, Special or Ad Hoc Committees may be established by the Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of Council.
- 71.2. Council Members required to serve on any Committee of Council shall be appointed by the Mayor subject to the member's acceptance.
- 71.3. Council Members to be appointed to any Board, Commission or other body to which the Council is required or empowered to appoint persons shall be appointed by the Mayor subject to the member's acceptance.

72. MAYOR EX OFFICIO

- 72.1. The Mayor is an *ex officio* member of every Committee.
- 72.2. Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, being the Mayor, as provided for in subsection (1) hereof.
- 72.3. The Mayor may vote and otherwise participate in the business of the Committee, without any restriction, on the same basis as any other Committee member.

73. STANDING COMMITTEE

- 73.1. The Mayor shall appoint the Chairman of each Standing Committee.
- 73.2. The Chairman of each Standing Committee and the members thereof shall hold office for a term of one year or until their successors are appointed.
- 73.3. A Planning Standing Committee shall be established as per the Terms of Reference attached hereto as Schedule 'B2'.

74. COUNCIL REPRESENTATION TO LIAISE WITH DEPARTMENTS

- 74.1. The Mayor shall appoint a Council member as representative to maintain an ongoing liaison with the following departments:
- Administration;
 - Finance;
 - Infrastructure & Engineering;
 - Community Services;
 - By-law Enforcement Services;
 - Fire Department.

75. TERMS OF REFERENCE

- 75.1. Subject to the provision of any general or special act, the Council, in establishing any Committee, shall set forth the Terms of Reference of the Committee and such other provisions as the Council deems proper.
- 75.2. The Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees or refer it to the Committee of the Whole and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.
- 75.3. Each member of Council shall have the opportunity to serve on a Committee.
- 75.4. The Terms of Reference for Committees of Council shall be those adopted by Council from time to time and included as a Schedule to this By-law.

76. QUORUM

- 76.1. A quorum in any Committee is the majority of the voting Members of the Committee as appointed, and the Mayor, if present, is a member to be included in determining the quorum.
- 76.2. A Committee shall not consider any business if a quorum is not present.
- 76.3. If there is no quorum within fifteen minutes after the time fixed for the meeting, the meeting shall stand adjourned until the next regular meeting.

77. MEETINGS – STANDING COMMITTEES

- 77.1. Standing Committees shall meet once a month at such time and place as defined in its Terms of Reference, subject to the direction of the Council. Prior to the end of each calendar year, a schedule of standing committee meetings shall be prepared and posted on the City's website.
- 77.2. The Chair may cancel one or more regular meetings of the Standing Committee if in the Chair's opinion such meetings are not necessary for the proper conduct of the business of the Committee.
- 77.3. In case of an emergency and in the absence of the Committee Chair and of the Mayor, a Standing Committee meeting may be called by the Chief Administrative Officer in such a way as he/she may deem best without regard to any length of notice to the Members.
- 77.4. The Standing Committee Chair shall preside and, in the absence of the Committee Chair, an Acting-Chair, selected amongst the members of the Committee shall preside.
- 77.5. The Chair of the Standing Committee may vote on any motion before the Committee, and, in the event of an equality of votes, the motion being voted upon is deemed lost.
- 77.6. Members of Council who are not members of a Standing Committee may attend meetings of the Committee and take part in any discussion or debate, but shall not be allowed to vote and shall not be seated at the Committee table but in the public area.

- 77.7. The Standing Committee shall consider and report on such matters only as have been referred to them by the Council or such matters as identified within their Terms of Reference and jurisdiction.
- 77.8. Members may speak more than once to the same motion.
- 77.9. The meetings of the Standing Committees shall be open to the public and the provisions of Section 16 and 17 shall apply.
- 77.10. The Standing committee agenda shall be established by the responsible department representative in consultation with the Chairperson of the committee. The Chairperson shall report the recommendations of the Standing Committee to Council at a Committee of the Whole meeting or at a Council meeting.
- 77.11. Any member of a Standing Committee may upon request, be authorized to participate on a committee via teleconference subject to all of the following conditions:
- Obtaining the approval of the Chair
 - Maximum one member per meeting; and
 - Upon 24 hours' notice to the Secretary of the Standing Committee.
- 77.12. Any committee member who participates in a meeting under article 77.11 may take part in any discussion or debate, but shall not be authorized to vote and cannot be considered to determine quorum.

