



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

March 5, 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 from the Bourget Optimist Club - "Soirée American Country 2018" 5
 - 5.2 Letter from the town of Essex in regards to school properties in case of closure 7
 - 5.3 Supporting request from the Town of Lakeshore in regard to marijuana tax revenue 9
 - 5.4 Financial support request from the Rockland Marching Band 13
6. Notice of Motion
 - 6.1 Notice of motion presented by Councillor Carl Grimard, supported by Councillor Mario Zanth, in regard to the Environment Advisory Committee
THAT the administration be mandated to review the mandate of the Environmental Advisory Committee to better reflect the needs of the municipality.

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

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10. Other items

11. Adjournment



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

le 5 mars 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 du Club Optimiste de Bourget - "Soirée American Country 2018" 5
 - 5.2 Lettre de la ville de Essex au sujet des propriétés des écoles dans le cas de fermeture 7
 - 5.3 Demande d'appui de la ville de Lakeshore concernant les revenus de la taxe sur la marijuana 9
 - 5.4 Demande d'aide financière pour la Fanfare de Rockland 13
6. Avis de motion
 - 6.1 Avis de motion présenté par le conseiller Carl Grimard, appuyé par le conseiller Mario Zanth, au sujet du Comité consultatif en environnement
QUE l'administration soit mandatée à faire une révision du mandat du Comité consultatif en environnement afin de mieux refléter les besoins de la municipalité.

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

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9.6	Ajustements au Budget 2018	53
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10. Autres items

11. Ajournement



Club Optimiste de Bourget Inc.

C.P. 342, BOURGET (ONTARIO), K0A 1E0
Facebook@bourgetcluboptimiste

Chers membres du conseil,

Le Club Optimiste de Bourget désire apporter à votre attention une demande de subvention au montant de 3000\$ pour assurer la réalisation de notre "Soirée American Country 2018" qui attire chaque année plus de 325 citoyens grâce au formidable travail de vingt-cinq bénévoles.

Ce grand événement annuel qui aura lieu le 5 mai 2018 a pour but de permettre à toute la communauté de Clarence-Rockland de socialiser, danser et s'amuser ensemble sous la musique du groupe d'Alain Brisson, Fred Delorme, Yvan Pelletier et bien d'autres vedettes.

De plus, les profits réalisés au cours de cette soirée aideront à déboursier les coûts reliés à l'achat et l'installation de nouvelles structures de jeux adaptées spécifiquement pour les élèves plus âgés de l'école élémentaire Sacré-Cœur à Bourget.

Nous en profitons pour vous inviter à participer à cette soirée sociale avec votre groupe d'amis. Les billets achetés à l'avance coûtent seulement 20\$. Des billets seront également disponibles le soir même de l'événement au coût de 25\$.

Cette subvention de 3000\$ de la part de la Cité de Clarence-Rockland nous permettra de maintenir le coût des billets à un prix accessible pour assurer une grande participation du plus grand nombre possible de personnes.

Nous tenons à vous remercier pour l'attention que vous porterez à notre demande.

Veuillez agréer l'expression de nos plus sincères sentiments.

Angèle Clairoux
Présidente, Club Optimiste de Bourget
(613) 487-2638, (613) 327-9488
angeleclairoux@hotmail.com

Yves Guindon
Président, Comité de la Soirée Country
(613) 222-5600
yves.guindon@hotmail.com

cc: Diane Choinière, conseillère municipale de C-R





February 1, 2018

Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 801
Toronto, Ontario M5H 3C6
Email: amo@amo.on.ca

Rural Ontario Municipal Association
200 University Avenue, Suite 800
Toronto, Ontario M5H 3C6
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent



is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy
Seconded by Councillor Voakes

(R18-01-013) That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Carried

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Auger", written over a white background.

Robert Auger, L.L.B.
Clerk, Legal and Legislative Services
Town of Essex
Email: rauger@essex.ca

RA/Im



TOWN OF LAKESHORE

January 22, 2018

419 Notre Dame St.
Belle River, ON N0R 1A0

Right Honourable Justin Trudeau,
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

RE: MARIJUANA TAX REVENUE

At their meeting of January 16, 2018 the Council of the Town of Lakeshore duly passed the following resolution.

