



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

January 15, 2018, 8:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting
2. Adoption of the agenda
3. Disclosure of pecuniary interests
4. Delegations / Presentations
5. Petitions / Correspondence
 - 5.1 Funding request for the introduction of a pickleball league 5
6. Notice of Motion
7. Comment/Question Period

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

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

At no time shall this question period be taken by members of the audience to make speeches or accusations.
8. Report from the United Counties of Prescott and Russell
9. Committee/Staff Reports
 - 9.1 Petition Policy 7
 - 9.2 Developer Meeting 17

9.3	Budget status report – November 2017	23
9.4	Flood Mitigation Return-on-Investment Research Project	29
9.5	Award for Transportation Master Plan (TMP) and Active Transportation Master Plan (ATP)	33
9.6	Distribution of the UCPR grant to the community activities	37
10.	Other items	
11.	Adjournment	



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

le 15 janvier 2018, 20 h 00

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion
2. Adoption de l'ordre du jour
3. Déclarations d'intérêts pécuniaires
4. Délégations / Présentations
5. Pétitions / Correspondance
 - 5.1 Demande de financement pour introduction d'une ligne de pickleball 5
6. Avis de motion
7. Période de Questions/Commentaires

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

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

En aucun cas, cette période de questions/ commentaires ne peut être utilisée par les membres du public pour faire des discours ou porter des accusations.
8. Rapport des Comtés unis de Prescott et Russell
9. Rapports des Comités/Services
 - 9.1 Politique sur les pétitions 7
 - 9.2 Réunion avec les développeurs 17

9.3	Rapport budget opérationnel – Novembre 2017	23
9.4	Projet de retour d'investissement en matière d'atténuation d'inondation	29
9.5	Exécution du Plan Maître de Transportation et du Plan Maître de Transportation Active	33
9.6	Distribution de l'octroi des CUPR aux activités communautaires	37
10.	Autres items	
11.	Ajournement	

Le 23 décembre 2017

ATTN: Membres du Conseil

OBJET : **DEMANDE DE FINANCEMENT POUR INTRODUCTION D'UNE NOUVELLE LIGUE DE PICKLEBALL À L'ARÉNA JEAN-MARC LALONDE**

Nous aimerions introduire une nouvelle ligue de Pickleball dans la Cité de Clarence-Rockland. Il s'agit d'un sport qui combine tennis, badminton et ping-pong! Ce sport est très populaire à Ottawa, plusieurs de nos aînés se déplacent pour y participer à chaque semaine.

Nous avons discuté avec plusieurs gens de notre entourage afin de vérifier l'intérêt pour ce sport. Déjà une trentaine de personnes y seraient prêtes de s'inscrire.

Nous aimerions donner des sessions d'introduction et faire de la publicité afin de promouvoir la participation de ce beau sport.

Nous aimerions réserver l'aréna Jean-Marc Lalonde deux jours en après-midi par semaine (si possible le mardi et jeudi) ainsi que le dimanche après-midi. Nous vous demandons un appui de financement afin de nous aider à partir cette ligue en ayant les premiers mois de location de la surface de glace gratuite ou en aidant financièrement avec l'achat de l'équipement.

Un comité d'organisation y sera établi pour la création des lignes sur les terrains, l'installation des filets, les horaires d'équipes, publicité etc.

Une réponse rapide de votre part serait appréciée, compte tenu que nous aimerions commencer la ligue le plutôt possible.

Nous vous remercions de l'attention que vous porterez à cette demande et vous prions d'agréer, l'expression de nos sentiments les meilleurs.



R(Bob) St Onge
2691 rue Sylvain
(613) 325-2454



REPORT N° CLERK2018-01

Date	15/01/2018
Submitted by	Monique Ouellet, Clerk
Subject	Petition Policy
File N°	C11-CLE

1) **NATURE/GOAL :**

The purpose of this report is to present a newly proposed Petition Policy for Council's consideration.

2) **DIRECTIVE/PREVIOUS POLICY :**

The City of Clarence-Rockland has no written petition policy.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole recommends that Council adopts the proposed Petition Policy No. ADM2018-02.

QUE le Comité plénier recommande que le Conseil adopte la Politique No. ADM2018-02 au sujet des pétitions.

4) **BACKGROUND :**

n/a

5) **DISCUSSION :**

In the last year, several residents have contacted the Clerk's office requesting guidelines for the purpose of writing and submitting a petition to Council. Although the Clerk's office offered them general guidelines to follow, it would definitely be more appropriate to adopt a formal policy.

The proposed policy provides specific guidelines for the purpose of writing and submitting a petition to Council. Formalizing this process into a written policy will help improve customer service by ensuring that all staff are operating from the same understanding of how petitions are to be addressed, as well as clarifying for members of the public what steps they can take to file a petition with Council.