78. GENERAL PROVISIONS FOR COMMITTEES

- 78.1. Anyone wishing to address a Standing Committee shall notify the Clerk or the Secretary of the Committee, at least seven (7) days prior to the date of the meeting, and shall specify the nature of the business to be discussed. No person, without leave of the Committee shall speak for no longer than 10 minutes.
- 78.2. Each Standing Committee shall diligently pursue its duties and shall report to Council on every matter and motion coming before it within its Terms of Reference and jurisdiction.
- 78.3. When a point of order is raised or when a member is called to order in a Committee, the same procedure shall be adopted as in Council, except that the question shall be decided by the Committee Chair, subject to an appeal to the members of the Committee.
- 78.4. When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Council.
- 78.5. The Department Head or an employee of the Department designated by the Department Head, shall act as Secretary to the Committee to which he/she is responsible and he/she is to prepare the agenda in consultation with the Department Head and Committee Chairperson and shall also prepare the meeting minutes.
- 78.6. The Secretary of the Standing Committee shall be responsible to its department head or the Chief Administrative Officer if the secretary is the department head. No individual member of a committee shall give directions directly to staff.

79. MINUTES AND RECOMMENDATIONS OF COMMITTEES

- 79.1. Each Standing Committee shall submit its recommendations in the form of a written report to Council at a Committee of the Whole for further discussion, or at a Council meeting for consideration.
- 79.2. The Chairman or representative of the Committee may be called upon to further explain the recommendation.
- 79.3. Minutes of committees shall be submitted to Council for information purposes, once approved by the Committee.

80. VACANCY ON COMMITTEES AND BOARDS

- 80.1. Should any member of a Committee fail to attend three (3) consecutive regular or special meetings without being excused by the Committee, the Committee may certify such failure and the membership of such person on the Committee may be terminated and the Mayor may appoint another member to fill the vacancy, subject to the member's acceptance.
- 80.2. Should a member of a Committee or Board die, resign or be otherwise disqualified, the Council shall, by resolution, declare his/her seat vacant and, upon the recommendation of the Mayor, appoint another member to fill the vacancy, subject to the member's acceptance.

- 80.3. Should any Committee neglect or refuse to give due attention to any matter before it, the Council may by resolution, discharge such Committee and appoint another Committee in its place.
- 80.4. Should the Chair of any Committee neglect or refuse to call meetings necessary to conduct the business of the Committee, or he/she conducts the business of the committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal or action to the Mayor, who may remove such Chair from office and appoint another member as Chair, subject to the member's acceptance.

PART XIII – GENERAL PROVISIONS

81. RECORDING EQUIPMENT

- 81.1. At the meetings of Council only, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing of recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of any new media whatsoever, may be permitted as long as it does not interfere with the proceedings and shall be subject to the approval and/or direction of the Mayor unless otherwise decided by the Council.

82. NOTICE OF COUNCIL AND COMMITTEE MEETINGS

- 82.1. The Corporation of the City of Clarence-Rockland will provide notice of Council meetings and committee meetings by posting a meeting schedule on the city's website at www.clarence-rockland.com. Notices of special meetings will be posted on the city's website and on the bulletin board in the main lobby of the City Hall and whenever possible, sent to local media via electronic mail.

83. EXECUTION OF DOCUMENTS

- 83.1. Whenever the execution of any document is required to give effect to any resolution or by-law of the Municipality, the Mayor and the Clerk have general authority for and in the name of the Municipality to execute and to affix the seal of the Municipality to such documents.

84. AMENDMENT OR REPEAL

- 84.1. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is given as prescribed in the City's Notice By-law, and the waiving of the notice is prohibited.

85. REPEAL

- 85.1. That the City of Clarence-Rockland By-law No. 2015-56 as amended, is hereby repealed.

86. EFFECT

- 86.1. This by-law will come in full force and effect on the 1st day of January 2018.

87. SHORT TITLE

- 87.1. This By-law may be referred to as the "Procedure By-Law".