577-01-2018 Councillor Wilder moved and Councillor McKinlay seconded:

It is recommended that:

WHEREAS marijuana will soon be available for purchase through retail outlets in Canada;

WHEREAS the sale of marijuana will generate new tax revenues;

WHEREAS the Government of Canada and the Government of Ontario have been actively discussing how to distribute the new tax revenues generated by the sale of marijuana;

WHEREAS the Government of Canada and the Government of Ontario have thus far not agreed to distribute any of the new tax revenues generated by the sale of marijuana to municipalities directly;

WHEREAS municipalities are responsible for critical infrastructure projects, such as roads, bridges, water treatment and delivery of potable water;

WHEREAS municipalities face a significant challenge in funding critical infrastructure projects and have limited options for increasing revenues, aside from raising property taxes, which negatively impacts all taxpayers; and

WHEREAS the new tax revenues generated from the sale of marijuana, could be used to help offset infrastructure costs for municipalities.

NOW THEREFORE BE IT RESOLVED that the Government of Canada and the Government of Ontario be urged to allocate a proportionate share of the new tax revenues generated from the sale of marijuana, to municipalities directly;

BE IT FURTHER RESOLVED that the Government of Canada and the Government of Ontario be urged to create a fund, similar to the Gas Tax Fund and the Clean Water and Wastewater Fund, from the new tax revenues generated by the sale of marijuana, to provide funding to municipalities for infrastructure projects;

BE IT FURTHER RESOLVED that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their consideration.

Motion Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse
Clerk

/cl

cc: Honourable Kathleen Wynne, Premier of Ontario
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada
cc: Ms. Elizabeth May, Leader of the Green Party of Canada
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party
cc: Hon. Andrea Horwath, Leader of New Democratic Party
cc: Members of Provincial Parliament in Ontario
cc: Federation of Canadian Municipalities (FCM)
cc: Association of Municipalities Ontario (AMO)
cc: Via Email - All Ontario Municipalities

No. du point à l'ordre du jour: 21.8
No. de la résolution 2018-80
Titre: Ville de Lakeshore - Demande d'appui d'une résolution concernant les recettes fiscales générées par la vente de la marijuana.
Date: le mardi, 6 février 2018

Proposée par: Benoit Lamarche
Appuyée par: René Beaulne

QU'IL SOIT RÉSOLU que le Conseil du Canton d'Alfred et Plantagenet appuie la résolution de la ville de Lakeshore demandant que les recettes fiscales générées par la vente de la marijuana soient attribuées proportionnellement aux municipalités.

Adoptée

Mélissa Cadieux - Greffière adjointe

Agenda Number: 21.8
Resolution Number 2018-80
Title: Town of Lakeshore - Request for support of a resolution regarding the new tax revenues generated from the sale of marijuana.
Date: Tuesday, February 6, 2018

Moved by: Benoit Lamarche
Seconded by: René Beaulne

BE IT RESOLVED that Council of the Township of Alfred and Plantagenet support the Town of Lakeshore's resolution requesting that the new tax revenues generated from the sale of marijuana be proportionally allocated to municipalities.

Carried

Mélissa Cadieux - Deputy Clerk

From: [Georges E. Guibord](#)
To: [Guy Desjardins](#); [Monique Ouellet](#)
Subject: Demande d'aide pour la Fanfare de Rockland
Date: February-28-18 1:29:46 PM

Monsieur Le Maire, Madame la Greffière et tous les membres du Conseil de Ville,

Bonjour, mon nom est Georges Guibord et je suis le président de la Fanfare de Rockland depuis quelques années.

En 2016, dans le cadre des Activités Culturelles et Communautaires j'ai rempli le formulaire de demande de soutien financier pour défrayer le coût d'un autobus pour les membres de la Fanfare qui viennent d'Orléans et d'Ottawa et qui à chaque semaine participent aux pratiques ainsi qu'aux concerts durant l'année. Ceci pour éviter aux musiciens (plusieurs d'âge avancé) de conduire durant les intempéries, et ainsi assurer leur participation avec sécurité. Le coût d'un autobus était top haut, mais le budget du comité a permis de nous octroyer \$900. pour défrayer le coût de la gasoline des membres, ce qui a été suffisant pour payer le coût du covoiturage. Ces musiciens et musiciennes ont covoituré dans quatre véhicules durant l'année 2017 et ont très apprécié cette décision du comité.