6) **CONSULTATION:**

n/a

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

n/a

- 8) **FINANCIAL IMPACT (expenses/material/etc.):**
There is no financial implication in relation to this report.
- 9) **LEGAL IMPLICATIONS :**
n/a
- 10) **RISK MANAGEMENT :**
If no formal written petition policy is adopted, there may continue to be some inconsistency in the manner in which petitions are addressed.
- 11) **STRATEGIC IMPLICATIONS :**
Improve customer service, improve internal communications.
- 12) **SUPPORTING DOCUMENTS:**
- Proposed Petition Policy No. ADM2018-02
 - Proposed Petition Form

CORPORATION de la Cité de / of the City of Clarence-Rockland		Politique <i>Policy No.:</i>	ADMIN2018-02
		Sujet <i>Subject:</i>	Petition policy Politique pour les pétitions
		Categorie <i>Category:</i>	Administration
Date:	January 15, 2018 15 janvier 2018	Résolution <i>Resolution No:</i>	
Auteur <i>Author:</i>	Monique Ouellet, Clerk	Règlement <i>By-law No:</i>	

1.0 Énoncé de politique

La Cité de Clarence-Rockland encourage la participation des citoyens et appuie les pétitions comme étant un outil pour les citoyens de donner leur avis sur le processus décisionnel du conseil. Une pétition est optimale lorsque l'information inscrite est précise et vérifiable et lorsqu'elle est reconnue et acceptée par les décideurs.

1.0 Policy Statement

The City of Clarence-Rockland is committed to citizen engagement and supports petitions as one tool for citizens to have input into Council's decision making process. A petition can be most effective when the information contained in it is accurate and verifiable, and when the petition is recognized and accepted by decision makers.

2.0 But/Objectif

Cette politique décrit la procédure à suivre pour la réception et la reconnaissance des pétitions publiques.

2.0 Purpose/Objective

This policy outlines the procedure to be followed for receipt and recognition of public petitions.

3.0 Définitions

Pour les fins de cette politique, une pétition est une demande écrite formelle faite à l'attention du conseil de la Cité de Clarence-Rockland.

3.0 Definitions

For the purpose of this policy, a petition is a formal written request made to the Council of the City of Clarence-Rockland.

4.0 Portée

Cette politique s'applique à toutes les pétitions soumises à la Cité de Clarence-Rockland, excepté celles qui sont régies par une autre Loi (par exemple, les pétitions de drainage et d'améliorations locales).

4.0 Scope

This policy applies to all petitions submitted to the City of Clarence-Rockland, with the exception of those governed by another Act (for example, drainage and local improvement petitions).

5.0 Procédures et ligne directrices

Exigences de la pétition

- Toute pétition doit être adressée au conseil de la Cité de Clarence-Rockland et demander une action particulière relevant de l'autorité du conseil.

5.0 Policy Procedure/Guidelines

Petition Requirements

- Any petition must be addressed to the Council of the City of Clarence-Rockland and request a particular action within the authority of Council.

<ul style="list-style-type: none"> • Toute pétition doit être appropriée et respectueuse et ne doit pas contenir de l'information ou du langage inapproprié ou grossier. • Le texte de toute pétition doit être inscrit au haut de chacune des pages pour les pétitions de plusieurs pages. Les pages doivent être numérotées et le nombre total de pages doit être indiqué. • Toute pétition papier doit être lisible, dactylographiée ou écrite à l'encre (pas au crayon de plomb). • Pour les pétitions papier, chaque signataire de la pétition doit imprimer et signer son propre nom directement sur la pétition, et doit fournir son adresse complète. • Pour les pétitions électroniques, chaque signataire de la pétition doit fournir son nom complet, son adresse complète et une adresse courriel valide. • Toute pétition doit clairement indiquer sur chacune des pages que celle-ci est sujette à être considérée comme un document public à la Cité de Clarence-Rockland et que l'information incluse peut être sujette à l'examen par la Cité et de gens du public. <p><u>Soumission des pétitions</u></p> <ul style="list-style-type: none"> • Toute pétition contenant les signatures originales doit être envoyée à l'attention du greffier par courrier ou livrées en personne à l'hôtel de ville de la Cité de Clarence-Rockland (1560, rue Laurier, Rockland, ON, K4K 1P7). • Toute pétition électronique doit être envoyée à l'attention du greffier par courrier électronique à info@clarence-rockland.com. 	<ul style="list-style-type: none"> • Any petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information. • The text of any petition must be listed at the top of each page for multiple-page petitions. Pages should be numbered and total number of pages indicated. • Any paper petition must be legible, typewritten or printed in ink (no pencil). • For paper petitions, each petitioner must print and sign his or her own name directly on the petition, and provide his or her full address. • For electronic petitions, petitioners must provide name, full address and a valid e-mail address. • Any petition must clearly disclose on each page that it will be considered a public document at the City of Clarence-Rockland and that information contained in it may be subject to the scrutiny of the City and other members of the general public. <p><u>Submission of petitions</u></p> <ul style="list-style-type: none"> • Any petition containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the City of Clarence-Rockland City Hall (1560 Laurier Street, Rockland, ON, K4K 1P7). • Electronic Petitions shall be submitted to the attention of the Clerk by email to info@clarence-rockland.com
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<p>Toute pétition qui rencontre les exigences requises sera incluse à l'ordre du jour de la prochaine réunion du comité plénier ou à la rencontre où le sujet concerné sera discuté.</p> <p>Les pétitions qui ne sont pas conformes aux exigences ne seront pas incluses à l'ordre du jour d'une réunion du comité plénier. Cependant, celles-ci pourront tout de même être incluses dans le bulletin de correspondance distribué régulièrement de façon non-officielle aux membres du conseil.</p> <p><u>Responsabilités</u> Le greffier est la personne responsable de recevoir l'ensemble des pétitions et de les soumettre à l'attention du conseil.</p> <p>Le greffier évaluera toutes les pétitions afin de s'assurer que les exigences sont rencontrées.</p> <p><u>Conservation et divulgation</u> Toutes pétitions soumises à la Cité seront conservées au bureau du greffier. Les pétitions rencontrant les exigences de cette politique et reçues par le conseil seront conservées conformément au Règlement de conservation des documents de la Cité, et seront accessibles au public sur demande.</p>	<p>Any petition that meets the requirements will be included on the next Committee of the Whole agenda, or on the meeting at which the subject of the petition is to be discussed.</p> <p>Petitions deemed to be in non-compliance will not be included on a Committee of the Whole meeting agenda. However, they may be included in the correspondence package distributed unofficially to members of Council on a regular basis.</p> <p><u>Responsibilities</u> The Clerk is responsible for receiving all petitions and submitting them to the attention of Council.</p> <p>The Clerk will evaluate all petitions to ensure that the requirements are met.</p> <p><u>Retention and disclosure</u> All petitions submitted to the City will be retained by the Clerk's office. Petitions meeting the requirements of this policy and therefore received by Council will be kept on file in accordance with the City's Retention By-law, and will be available for public viewing upon request.</p>
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Review and Amendments