Read a first, second and third time and passed this 18th day of December, 2017.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

SCHEDULE A1 -DELEGATION REQUESTS

Pursuant to Council Procedural's By-law, all delegations must address Council at a Committee of the Whole meeting. Committee of the Whole meetings are held on the first and third Monday of every month at 8:00 p.m. In the event that such day is a holiday, Council shall meet at the same hour on the next following day, which is not a public or civic holiday, unless otherwise provided by resolution of Council. **There is no Committee of the Whole meeting in July and in January the meeting is held on the second and fourth Monday of the month.** Delegations are limited to a maximum of ten minutes.

How to make a delegation request

1. Anyone desiring to address the Council shall complete the attached form and submit it to the Clerk at least seven (7) days prior to the Committee of the Whole meeting. If a request form is received late or if the Agenda is deemed full, the Request Form shall be considered for the next Committee of the Whole meeting.
2. Related or background information shall also be provided with the request form at least seven (7) days prior to the Committee of the Whole meeting and will be included in Council's package for their review before the meeting.

At the meeting

Public delegations are always the first item on the Committee of the Whole agenda. The Mayor will invite delegations to the podium to speak on their issues. Delegation presentations are limited to 10 minutes. Following the presentation, the Mayor and Councillors may ask questions to the delegation. Upon closure of the discussion, Council may direct staff to prepare a resolution for their consideration at a future Council meeting or refer the item to the appropriate department and/or committee for further input or advice.

Important information about public meetings held under the Planning Act

Public meetings held under the Planning Act, give property owners/residents the opportunity to voice opinions or comments regarding an application for the approval of:

1. Zoning By-law Amendments
2. Official Plan Amendments
3. Plans of Subdivision or Condominium.

Such public meetings are generally held and scheduled during an Infrastructure, Planning and Public Utilities Standing Committee meeting with notice given to immediate area residents. Under the *Planning Act*, if you do not express your views at the Public meeting or in writing to the Clerk's Department before or during the public meeting, the Ontario Municipal Board (OMB) may refuse your request for referral (objection) or dismiss all or part of your appeal without holding a hearing. In light of the above, delegation requests regarding any aspect of an official plan amendment, zoning by-law amendment or plans of subdivisions or condominiums will not be accepted between the conclusion of a Public meeting and Final Reading of the By-law.

Schedule A2 -DELEGATION REQUEST FORM

Date of request:		Council Meeting Date Request:	
Applicant name (and title if applicable):			
Organization (if applicable):			
Address:			
Tel. # of contact person:			
Email:			
Subject of presentation:			
Purpose of presentation:	NB:If requesting action of Council, clearly describe what you are asking for below or on a separate sheet. ___ information only ___ requesting funding ___ requesting letter of support ___ other (provide details below)		
Name of individual(s) making presentation:	1. 2.		
Will you be providing supporting documentation:	___ Yes ___ No If yes (please complete): ___ PowerPoint presentations (one electronic copy in PowerPoint format must be submitted with this request) ___ publication in agenda (one original or electronic copy must be submitted with this request) ___ handouts at meeting (bring at least 11 copies)		
Technical requirements needed:	___ projector ___ other (provide details)		
I understand and agree to these procedures for delegations and agree to abide by them.			
Signature _____ Date: _____			

SCHEDULE B1 -COMMITTEE OF THE WHOLE

Membership: The Committee of the Whole shall consist of all members of Council.

Committee Role: The Committee of the Whole allows members of Council to deal with matters in a less formal manner than at a Regular Council meeting. Matters are not formally adopted but recommendations are made to a subsequent meeting of Council at which time the recommendations of the Committee are normally adopted and acted on.

Responsibilities: The Committee of the Whole will act as a sounding board for various issues and proposals submitted by staff, committees and/or the general public.

The Committee will:

- review proposed changes to policies/by-laws of the municipality;
- provide feedback and general direction to staff on issues that will require Council approval;
- receive presentations from staff and/or groups and individuals on matters of interest to the municipality;
- review other matters referred to the Committee.

Meetings: Meetings shall be held at 8:00 p.m. on the first and third Monday of each month except in the month of July where there will be no meeting. In the month of January, the meeting shall be held on the second and fourth Monday of the month.