En 2017 j'ai fais la même demande de \$900. pour 2018 et une deuxième demande pour un monte-escalier dans le kiosque de la Fanfare, pour monter et descendre les tambours et instruments qui sont gardés au sous-sol et pour aider aux musiciens qui ont de la difficulté dans l'escalier, et ainsi assurer leur sécurité. Si vous désirez plus de détails concernant la Fanfare, les deux demandes (qui sont trop épaisses pour être attachées au présent message) peuvent être obtenues de Mr Pierre Boucher ou Martin Irwin. Pour votre information j'ai inclu ici-bas la liste des musiciens de Rockland et d'Orléans/Ottawa. Pour les concerts de Noël 2017 nous avons obtenu l'aide de quatre bons musiciens de Cornwall, qui semblent vouloir devenir membres réguliers de la Fanfare dans l'avenir (ce qui ferait un total de vingt musiciens).

Les deux demandes ont été refusées, car un monte-escalier et de la gasoline n'entraient pas dans les normes du comité comme activités artistiques ou culturelles (ce que je comprends bien), malgré que ces items aident à la Fanfare qui elle, est une organisation artistique et culturelle. Ce qui est du monte-escalier (environ \$2000), ce serait plus sécuritaire, mais on peut y survivre. Nous avons eu un rendez-vous (Martin Irwin, Pierre Boucher et moi-même) le 26 février pour en discuter. Les deux demandes sont confirmées non-acceptables dans le contexte du comité.

Mais le \$900. est un besoin qui demeure, et ce à chaque année. La Fanfare n'a jamais pensé de charger pour les concerts, mais durant ce rendez-vous il a été mentionné qu'il serait peut-être possible que la ville considère un coût pour chacun des concerts que la Fanfare donne durant l'année (le Jour du Canada, l'Armistice, les quatre maisons de retraite, les concerts religieux, etc.) et le montant total pour ces concerts serait comme vous le doutez déjà, exactement \$900. (quel hasard?). Moins de \$90 par concert semble acceptable pour des concerts d'une heure avec 16 musiciens (20 avec les musiciens de Cornwall et 29 musiciens le jour du Canada). Qu'en pensez-vous?

Je veux donc faire cette demande de \$900 comme aide à la Fanfare pour l'année 2018, espérant que vous puissiez inclure ce montant dans votre budget municipale à chaque nouvelle année.

J'ai un problème de mobilité (nerf sciatique), donc c'est pourquoi j'ai choisi de vous contacter par écrit.

Je vous remercie ainsi que tous les membres du Conseil de votre attention, et dans l'espoir d'une réponse favorable je vous prie de recevoir mes salutations les meilleures.

Georges Guibord

MEMBRES DE LA FANFARE DE ROCKLAND

QUI VIVENT À ROCKLAND

- | | | | | |
|-----------------------|------------|----------------|------------------------|---------|
| 1) Georges E. Guibord | Trompette | Président | 462 rue Edwards CP 106 | K4K 1K2 |
| 2) Martin Guibord | Conducteur | Vice Président | | |
| 3) Roméo Rochon | Baryton | Sec. Trésorier | 1670 rue St-Laurent | K4K 1C2 |
| 4) Marcel Trottier | Sax tenor | Conseiller | 7 rue Alexander | |
| 5) Richard Séguin | Tambour | Conseiller | 1895 Patricia | |
| 6) Philippe Beauchamp | Trompette | | | |

MEMBRES DE LA FANFARE DE ROCKLAND

QUI VIVENT À ORLÉANS/OTTAWA

- | | |
|----------------------|-----------|
| 1) Claire Gosson | hautbois |
| 2) Margaret Martin | flute |
| 3) Barbara Ouellette | flute |
| 4) Marc Larochelle | clarinet |
| 5) Dianne Coulter | clarinet |
| 6) Adrian Costick | sax alto |
| 7) Roger Lavine | trombonne |
| 8) Pierre Charron | trombonne |
| 9) Erik Wessman | tuba |
| 10) Art Redekopp | tambour |



REPORT N° ADMIN 2018-007

Date	05/03/2018
Submitted by	Helen Collier, Chief Administrative Officer
Subject	Smart Cities Challenge
File N°	Click here to enter text.

1) NATURE/GOAL :

The purpose of this report is to (a) advise members of Council on the feedback that has been received from the City's residents and other stakeholders with respect to the federal government's Smart Cities Challenge and (b) based on the feedback received, recommend the wording of a Challenge Statement and associated project for the city's submission.