<i>Date:</i>	<i>Révisé par : / Reviewed by:</i>	<i>Rapport No. / Staff Report No.</i>



City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
www.clarence-rockland.com

PETITION

PAGE ____ **of** ____

To: The Council of the City of Clarence-Rockland

Whereas: (provide a brief description of issue/problem/request in question)

I/We the undersigned, petition the Council of the City of Clarence-Rockland as follows:

Name (print)	Address	Signature

All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 1560 Laurier Street, Rockland (Ontario) K4K 1P7.



PÉTITION

PAGE ____ of ____

Au: Conseil de la Cité de Clarence-Rockland

Attendu que: (fournir une brève description de l'enjeu/problème/demande en question)

Je/Nous soussignés, la pétition au Conseil de la Cité de Clarence-Rockland comme suit:

Nom (lettres moulées)	Adresse	Signature

Toute l'information soumise est recueillie conformément aux articles 8 et 239(1) de la *Loi de 2001 sur les Municipalités* et peut être utilisée durant les discussions du conseil et divulguée en entier, incluant les adresses courriel, noms et adresses aux personnes demandant accès aux documents. Toute l'information soumise à la municipalité est sujette à la *Loi sur l'accès à l'information municipale et à la protection de la vie privée (LAIMPVP)*. Toute question à propos de cet avis de cueillette doit être adressée au bureau du greffier au 1560 rue Laurier, Rockland (Ontario), K4K 1P7.



REPORT N° INF2018-018

Date	08/01/2018
Submitted by	Dave Darch
Subject	Developer Meeting
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The purpose of this report is to advise members of Council of the items of discussion arising out of the December 13, 2017 meeting with Clarence-Rockland's development community.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS the Infrastructure and Planning Department convened a meeting with the City's developers and builders on December 13, 2017; and

WHEREAS a number of significant development issues were discussed at this meeting; and

WHEREAS Report No. INF2018-018 provides an overview of the discussions and action items arising out of the December 13, 2017 meeting;

THAT Report No. INF2018-018 be received as information.

4) **BACKGROUND :**

In March, 2017, the Infrastructure and Planning Department organized a meeting with the city's developers and builders to discuss development issues of mutual interest. The meeting was quite well attended and there was agreement by those in attendance that similar development meetings should be convened on a regular semi-annual basis.

In view of the above, a second meeting was scheduled for December 13, 2017 at the Clarence-Rockland Arena. Invitations were sent out to all known developers, builders and consultants. Staff prepared an agenda (refer to Appendix A) that included suggested topics of discussion received from the invitees.

5) **DISCUSSION :**

Thirty eight (38) people attended the development meeting inclusive of 13 staff members from the Infrastructure and Planning Department and other departments.

The following provides a highlight of the discussions which took place during the meeting:

1.0 Introduction:

Helen Collier welcomed those in attendance and provided a brief overview of the purpose of the development meetings. She went on to highlight the projected growth in the City over the 2018-2028 time. She emphasized that this was a significant influx of growth particularly in the first five years and advised that the city was taking action to ensure that it is positioned to respond to these growth demands.