Support Staff: The Clerk shall be responsible to provide administrative support staff to assist in the preparation of the agendas, minutes and recommendations of the Committee.

SCHEDULE B2 –PLANNING

- Membership:** The Planning Committee shall consist of three members of Council and two member of the community. All appointments to the committee shall be for a term of one year, beginning on December 1st and ending on November 30th. The term may be extended at the discretion of the Mayor.
- Committee Role:** The primary role of the committee is to review official plan and zoning by-law amendment applications. The secondary role is to provide guidance and input on planning policies, subdivision applications, planning standards and special planning studies.
- Responsibilities:** To review and provide recommendations to the Council on land development regulations and policy and specific land development applications, including, but not limited to, the following:
- Official plan;
 - Zoning by-law;
 - Subdivision plans;
 - Planning studies
 - Other matters referred to the Committee by Council, the department head, and/or the Chief Administrative Officer
- Meetings:** Meetings shall be held at 7:00 pm on the first Wednesday of each month except in the month of July where there will be no meeting. In the month of January, the meeting shall be held on the second Wednesday of the month.
- Support Staff:** The Clerk shall be responsible to provide administrative support staff to assist in the preparation of the agendas, minutes and recommendations of the Committee.
- Reporting:** The Planning Committee shall submit its recommendations in the form of a written report to Council at a Council meeting for consideration.

SCHEDULE ‘C’ – Floor of Council

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THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2017-159

BEING A BY-LAW TO AMEND BY-LAW NUMBER 2016-15 BEING A BY-LAW TO PROVIDE WATER AND SEWER FEES AND CHARGES AND TO REGULATE THE USE OF SUCH UTILITIES.

WHEREAS section 391 of the *Municipal Act, 2001 S.O. 2001, c, 25*, provides that a municipality and local board may pass bylaws imposing fees and charges on persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, for the use of its property including property under its control, and for capital costs payable by it for sewage and water services or activities which will be provided or done by or on behalf of it after the fees and charges are imposed;

AND WHEREAS section 81 of the *Municipal Act, 2001 S.O. 2001, c, 25*, provides that a municipality may shut off the supply of a public utility by the municipality to land if fees or charges associated therewith are overdue;

AND WHEREAS the Council of the Corporation of the City of Clarence-Rockland did approve recommendations in the Water and Sewer Rate Study prepared by Hemson Consulting Ltd. for the City's Water and Sewer Systems which gives consideration to the *Sustainable Water and Sewage Systems Act, 2002* (repealed December 2012), the *Water Opportunities Act, 2010* as well as the *Safe Drinking Water Act, 2002* as amended and associated *Ontario Regulation 453/07*.

NOW THEREFORE the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

1. **THAT** Schedule "A" of By-Law 2016-15 be repealed and replaced by Schedule "A" hereto attached; and
2. **THAT** By-Law 2016-168 is hereby repealed.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 18th DAY OF DECEMBER 2017.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

**SCHEDULE "A" TO BY-LAW No. 2016-15
as amended by By-law No. 2017-159**

1. WATER AND SEWER CHARGES

- i) Owners of metered properties that are serviced by the public utilities system shall be invoiced for water and sewer charges as follows:

- a) Flat annual charge for:

Water service	\$153.72 per unit
Sewer service	\$152.88 per unit

PLUS

- b) Consumption charge

Water per cubic meter \$1.2811

Sewer per cubic meter \$1.6869

- ii) Owners of non-metered properties that are serviced by the public utilities system shall be invoiced for water and sewer charges as follows:

- a) Flat annual charge for:

Water service	\$153.72 per unit
Sewer service	\$152.88 per unit

PLUS

- b) Flat consumption charge of \$57.72 per month

- iii) Villages (excluding vacant lands) who have frontage on the water distribution system and are not serviced by the water distribution system shall be invoiced for water charges as follows:

- a) Flat annual charge for:

Water service	\$153.72 per unit
---------------	-------------------

2. SEWER CHARGES

Sewer charges for properties in the former Township of Clarence who are on the private/public septic system shall be imposed a flat service charge as stated below:

1856 Labonté	\$673 / year
1860 Labonté	\$767 / year
1862 Labonté	\$579 / year

3. CAPITAL CONNECTION CHARGES

A capital connection charge will be levied to all existing users that wish to connect to the municipal water and sewer system. The fixed charge to connect to each service is as follows:

Water service	\$3,288 per connection
Sewer service	\$2,961 per connection

4. OTHER CHARGES

- a. Opening of water accounts is subject to a non-refundable administrative fee of \$45.00.
- b. A \$60.00 administrative fee, per visit, to inspect and seal the water meter and to open the water service.
- c. Service representative calls to collect overdue accounts / delivery of "Door hanger" last notice to collect overdue accounts, following notice to shut off water supply, will result in a \$45.00 charge per account.
- d. A \$60.00 per service charge will be imposed for the inspection of a service and/or to turn on/off the supply of water on account of By-law violation or non-payment of water bill, and to reinstate supply following the turning off of the supply for By-law violation or non-payment.
- e. A \$60.00 per service charge will be imposed when the Public Services external clerk, at the request of the owners or occupants, is required to turn on/off the supply of water to a property between 8:00 AM and 4:30 PM, Mondays through Fridays (except statutory holidays). Otherwise the service charge to be imposed will be the actual cost to the municipality for a call out plus 10% administrative fee with a minimum charge of \$110.00.

- f. The cost of supply and installation of water meters, thawing of services or other services will be as determined by the Director of Infrastructure and Engineering plus an administrative charge.
- g. A \$45.00 administrative fee will be imposed for a final meter read.
- h. Water Meter leak detection: work order requested by (owner or occupant) \$50.00



REPORT N° FIN 2017-044

Date	04/12/2017
Submitted by	Frédéric Desnoyers
Subject	Water and Sewer fees
File N°	F28 Water and Sewer

1) **NATURE/GOAL :**

To propose an amendment to increase water and sewer fees by 3 percent as was propose in the 2018 Budget Adoption Report number FIN2017-041

2) **DIRECTIVE/PREVIOUS POLICY :**

By-law 2016-15 & By law 2016-168 are the current policies in place to provide water and sewer fees and charges and to regulate the use of such utilities.

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT Council adopts By-law No. 2017-159, being a by-law to establish new fees for Water and Sewer, commencing in 2018.

QU'IL SOIT RÉSOLU QUE le conseil adopte le Règlement No. 2017-159, étant un règlement pour établir des nouveaux frais d'eau et d'égouts, commençant en 2018.

4) **BACKGROUND :**

The rate increases being recommended for 2018 are supported by a detail report done in 2017 by Hemson Consulting.

5) **DISCUSSION :**

An increase of 4% on fixed fee charges and 2% on consumption charges is recommended per Hemson's report to support the operational budget for both water and sewer fees.

Hemson have also reviewed the capital connection charges based on the total infrastructure needed. The revised fee is \$3,288 for water and \$2,961 for sewer new connections, and increase of 0.34% and 12.46%.

No increase is proposed in "Other Charges" for water and sewer since the fees are comparable to other neighboring municipalities.

6) **CONSULTATION:**

N/A

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

N/A

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

The increases in rates were part of the 2018 budget and therefore there is no additional impact.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Proposed by-law number 2017-159

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW 2017-161

**BEING A BY-LAW TO AMEND BY-LAW 2017-54 IN ORDER TO
ADD PROVISIONS TO HOLD AN ADVANCE VOTING PERIOD.**

WHEREAS in March 2017, Council adopted By-law No. 2017-54 to authorize the use of telephone and Internet voting for the 2018 Municipal Elections;

AND WHEREAS Subsection 42 (5) of the *Municipal Elections Act, 1996, as amended*, states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies;

AND WHEREAS Subsections 43 (1) and (2) of the *Municipal Elections Act, 1996, as amended*, state that before voting day, each local municipality shall hold an advance vote on one or more dates and the clerk shall establish the date or dates on which the advance vote is held; the number and location of voting places for the advance vote; and the hours during which the voting places shall be open for the advance vote.