2) PREVIOUS DIRECTIVE/PREVIOUS POLICY :

At the February 5, 2018 Committee of the Whole meeting, Council supported the position that the City of Clarence-Rockland should take whatever steps are necessary to be in a position to submit a formal application for this Challenge by the April 24, 2018 deadline.

3) DEPARTMENT'S RECOMMENDATION :

WHEREAS on February 14, 2018 the City Of Clarence- Rockland initiated a community feedback survey to the residents and stakeholders in the municipality

AND WHEREAS comments were requested to be submitted to the City by no later than February 28, 2018;

AND WHEREAS, as of the writing of this report, staff is compiling the results of the community survey

BE IT RESOLVED THAT the Challenge Statement proposed by staff (to be presented at the meeting) be submitted to Council for formal approval.

ATTENDU QUE le 14 février 2018, la Cité de Clarence-Rockland a émis un sondage de rétroaction communautaire auprès des résidents et des partenaires de la municipalité

ET ATTENDU QU'il a été demandé que les commentaires soient soumis à la Cité au plus tard le 28 février 2018;

ET ATTENDU QUE, à la préparation de ce rapport, le personnel compile les résultats du sondage de la communauté

QU'IL SOIT RÉSOLU QUE l'énoncé de défi proposé par le personnel (qui sera présentée à la réunion) soit soumis au Conseil pour approbation officielle.

4) BACKGROUND :

The timelines associated with the Smart Cities Challenge are extremely compressed and, as such, it has been necessary for staff to fast-track required activities to ensure that the City is in a position to submit a proposal under this program by the April 24, 2018 deadline.

Attachment 1 provides an overview, in the form of an email, sent to members of Council on February 14, 2018 with respect to activities that had been undertaken as of that date and those that will take place leading up to the April 24, 2018 submission deadline.

As noted above, our community was requested to indicate what is “the most pressing issue facing our residents and stakeholders on a daily basis”. Feedback was requested by no later than February 28, 2018.

The survey identified seven issues that could be identified by the residents and stakeholders. They do however have the ability to indicate any other issue that was not listed in the survey. Each responder was requested to describe the challenge and, if they wished, could provide additional comment.

As of the writing of this report, the City is receiving considerable response to the survey.

5) DISCUSSION :

Once staff has had the opportunity to review the survey results, staff will identify the single most significant challenge and develop a Challenge Statement projected outcomes. The City's submission is a requirement to complete a submission, must detail the following:

- problem definition
- community input
- proposal details inclusive of scope and size of project and measurables
- how proposal supports community goals

- an assessment of community engagement and how it will be maintained
- proposed use of \$250,000 final proposal funding
- identification of partnerships

It is critical that the City's proposal address virtually all of the above parameters in order to be successful with the application

The selection panel will want to be assured that the city's proposal meets the goals of our community, is innovative using data and connective technology, is achievable, leverages traditional and non-traditional partnerships and can be implemented within a 2-5 year time frame.

As indicated in staff's earlier report to Council, the City must give due consideration to not only the capital acquisition component (which will be funded under this program) but should also address long-term operational impacts. In other words, the municipality should consider complete lifecycle cost implications of the proposed submission.

At the March 5, 2018 meeting, staff will give a detailed presentation on the results of the community feedback and will propose a recommendation in the form of the Challenge Statement for the City's submission under this program.

6) CONSULTATION:

Attachment 1 details the extensive consultation that has taken place with respect to the Smart Cities Challenge program

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

The staff presentation at this meeting will detail the financial impacts of the City's proposal

9) LEGAL IMPLICATIONS :

N/A

10) RISK MANAGEMENT :

It is difficult to comment on the risks associated with the city's proposal until staff identifies the proposed initiative under this

program. This will be discussed as part of the staff presentation at the March 5, 2018 meeting.

11) STRATEGIC IMPLICATIONS :

Again, it is difficult to assess the strategic implications of our submission until staff has had the opportunity to review the results of the public feedback. It is anticipated however, that the City's proposal will be in keeping with the strategic priorities detailed in the approved strategic plan.