2.0 Engineering Standards:

Jonathan Samson briefly highlighted the purpose of the draft engineering standards and indicated that these standards were being tabled for a one-month period for review and comment by the development community. Julian Lehnart requested that comments be provided by no later than February 1, 2018 at which time staff would review the comments received and amend the standards as appropriate. The finalized standards will be presented at the next meeting tentatively scheduled for May, 2018.

Staff reaffirmed that developing clear engineering standards should reduce the length of application review times. There was a suggestion that the standards should be reviewed after a year of implementation to assess how they are working out and, if necessary initiate updates.

3.0 Draft Development Processes:

Marie-Eve Belanger briefly discussed the draft processes have been prepared for site plan and subdivision applications, minor variances and consents. The draft documents will be emailed to those in attendance and will identify processing times, fees, agency circulations and departmental staff that will be involved in processing the applications. The draft processes will also identify the information that should be provided on required plans.

Ms. Belanger indicated that these documents are being tabled for a one-month period. Comments should be submitted to the Department by no later than February 1, 2018.

It was noted that the subdivision process is almost completed and will be submitted to the attendees within two weeks time.

4.0 Fast Tracking Approvals:

Staff indicated that meetings would be convened with developers in order to have agreement on the significant milestones associated with the development approval process. The understandings would be confirmed via e:mail or in a letter to ensure that all parties involved in the development approval process are aware of approval timelines and expectations. Further, it was agreed that a meeting would be convened between staff and the developers prior to Planning Committee meetings is to review the conditions of approval to "scope" the most controversial development conditions.

5.0 Pre-Consultation Meetings:

Staff indicated that a pre-consultation committee would be formed to meet with developers in order to identify significant issues that needed to be addressed for the development under consideration to proceed.

There was a concern expressed by those in attendance that it is not always necessary for the South Nation Conservation Authority to be involved in providing comments on development applications. There were concerns that, from time to time, the Conservation Authority was providing comments outside of their jurisdiction. There was a feeling that there should be a "standard benchmark" for Conservation Authority requirements.

Staff indicated that it would look into the role and responsibility of the Conservation Authority on City development applications and will bring back a position on this matter at the scheduled May, 2018 developer's meeting.

There was discussion about the timing of development review team meetings. The developers felt that scheduling the review meetings on Tuesday mornings was somewhat limiting and requested city staff to consider more flexibility with respect to the timing of the review meetings. Staff will report back on this issue at the next developer meeting.

It was suggested that city staff should investigate the pre-consultation process used in Russell Township. They indicated that Russell's process is a good model.

6.0 Peer Reviews:

There was concern expressed by the developers in attendance regarding the necessity of third party peer (consultant) reviews for development related studies. The comment was made that some municipalities do not undertake peer reviews of professional reports (e.g. environmental and engineering drawings/studies etc).

Staff indicated that this matter would be investigated and discussed at the schedule to May, 2018 meeting.

7.0 Development Charges Update:

Ms. Collier presented a number of slides detailing the need for the Development Charge Bylaw update and the associated timetable to ensure approval of a new Development Charges By-law in 2019.

Staff emphasized that the developers/builders will be afforded the opportunity to review required growth related infrastructure works and their associated costs for the planning horizon. It is anticipated that a formal meeting will be convened in October/November 2018 to review these issues with the developers/builders.

8.0 Building Code Changes Update:

Chantal Begin provided an overview of the anticipated changes to the Ontario Building Code.

There was an inquiry about installing the required electrical capacity to code for subdivisions that are already approved.

9.0 Miscellaneous Comments:

The following questions/comments were directed to staff:

- which agencies get circulated when there is a second site plan submission? There was concern that there should not be new comments at this stage in the process.
- there are 30-year-old draft plan approvals that are repeatedly being extended. This is viewed as being unfair to today's developers. The conditions for these plans are completely out of date and requirements are not the same
- there was a request that the city stop discounting refunds on deposits since this becomes a cost to the builder instead of a performance deposit. There was a suggestion that the city should revisit the appropriate bylaws that address this issue.

- It was suggested that all site plan fees should be included upfront with the application. There should be a maximum of two releases.
- There was comment that the meetings are good but there should be more of a focus on actioning items. Dave Darch indicated that he believes the city is being proactive in addressing development issues in a timely fashion. He referenced the commitment that was made by staff at the developer meeting in Spring of 2017 wherein staff stated that they would be bringing back draft engineering standards and the development review processes for subdivisions, consents, etc. These documents were made available at the December 13, 2017 meeting.

Staff confirmed that the city is committed to “meaningful” meetings and dialogue with the development community to improve the development approval process in Clarence-Rockland.

10.0 Agenda Items for May, 2018 Meeting:

- review final documents for engineering standards and development processes
- staff position regarding development review committee and roll of the South Nation Conservation Authority
- demolition projects-improve process to access to city landfill site. How will new weigh scale affect operations?
- streetlighting contract-when will LED lights be activated. Confirm who is to be responsible for locates and identify liabilities

6) CONSULTATION:

The developer/builder meetings are intended to open up the dialogue between the city’s administration and the development community.

7) COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

There are no financial impacts from the meeting

8) LEGAL IMPLICATIONS :

The documents distributed at the meeting will assist in mitigating potential litigation for future development applications.