NOW THEREFORE, the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

1. **THAT** By-law No. 2017-54 is hereby amended by adding the following provision after Section 1 and renumbering the by-law in sequence:
 - "2. **THAT** the clerk shall, pursuant to Subsection 43 (2) establish the dates, times and locations of voting places for the advance vote, therefore establishing a voting period."
2. **THAT** this By-law shall come into force and effect upon its passing.

**READ, PASSED AND ADOPTED BY COUNCIL THIS 18th DAY OF
DECEMBER 2017.**

Guy Desjardins, Mayor

Monique Ouellet, Clerk



REPORT N° CLERK2017-13

Date	15/11/2017
Submitted by	Monique Ouellet
Subject	2018 Municipal Elections
File N°	C07-ELE

1) **NATURE/GOAL :**

To provide members of Council with information in regards to the 2018 Municipal Elections and to recommend an amendment to By-law 2017-54 in order to add a provision for the voting period as well as recommend an amendment to By-law 2015-160 in order to add new provisions for election signs.

2) **DIRECTIVE/PREVIOUS POLICY :**

In April 2017, Council adopted a by-law to authorize the use of an alternative method of voting and to award a contract to Intelivote Systems Inc. for the supply of an internet and telephone voting system for the 2018 Municipal Elections.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. CLERK2017-13 be received; and

THAT the Committee of the Whole recommends that Council adopts a by-law to amend By-law 2017-43 in order to add a provision for the voting period; and

THAT Council adopts a by-law to amend By-law 2015-160 in order to add new provisions for elections signs.

QUE le rapport no. CLERK2017-13 soit reçu; et

QUE le Comité plénier recommande que le Conseil adopte un règlement pour amender le Règlement 2017-43 afin d'y ajouter une section pour établir une période de scrutin;

QUE le Conseil adopte un règlement pour amender le Règlement 2015-160 afin d'y ajouter une section pour les affiches électorales.

4) **BACKGROUND :**

n/a

5) **DISCUSSION :**

Advance vote :

As described in the attached proposed amending by-law, the *Municipal Elections Act* as amended, provides that when a by-law authorizing the use of an alternative voting method is in effect, advance votes and voting proxies apply only if the by-law so specifies. Upon the adoption of By-law 2017-54, authorizing the use of internet and telephone voting for the 2018 Municipal Elections in Clarence-Rockland, no

provisions were included to specify that there would be an advance vote. The said by-law was however, adopted with the intention of providing for a voting period which is considered as an advance vote. As such, it is being recommended that the said by-law be amended to provide for an advance vote.

Further to the adoption of the by-law amendment, the Clerk shall establish the date and time of the advance voting period.

Election signs:

Further to the amendments made to the *Municipal Elections Act*, that will take effect on April 1, 2018, in regards to Third Party Advertisement, and because the existing Sign By-law 2015-160, does not include much details pertaining to the regulation of election signs, it is being recommended that Council considers the adoption of an amendment to the said by-law, by adding a section as described in the attached proposed amending by-law, to further regulate election signs.

Contribution Rebates:

A municipality may provide for the payment of a rebate to individuals that made contributions to candidates in a municipal election. Council may establish the amount of the rebates and the criteria under which contributors shall be entitled to a rebate. Although it is not being recommended by the Clerk, should Council wish to consider the adoption of such a by-law, clear direction should be given to the Clerk immediately for consideration at the next regular meeting scheduled to be held on December 18th, 2017.

Recount Policy:

Further to the amendments made to the *Municipal Elections Act*, a municipality may now adopt a policy with respect to the circumstances in which the municipality requires the Clerk to hold a recount of the votes cast in an election, in addition to the circumstances prescribed in the *Municipal Elections Act*:

- where there is a tied vote, or
- where there is a court order requiring the Clerk to hold a recount of the votes cast for all or specified candidates, on a by-law, or for all or specified answers to a question.

Where a traditional method is used, it may be appropriate for Council to adopt such a policy, however, where an alternative method such as internet and telephone voting is used, there would be, in the Clerk's opinion, no added value to adopt such a policy as any recount would provide for the same results as the votes are electronically encrypted. Although it is not recommended by the Clerk, should Council wish to consider the adoption of such a policy, clear direction should be given to the Clerk. The deadline to adopt a recount policy is May 1, 2018.