12) SUPPORTING DOCUMENTS:

Attachment 1 - February 14, 2018 email to Council

From: [Helen Collier](#)
To: [Municipal Council](#)
Cc: [directeurs](#); [Joanne St-Jean](#); [Julie Chartrand](#); [Martin Irwin](#); [Dave Darch](#)
Subject: Smart Cities
Date: February-14-18 10:21:36 AM
Attachments: [Smart Cities Challenge - survey.docx](#)

The purpose of this email is to provide members of Council with an update of the activities that have taken place to date and future actions in relation to our application for the Smart Cities Challenge.

1. Activities to Date:

- February 5, 2018-staff report to council regarding specifics of Smart Cities Challenge
- February 8, 2018-meeting with Lisa Allaire (Infrastructure Canada) to discuss specifics of Smart City Challenge
- February 9, 2018
 - Smart Cities Challenge added to Facebook page inviting citizens to tell us what their greatest daily challenges are and why.
 - Smart Cities Challenge is referenced on City website
 - Twitter account created with a link to City's website
 - Developed community feedback survey
 - Links: Français: <https://www.surveymonkey.com/r/villesintelligentescr>
English : <https://www.surveymonkey.com/r/smartcitiescr>
 - Also File attached with Survey in

2. Future Activities:

- February 13, 2018- community feedback survey on city website and Facebook. Feedback deadline February 28th, 2018.
- March 5, 2018-staff report to Council highlighting community feedback and recommended submission strategy
- March 6-April 23, 2018-preparation of Challenge Statement and submission details
- April 4, 2018-Council report regarding status of Smart Cities Challenge submission
- April 23, 2018-formal submission of Smart Cities Challenge application to Ministry Of Infrastructure and Communities

Given the tight timelines associated with the Smart Cities Challenge, we will endeavor to keep members of Council up-to-date on the progress of our submission via emails and selected staff reports to Council.

If you have any questions regarding this email please feel free to contact me accordingly.



REPORT N° CLERK2018-03

Date	05/03/2018
Submitted by	Monique Ouellet
Subject	Compliance Audit Committee
File N°	C07-ELE

1) **NATURE/GOAL :**

The purpose of this report is to seek Council's approval for the City of Clarence-Rockland's participation in the establishment of a Joint Compliance Audit Committee with other participating municipalities within the United Counties of Prescott and Russell, to comply with the requirement of the *Municipal Elections Act, 1996*.

2) **DIRECTIVE/PREVIOUS POLICY :**

n/a

3) **DEPARTMENT'S RECOMMENDATION:**

THAT the Committee of the Whole recommends that Council approves the establishment of a Joint Compliance Audit Committee with the participating municipalities located within the United Counties of Prescott and Russell for the 2018-2022 term.

QUE le Comité plénier recommande que le Conseil approuve l'établissement d'un Comité conjoint de vérification de conformité avec les municipalités participantes situées dans les limites des Comtés unis de Prescott et Russell pour le mandat 2018-2022.

4) **BACKGROUND :**

In 2010 and 2014, the City of Clarence-Rockland has established its own Compliance Audit Committee. Terms of References were adopted and three members were appointed, however the recruitment process was very challenging due to a lack of interest.

In the last two terms, the Clerk has received no applications for a compliance audit.

5) **DISCUSSION :**

The role of the Compliance Audit Committee is to review complaints about election candidate's finances. Appointed members are required to sit for the term of Council in the event of an audit request. The role is best filled by professionals with an understanding of legislation and finances who are able to investigate and evaluate possible complaints should the need arise.

It has been difficult to attract professionals to join the Clarence-Rockland Compliance Audit Committee in the past, and therefore, it is staff's opinion that a Joint Compliance Audit Committee would offer a greater potential to reach the broadest spectrum of qualified interested applicants across the region.

Nothing in the *Municipal Elections Act* precludes municipalities from sharing a Compliance Audit Committee.

At this point, staff is seeking Council's approval for the City of Clarence-Rockland to participate in the establishment of a Joint Compliance Audit Committee with other participating municipalities within the United Counties of Prescott and Russell, to comply with the requirement of the *Municipal Elections Act, 1996*.

If Council approves, Terms of References for a Joint Compliance Audit Committee will be prepared and brought back for Council's approval.

6) **CONSULTATION:**

The Clerks of the eight (8) municipalities located within the United Counties of Prescott and Russell have met recently to discuss this matter for the upcoming 2018 election and are recommending that a Joint Compliance Audit Committee be established.