9) RISK MANAGEMENT :

The development meetings represent a cooperative venture between the development community and the administration to reduce unnecessary risks attributable to development applications and approvals

10) STRATEGIC IMPLICATIONS :

The developer/builder meetings support the Environmental Responsibility Pillar and associated strategic goals that are outlined in the draft Strategic Plan.

11) SUPPORTING DOCUMENTS:

Attachment A-draft agenda for December 13, 2017 meeting



REPORT N° FIN 2017-048

Date	05/01/2018
Submitted by	Frédéric Desnoyers
Subject	Budget status report – November 2017
File N°	F05 Budgets and estimates

1) **NATURE/GOAL :**

This report sets out the financial status of City operations for the period ending November 30, 2017.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. FIN2017-048, being the financial operating budget status for the period ending November 30, 2017, be received as information.

QUE le rapport no. FIN2017-048, étant le rapport financier sur le budget opérationnel pour la période se terminant le 30 novembre 2017, soit reçu à titre d'information.

4) **BACKGROUND :**

N/A

5) **DISCUSSION :**

Corporate revenues and expenses - \$2,247 deficit

Corporate contingency is expected to be in surplus by about \$158,000 and the Investment income and penalties and interest on taxes are projected to be in surplus by \$115,000. The vacancy factor causes a pressure of \$110,000 for corporate accounts as the vacancy savings are shown in the departments.

There is a deficit of \$70,000 expected in supplementary taxes and \$120,000 deficit in the provincial offence revenues. There is a saving of \$25,000 expected on the debt budget since not long term debt was issued in 2017.

CAO, Corporate Services & City Council - \$361,099 surplus:

\$305,000 is being transferred from Corporate Services to the CAO's budget for the Clerk's office. There are savings of \$105,000 from the legal fees and liability claims and \$2,000 in Hydro rates. There is a pressure for an additional contract expense of \$25,000 for the hiring of the Infrastructure Director and salary savings of \$206,000 and

\$10,000 savings in advertising. There are additional savings of \$16,500 for the phone expenses, \$30,000 on various human resources expenses and \$13,000 in the Health & Safety committee and accessibility expenses. The Council also had some savings of \$3,000 in committee expenses and \$3,500 in meals.

Flood expenses - \$153,473 deficit

A claim was sent to the province for all flood expenses, assuming that all expenses are eligible, the municipalities portion not refunded by the program is expected to be \$153,473.

Finance - \$118,775 surplus

The department is expecting a surplus of \$37,000 from audit savings from being more efficient, \$15,000 from program modifications delayed to 2018. A saving of \$25,250 in finance contracts was also attained by completing more work internally such as the FIR and \$21,750 savings from the IT consultant budget. There is also a saving of \$15,000 in the economic development budget.

Protective Services - \$73,296 deficit

The department is expecting \$25,000 less in revenues primarily in Rescue – extrication services. There are \$49,000 in overtime pressures and \$22,000 in salaries and benefits primarily a result of severance payments.

There is also a materials budget pressure of \$44,000 primarily related to supplies and protective clothing and a pressure of \$15,000 for vehicle repairs. A saving of \$82,000 expected from the OPP contract as a result of prior years' adjustment.

Infrastructure and Planning - \$8,402 surplus

The department is expecting a surplus of \$20,425, there is a high number of small variances between accounts but overall, the department is expecting a surplus because of additional planning revenues.

Community Service - \$33,082 surplus

The department is expecting a surplus of \$33,082. There's a saving of \$22,500 due to lower hydro rates and a saving of \$10,500 in playground equipment.

Daycare Services - \$504,400 deficit

The daycare services are expecting a deficit of \$504,400. The

department received approximately \$260,000 less revenues from the daycares fees, the salaries are also over budget by \$276,000 but a saving of \$32,000 from the food supplies & field trips is expected.

Public Transit – 35,615 deficit

The department is expecting a deficit since there was an increase in the bus contract fees.

Public Library - \$70,398 deficit

The library is expecting a deficit primarily due to a new pay equity including retro payments. The deficit will be absorbed by their own "Accumulated Surplus/Deficit" account.

Overall, the City is expecting a deficit of \$318,071 which is primarily due to the Spring flooding events and daycare services.

The deficit will be managed by using the accumulated surplus at year end.

6) **CONSULTATION:**

N/A

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

N/A

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

As presented in this report.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Appendix A - Operating Budget Status Report - Year-end (Surplus)/ Deficit Projection – As at November 30, 2017.