Clerk's Policies and Procedures

As per section 42 (3) and (4) of the *Municipal Elections Act*, the Clerk shall establish the procedures and forms for the use of any alternative voting method authorized by by-law by December 31st prior to an election year. As such, the City of Clarence-Rockland Internet & Telephone Voting Elections Policies & Procedures for the 2018 Municipal Election will be made available on the City's website prior to January 1, 2018.

6) **CONSULTATION:**

n/a

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

n/a

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

n/a

9) **LEGAL IMPLICATIONS :**

Municipal Elections Act, 1996, as amended

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

n/a

12) **SUPPORTING DOCUMENTS:**

- Proposed By-law to amend By-law 2017-54, authorizing the use of internet and telephone voting for the 2018 Municipal Elections
- Proposed By-law to amend the Sign By-law 2015-160

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2017-162

BEING A BY-LAW TO FURTHER AMEND BY-LAW 2015-160, BEING A BY-LAW FOR GOVERNING PERMANENT SIGNS, TEMPORARY SIGNS AND BILLBOARDS INSTALLED ON THE TERRITORY OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

WHEREAS the Municipal Act, 2001, S.O., Chapter 25, Section 11 (3) (7), provides that municipalities may pass by-laws respecting advertising devices, including signs; and

WHEREAS By-law 2015-160 was adopted in January 2016 and amended by By-law 2016-100 in August 2016; and

WHEREAS further to the amendments made to the Municipal Elections Act, 1996, S.O., Chapter 32 with respect to registered third party election campaigning advertisements;

NOW THEREFORE the Council of the Corporation of the City of Clarence-Rockland hereby enacts as follows:

1. THAT By-law 2015-160 be amended by adding the following section:

11.9 Temporary election signs pertaining to municipal, county, provincial or federal elections.

- i) No person shall place or permit to be placed an election sign earlier than 60 days prior to Election Day.
- ii) No person shall fail to remove their election signs within 7 days following Election Day.
- iii) No person shall place or permit to be placed an election sign that:
 - a) is illuminated;
 - b) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or
 - c) impedes or obstructs the City's maintenance operations
- iv) No person shall place or permit to be placed an election on or in a voting place as designated by the Clerk.
- v) No person shall place or permit to be placed an election sign on any tree, bridge, traffic control sign, guardrail or

other form of traffic safety structure or facility, utility pole or equipment, or any other similar type of sign, structure, facility or equipment located within the limits of a road allowance.

- vi) No person shall place or permit to be placed an election sign municipal properties, including but not limited to parkland, and other lands, buildings and facilities owned by the City of Clarence-Rockland.
- vii) No election sign shall display a logo, trademark or official mark, in whole or in part, owned or licensed by the City.
- viii) An election sign purchased by or under the direction of a candidate, shall display the name of the candidate and include a telephone number, mailing address or email address at which the candidate may be contacted regarding the sign.
- ix) An election sign purchased by or under the direction of a registered third party, as defined in the *Municipal Elections Act*, shall predominantly display the name of the candidate, but shall display the name of the registered third party and include a telephone number, mailing address or email address at which the registered third party may be contacted regarding the sign.

2. THAT this by-law shall come into force on the day of its adoption and shall remain in force until it is repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL, THIS 18th DAY OF DECEMBER, 2017.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



RAPPORT N° FIN 2017-050

Date	12/12/2017
Soumis par	Frédéric Desnoyers
Objet	Borrowing By-Law
# du dossier	F11 Grant and Loans

1) **NATURE / OBJECTIF :**

Autoriser le trésorier à emprunter les sommes pour rencontrer les dépenses courantes en 2018.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Tel que prescrit par la loi sur les municipalités

3) **RECOMMANDATION DU SERVICE:**

QU'IL SOIT RÉSOLU QUE le conseil municipal adopte le règlement no. 2017-164, étant un règlement pour autoriser l'emprunt des sommes d'argent nécessaires pour rencontrer les dépenses courantes en 2018, tel que recommandé au rapport FIN2017-050.