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

n/a

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

In the event of a complaint, all costs in relation to the Compliance Audit Committee's operation and activities would be borne by the municipality from which the complaint arises.

Should there be a need to disburse a retainer fee, the actual cost would be determined and advised once the number of participating municipalities is confirmed.

9) **LEGAL IMPLICATIONS :**

The establishment of a Compliance Audit Committee is required pursuant to Section 88.37 of the *Municipal Elections Act, 1996*. Legislation requires that the committee be comprised of three (3) to seven (7) members proposed who shall not be (a) employees or officers of the municipality or local board; (b) members of the council or local board; (c) any persons who are candidates in the election for which the committee is established; or (d) any person who are registered third parties in the municipality in the election for which the committee is established.

10) **SUPPORTING DOCUMENTS:**

- Draft Terms of Reference for the proposed Joint Compliance Audit Committee

Joint Compliance Audit Committee For participating municipalities within the United Counties of Prescott & Russell

Terms of Reference (2018-2022)

1. Establishment

The Joint Compliance Audit Committee is established by the City of Clarence-Rockland, the Township of Champlain, the Township of East-Hawkesbury, the Town of Hawkesbury, The Nation Municipality, the Township of Russell, the Village of Casselman and the Township of Alfred-Plantagenet (collectively the “participating municipalities”), pursuant to the requirements of section 88.37 of the *Municipal Elections Act*, 1996, S.O. 1996, c.32, as amended, (“the “Municipal Elections Act”)

2. Mandate

The powers and functions of the Committee are set out in Section 88.33 to 88.36 of the Municipal Elections Act. The powers and functions are generally described as:

- 1) Within 30 days of receipt of an application or report from the Clerk requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected;
- 2) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- 3) If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate’s election campaign finances;
- 4) The Committee will review the auditor’s report within 30 days of receipt and decide whether legal proceedings should be commenced.
- 5) The decision of the committee to further to the receipt of the auditor’s report, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

3. Composition

Collectively a total roster of five committee members shall be appointed by the participating municipalities.

When a participating municipality receives either a compliance audit request or a report of the Clerk, the Clerk of the applicable municipality shall, within 10 days, contact the roster of committee members and arrange for a minimum of three committee members to sit as the

Compliance Audit Committee for the purpose of considering the compliance audit request or report of the Clerk. The selected Members sitting as a Compliance Audit Committee shall be required to participate in all meetings and any other proceedings pertaining to the request(s) or report of the Clerk.

4. Term

The term of the Committee is the same as the terms of office of Council.

5. Chair

The committee members sitting as the Committee for a particular compliance audit request or report of the Clerk shall select one of its Members to act as a Chair at the first meeting.

6. Staffing and Funding

Staff from the applicable participating municipality shall provide administrative support to the Committee. The participating municipality requiring the services of the Committee shall be responsible for all associated expenses.

7. Records

The records of Committee meetings shall be retained and preserved by the participating municipality requesting the service of the Committee in accordance with that municipality's Records Retention rules.

8. Meetings

The Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit. The Applicant and the Candidate will be provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Clerk.

Committee meetings will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001* and the administrative practices and procedures developed by the Clerks.

9. Notice

Posting of the Committee meeting agenda on the website of the participating municipality requiring the services of the Committee shall constitute notice of a Committee meeting.

The Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Applicant and Candidate of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting,

the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

10. Quorum

A quorum shall be three (3) Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

11. Duties of the Chair

The Chair shall:

- (i) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order.
- (ii) participate as an active member, encouraging participation by all members.

The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair. Selection of the Acting Chair will be made by resolution.

12. Duties of Committee Members

The duties of Committee members are as follows:

- a. attend all Committee meetings, sending regrets otherwise.
- b. understand their role, the Committee's mandate and meeting procedures.
- c. declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the meeting during all discussion on the matter.
- d. where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (c) at the first meeting of the Committee attended

by the member after the meeting referred to in subsection (c).

- e. participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- f. develop and maintain a climate of mutual support, trust, courtesy and respect.
- g. work together to utilize the knowledge, expertise and talents of all members.
- h. respect the decisions of the Committee and that such decisions reflect the majority view.

13. Motions

All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration. A seconder is not required.

After a motion is properly moved, it shall be deemed to be in the possession of the Committee, but may be withdrawn by the mover at any time before a vote with the consent of the Committee.