Rapport de budget 2017 / Budget Status Report

Year-end (Surplus)/ Deficit Projection

As at November 30

FOND GENERALE/ GENERAL FUND	Mois courante/ Current month 2016	Mois courante/ Current month 2017	2015 à date/ ytd	2016 à date/ ytd	2017 à date/ ytd	2017 BUDGET	PREVISION/ FORECAST	(SURPLUS)/ DEFICIT
Revenues et dépenses corporate/ Corporate Revenue and Expense	- 307,522	- 123,423	- 16,820,933	- 16,342,338	- 16,979,488	- 17,068,968	- 17,066,721	2,247
Flood expense							153,473	153,473
Conseil/ City Council	22,452	24,770	272,924	276,764	302,638	352,330	345,830	- 6,500
Bureau du Directrice générale/ Chief Administrative Officer	55,963	74,230	472,911	599,417	971,355	941,056	1,111,707	170,651
Service corporatif/ Corporate Services	89,626	60,227	848,844	970,438	698,464	1,323,191	797,941	- 525,250
Finances/ Finance	114,921	112,713	1,171,368	1,364,030	1,368,216	1,679,722	1,560,947	- 118,775
Services communautaires/ Community Services	86,644	130,770	1,107,869	1,382,945	1,441,364	1,817,388	1,784,306	- 33,082
Services de garderie/ Day Care Services	- 43,311	36,117	664,783	- 49,902	312,525	- 52,109	452,291	504,400
Service de la protection/ Protective Services	334,971	367,549	4,073,940	4,188,053	4,238,294	5,262,770	5,336,066	73,296
Infrastructure et urbanisme/ Infrastructure and Planning	410,970	266,465	4,443,084	4,011,769	4,578,976	4,728,827	4,720,425	- 8,402
Transport en commun/ Public Transit	214,832	68,284	341,865	434,908	453,667	451,320	486,935	35,615
City tax-supported	979,546	1,017,701	- 3,423,345	- 3,163,916	- 2,613,990	- 564,473	- 316,800	247,673
Bibliothèque publique/ Public library	64,555	27,534	402,828	437,174	495,914	564,473	634,871	70,398
Supporté par les taxes/ Tax- supported	1,044,102	1,045,235	- 3,020,517	- 2,726,742	- 2,118,076	-	318,071	318,071



REPORT N° PRO2017-028

Date	18/12/2017
Submitted by	Brian Wilson
Subject	Flood Mitigation Return-on-Investment Research Project
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To obtain Committee approval to participate in a flood mitigation return-on-investment project, funded by the federal government, and directed by AECOM.

2) **DIRECTIVE/PREVIOUS POLICY :**

None.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Committee of the Whole direct the Community Emergency Management Coordinator (CEMC) to pursue participating in a joint project to evaluate the return on investment for various flood mitigation measures.

QUE Comité plénier dirige le coordonnateur communautaire de la gestion des urgences (CCGSU) de poursuivre sa participation à un projet conjoint visant à évaluer le rendement de l'investissement pour diverses mesures d'atténuation des inondations.

4) **BACKGROUND :**

In November 2017, the City was contacted by an emergency management professional employed by AECOM. AECOM is a strategic partner to the '100 Resilient Cities' group, and is in the process of applying for federal funding through the Department of Research and Development Canada to study the return on investment of various flood mitigation measures.

AECOM was provided with Director Wilson's name and contact information by a mutual contact at Public Safety Canada, who had suggested that following the spring flooding, Clarence-Rockland may be interested in participating in this research.

Problem: There is insufficient Return on Investment (RoI) evidence to support economic justification and political and public buy-in for investments in disaster risk reduction measures such mitigation, climate adaptation, resilience building and smart recovery.

Challenge: To develop forensic (i.e. investigating past disasters) and scalable all-hazards risk modelling approaches to calculating the

economic, cultural and social losses from disasters, in order to validate the cost-effectiveness of disaster mitigation, resilience building, climate adaptation, and smart recovery/building-back-better for communities and regions, in alignment with the Sendai Framework for Disaster Risk Reduction (the international benchmark for such projects).

AECOM

AECOM is one of the 100 Resilient Cities strategic partners; They are supporting over 30 cities across the world with understanding their stressors and shocks and developing some of their resilience plans. They are working directly with 3 of the 4 Canadian cities that are part of this program as their strategic resilience partner. AECOM also developed the UN's Disaster Risk Reduction Ten Essentials Framework and has strong water modelling and risk assessment expertise across Canada and the US and International.

Project Partners: Public Safety Canada, AECOM, Ottawa, Gatineau, Toronto, Calgary, Montreal, along with several Conservation Authorities.

Project Statement

In Clarence-Rockland and throughout Canada, natural disasters have impacted the lives of citizens. These impacts have included more than just the loss of property, such as social disruptions as people are forced from their homes, environmental damages from debris and chemicals, and cultural disruptions as people lose items of significance and are displaced from their homeland. Mitigation measures can reduce the risk of these damages and losses, but these mitigation measures cost money to implement and maintain. As a result, often cities and the national government conduct benefit-costs analyses to determine if the benefits provided by the mitigation measures are greater than the costs. Basically, answering the question of whether there is sufficient economic justification to implement a project. Unfortunately, many good projects are not implemented because there is insufficient return on investment (ROI) to support the project. Conducting a more comprehensive analysis when estimating the ROI can help make a project economically justifiable and move it one step closer to being implemented. While there are many good tools available to help estimate the benefits of the project, they may not capture all of the benefits of a project. The goal of this effort is to provide a tool that can be used by local planners to provide a comprehensive analysis of the benefits of a proposed project. The proposed tool would build on the benefit-cost toolkit that has been created by the U.S. Federal Emergency Management Agency (FEMA). The toolkit provides guidelines, methods, and software modules for a many natural hazards (including flood, hurricane, tornado, earthquake, wildfire, and drought). The toolkit will be adapted for use in the Canadian context and will be expanded to consider social,

environmental, and cultural aspects of mitigation ROI. Furthermore, the project will be conducted to align with the Canadian requirements regarding Risk Reduction reporting with respect to the Sendai framework (the benchmark for such projects). The experienced project team will also leverage other existing frameworks, including the UN's Ten Essentials of Disaster Resilience and Rockefeller's 100 Resilient Cities.