BE IT RESOLVED THAT Municipal Council adopts By-law No. 2017-164, being a by-law to authorize the borrowing of money to meet the current expenditures during 2018, as recommended in report FIN2017-050.

4) **HISTORIQUE :**

Chaque année le/la trésorier/ière demande au Conseil municipal d'approuver un règlement d'emprunt pour les dépenses courantes de l'année 2018. La formule autorisée se retrouve à la section 407 (1) et (2) de *la loi sur les municipalités de l'Ontario*.

5) **DISCUSSION :**

La section 407 (1) permet à la municipalité d'emprunter à court terme une somme d'argent afin de couvrir les dépenses courantes pour l'exercice, en attendant que les impôts et autres recettes soient perçus. La section 407 (2) établit le plafond à 50% des recettes estimatives totales du 1^{er} janvier au 30 septembre de l'année en cours, et de 25% des recettes estimatives totales du 1^{er} octobre au 31 décembre.

Les recettes totales au budget 2018 ont dépassé 40 millions de dollars.

Fonds Général		
Opération	13 045 118 \$	
Taxes	19 735 754 \$	32 780 872\$
Fonds d'eau		
Taux Fixe	1 120 004 \$	
Opérations	2 014 529 \$	3 134 533 \$
Fonds des égouts		
Taux Fixe	825 705 \$	
Opérations	1 457 366 \$	2 283 071 \$
Gestions des déchets		
Opérations	2 447 612 \$	2 447 612 \$
Total		40 646 088 \$

La marge de crédit permise entre le 1^{er} janvier et le 30 septembre se chiffre à 20 323 044 \$ et de 10 161 522 \$ entre le 1^{er} octobre et le 31 décembre de l'année en cours.

6) **CONSULTATION :**

N/A

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

N/A

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

Il n'y a pas d'impact financier direct relié à l'acceptation de ce rapport.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

2017 – 164 : Règlement autorisant l'emprunt des sommes d'argent nécessaires pour rencontrer les dépenses courantes en 2018.

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2017-164

BEING A BY-LAW TO AUTHORIZE THE BORROWING OF SUMS FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31ST, 2018.

WHEREAS paragraph 407 (1) of the *Municipal Act, 2001*, provides authority, by by-law, for a council to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the Corporation for the year; and

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by paragraphs 407 (2) and (3) of the *Municipal Act, 2001*;

NOW THEREFORE, the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

1. The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2017 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407 (1) of the *Municipal Act, 2001*.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be National Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.
3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year and from October 1st to December 31st of the current year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.
4. Until the budget is adopted in a year, the limits upon borrowing under section 407 (2) of the *Municipal Act, 2001* shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.

5. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 (1) of the Municipal Act, 2001 that have not been repaid.
6.
 - a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the previous year.
 - b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 5 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
7. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favor of any other lender.
8. The treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the monies hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
9. Promissory Notes or banker's acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.

**READ A FIRST AND SECOND TIME AND PASSED IN OPEN COUNCIL
THIS 18th DAY OF DECEMBER 2017.**

Guy Desjardins, Mayor

Monique Ouellet, Clerk

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2017-163**

BEING A BY-LAW OF THE CITY OF CLARENCE-ROCKLAND TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CITY OF CLARENCE-ROCKLAND AT ITS REGULAR MEETING HELD ON DECEMBER 18, 2017.

WHEREAS Sub-section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Sub-section 5(3) of the said Municipal Act provides that the powers of every council are to be exercised by By-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the City of Clarence-Rockland at this meeting be confirmed and adopted by By-law;

THEREFORE the Council of the City of Clarence-Rockland enacts as follows:

1. **THE** action of the Council of the City of Clarence-Rockland in respect of each recommendation contained in any reports of committees and of local boards and commissions and each motion and resolution passed and other action taken by the Council of the City of Clarence-Rockland at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. **THE** Mayor and the appropriate officials of the City of Clarence-Rockland are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the City of Clarence-Rockland referred to in the proceeding section.
3. **THE** Mayor and the Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the City of Clarence-Rockland.

READ, PASSED AND ADOPTED IN OPEN COUNCIL THIS 18TH DAY OF DECEMBER, 2017.

Guy Desjardins, Mayor

Monique Ouellet, Clerk