Project Phases:

- Year 1: Literature Review, Disaster Data collection and analysis, Development of methodology, Municipal Case Study (ies) part 1.
- Year 2: Tool Requirements, Design and Development and Municipal Case Studies (Part 2)
- Year 3: Software requirements, Year 3: GIS-based software solution development, testing, documentation and Final Report

AECOM believes that engagement of key stakeholders throughout the process can facilitate an objective and transparent perspective. Local experts and stakeholders would be engaged to ensure that the tool is comprehensive, that suggested inputs will be available, and that the assumptions are reasonable and appropriate for a variety of municipalities, including Clarence-Rockland.

The tool would be designed and tested to be user-friendly for municipal planners and economists. The results from a thorough analysis would provide support and justification for project funding.

5) DISCUSSION :

Gaining a better understanding of the return on investment for various flood mitigation measures will benefit Council in evaluating various options for how to reduce the impact of future flood events. By participating in this research, Clarence-Rockland can provide its statistical data and first-hand information, and therefore be included in the variables to produce the final outcomes from the research.

The commitment required for this project is anticipated to be ½ to 1 day per month of time. There is no financial contribution required from the City of Clarence-Rockland. AECOM has offered to travel to Clarence-Rockland to assist in information gathering, and providing guidance throughout the project. There are no anticipated significant costs, including travel, related to this project. There may be some meetings in Ottawa, but would otherwise be locally held.

Public Safety Canada has agreed to take on the lead agency role, and will therefore manage the grant and payments to AECOM. Therefore administratively there is no significant requirement from Clarence-Rockland to participate in this project.

Clarence-Rockland will be well positioned to gain information and the results of this research, which will provide an evidence-based approach to recommendations for flood related disaster risk reduction projects in future years.

6) **CONSULTATION:**

None.

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

None.

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

There is no direct financial impact from participation in this project. The commitment is in terms of time from the CEMC.

9) **LEGAL IMPLICATIONS :**

None.

10) **RISK MANAGEMENT :**

Participation in this research demonstrates Council's commitment to looking at ways to improve public safety and mitigate against the risk of future flooding.

11) **STRATEGIC IMPLICATIONS :**

Gaining an understanding of the return on investment for various flood mitigation measures will help to provide Council with research based evidence to consider for future funding and/or grant proposals.

12) **SUPPORTING DOCUMENTS:**

None.



N°INF2018-001 Award for Transportation Master Plan (TMP)

Date	15/01/2018
Submitted by	Richard Campeau
Subject	Award for Transportation Master Plan (TMP) and Active Transportation Master Plan (ATP)
File N°	T05-TMP

REPORT

1) NATURE/GOAL :

The purpose of this report is to seek authorization from Council to sign a contract with Stantec Consulting Ltd. to perform the Transportation Master Plan (TMP) and Active Transportation Master Plan (ATP) as specified in the Tender No. F18-INF2017-022.

2) DIRECTIVE/PREVIOUS POLICY :

N/A

3) DEPARTMENT'S RECOMMENDATION :

BE IT RESOLVED THAT Council adopts a by-law to authorize the Mayor and the Clerk to sign a contract with Stantec Consulting Ltd. in the amount of \$102,715 for the execution of the Transportation Master Plan and Active Transportation Master Plan.

QU'IL SOIT RÉSOLUT QUE Conseil adopte un règlement pour autoriser le Maire et la Greffière à octroyer un contrat à Stantec consulting Ltd. pour la somme de 102 715\$ pour l'exécution du Plan Maître de Transportation ainsi que le Plan Maître de Transportation Active.

4) BACKGROUND :

The City of Clarence-Rockland was mandated to undertake the preparation of a Transportation Master Plan (TMP) and Active Transportation Master Plan (ATP). The strategic Transportation Plan for the urban area of the municipality was carried out in 2005 by McCormick Rankin Corporation (MRC). This report has provided guidance to the City with a primary focus on road users. The TMP and ATP will provide the opportunity to create a vision and plan to enable the municipality to meet its long term growth and development needs through a sustainable means that promotes alternative travel modes to private automobile. Acknowledging the private automobiles is the dominate mode of travel by area residents, this project will identify and recommend initiatives for the municipality to further develop the

transportation networks that serve the area residents while also enhancing the sense of community. The assessments of the mobility within the City of Clarence-Rockland will be a two-tier exercise. It will consist of an initial high-level analysis of the transportation networks and systems currently in place, and a more targeted assessment of operational systems such as parking, transit, pedestrian and cycling facility utilization.

5) **DISCUSSION :**

On November 9th, 2017, the Department of Infrastructure and Planning received proposals for the Transportation Master Plan (TMP) Project. This process was a two (2) envelope process which included and technical submission and a financial submission. The financial submission is only reviewed/scored after the technical review is completed and the proponents qualify to carry on. Only the proponents obtaining the minimum score of 63 out of 90 are legible to proceed to the next step, the financial submission. All three (3) submissions qualified to proceed to the financial review.

Please see below the details for both the technical and financial scoring:

Scoring:

	WSP Group	Stantec Cons.	Dillon Cons.
Technical scoring (90)	72.7	74.0	65.0
Prices	\$109,834	\$102,715	\$108,450
Weighted prices (10)	9.4	10.0	9.5
Total Weighted score (100)	82.1	84.0	74.4

The proposal from Stantec Consulting Ltd was validated for conformance and determined to meet the qualifying criteria's. The Department, therefore, recommends that the City retain the services of Stantec Consulting Ltd. for the Award for Transportation Master Plan (TMP)

6) **CONSULTATION:**

N/A

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

N/A

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

The 2017 Capital Budget allocates \$132,500 of funding for the TMP and ATP Projects. \$100,000 was allocated from the Planning and Infrastructure department and \$32,500 from the Community Services department.

The municipality has previously mandated CH2M to assemble the specifications and Request for Proposal (RFP) documentation at a cost of \$27,252.50, excluding HST.

Financial Items	Amount
Budget account:	
2-4-3200-9898 (Transportation Master Plan)	\$100,000
2-4-7260-9420 (Active Transportation Master Plan)	\$32,500
Previously spent;	\$27,253
- CH2M Eng. (RFP & Specifications)	
Contract price (excluding HST)	\$102,715
Impact of HST (1.8%)	\$2,340
Municipality's Cost	\$ 132,308
Balance / Short fall	\$192

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

By-Law 2018-XX



RAPPORT N° 2018-01-01

Date	03/01/2018
Soumis par	Martin Irwin
Objet	Distribution de l'octroi des CUPR aux activités communautaires
# du dossier	R00-ACT

1) **NATURE / OBJECTIF :**

Depuis 2015, la municipalité reçoit une somme de 10 000 \$ de la part des Comtés unis de Prescott Russell pour couvrir certains coûts pour des activités culturelles ou récréatives dans la Cité. Les Comtés Unis demandent à ce que la municipalité identifie les projets auxquels les fonds seront transmis.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

En 2017, le montant de 10 000 \$ fût utilisé pour défrayer les coûts associés à la tenue du Festival de la rivière des Outaouais, de la Fête du Canada 150, des Jeux des aîné(e)s ainsi que l'exposition d'œuvres d'art au Complexe récréatif et culturel de la Cité de Clarence-Rockland.

3) **RECOMMANDATION DU SERVICE:**

ATTENDU QUE la Cité de Clarence-Rockland a reçu une somme de 10 000 \$ de la part des Comtés Unis de Prescott Russell pour couvrir certains coûts pour des activités culturelles ou récréatives;

QUE le comité plénier recommande au conseil municipal d'accepter le montant de 10 000 \$ soit octroyé de la façon suivante :

- 5000 \$ au Festival de la rivière des Outaouais;
- 3000 \$ à la Fête du Canada;
- 1500 \$ à des activités artistiques telles que des expositions d'œuvres d'art au Complexe récréatif et culturel de la Cité de Clarence-Rockland; et
- 500 \$ aux Jeux des aîné(e)s, tel que recommandé.

WHEREAS the City of Clarence-Rockland received an amount of \$10 000 from the United Counties of Prescott-Russell to cover certain costs for cultural or recreational activities;

THAT the Committee of the Whole hereby recommends to Municipal Council to accept that the amount of \$10,000 be granted as follows:

- \$5,000 to the Ottawa River Festival;
- \$3,000 to the Canada Day celebration;
- \$1,500 for artistic endeavors such as art exhibits at the City of Clarence-Rockland Cultural and Recreational Complex; and
- \$500 to the Clarence-Rockland Senior Games, as recommended.

4) **HISTORIQUE :**

Selon les modalités de la subvention, la somme de 10 000 \$ doit être dépensée envers des activités de nature culturelles et communautaires qui se déroulent dans la Cité de Clarence-Rockland.

5) **DISCUSSION :**

S/O

6) **CONSULTATION :**

S/O

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

S/O

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

L'attribution du montant discrétionnaire vers les activités mentionnées a été prise en considération lors du processus budgétaire 2018. Ces transferts doivent donc rester tels quels sans quoi il y aura un manque à gagner dans le budget de chacune des activités.

9) **IMPLICATIONS LÉGALES :**

S/O

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

S/O

11) **IMPLICATIONS STRATÉGIQUES :**

S/O

12) **DOCUMENTS D'APPUI:**

S/O