The number of times a member may speak on a motion shall not be limited.

A member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.

A motion to move a previous motion shall not be allowed.

Any member may require the motion under discussion to be read at any time, but not so as to interrupt a member while speaking.

When a motion is under consideration, no motion shall be received other than a motion to:

- (i) Adjourn, which motion is neither amendable nor debatable;
- (ii) Defer action;
- (iii) Amend.

Only one amendment at a time can be presented to the main motion.

Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.

The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.

Nothing in this section shall prevent other proposed amendments being read for the information of the members.

When the motion under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition shall be taken separately.

After the Chair commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.

After any matter has been decided by the Committee, any member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.

All motions not disposed of shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

14. Voting

When an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

If a consensus cannot be attained, a motion before the Committee will be put to a vote and each Committee member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the motion. Consequently, on a tie vote, the motion is lost.

Recorded votes are not permitted.

15. Declaration of Interest

Legislated requirements as set out in the Municipal Conflict of Interest Act shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations.

16. Remuneration

\$400 -Retainer fee (includes compensation for review of any background materials and mandatory training session).

\$100 - Per Diem rate, plus mileage at \$0.52 per kilometer.

17. Membership Selection

All Committee applicants will be required to complete an application form outlining their qualifications and experience.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing not to undertake the audits or preparation of financial statements of any candidates seeking election to Councils in the Participating Municipalities during the term of the Committee.

The Clerk, or his/her designate, from each participating municipality will serve on the Selection Committee. The Selection Committee shall meet to review all applications based upon the approved selection criteria. The Selection Committee shall prepare a roster for appointment according to the process approved by the Councils of the participating municipalities.

18. Membership Selection Criteria

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the participating municipalities.

Committee membership will be drawn from the following groups:

1. Accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
2. Academic – college or university professors with expertise in political science or local government administration;
3. Legal; and
4. Other individuals with knowledge of the campaign financing provisions of the Act.

The following skills and experience will be used Selection Committee to determine suitability for appointment to the Committee:

1. Demonstrated knowledge and understanding of municipal election campaign financing rules;
2. Proven analytical and decision-making skills;
3. Experience working on committees, task forces or similar settings;
4. Demonstrated knowledge of quasi-judicial proceedings;
5. Availability and willingness to attend meetings; and
6. Excellent oral and written communication skills.

The following persons are not eligible for appointment or to serve on the Committee:

1. Employees of any of the participating municipalities;
2. Members of Council or Members of Local Boards of any of the participating municipalities;
3. Council candidates for the 2018 Municipal Election and any by-election(s) held during the 2018- 2022 Council term of office; or
4. Any persons who are Registered Third Parties in the United Counties of Prescott and Russell region.



RAPPORT N° FIN 2018-008

Date	21/02/2018
Soumis par	Frédéric Desnoyers
Objet	État de la rémunération et des indemnités - 2017
# du dossier	F09 – Dépenses employés / conseil

1) **NATURE / OBJECTIF :**

Ce rapport a pour objectif de présenter les dépenses de chaque membre du conseil ainsi que de chaque personne qui n'est pas membre du conseil municipal et qui a été nommée par la municipalité à titre de membre d'un organisme

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Selon la section 284 de la Loi sur le Municipalité, au plus tard le 31 mars de chaque année, le trésorier d'une municipalité remet au conseil de celle-ci un état détaillé de la rémunération et des indemnités versées l'année précédente aux personnes suivantes : chaque membre du conseil municipal ainsi que chaque personne qui n'est pas membre du conseil municipal et qui a été nommée par la municipalité à titre de membre d'un organisme, y compris un conseil local, à l'égard des services offerts en cette qualité.

3) **RECOMMANDATION DU SERVICE:**

QU'IL SOIT RÉSOLU que le Conseil municipal de la Corporation de la Cité de Clarence-Rockland adopte l'état détaillé de la rémunération et des indemnités versées en 2017 conformément à l'article 284 de la Loi de 2001 sur les municipalités, tel que présenté au rapport no. FIN2018-008.

BE IT RESOLVED THAT the Municipal Council of the Corporation of the City of Clarence-Rockland hereby adopts the Itemized Statement of Remuneration and expenses paid in 2017 as per section 284 of the Municipal Act, 2001, as presented under Report No. FIN 2018-008.

4) **HISTORIQUE :**

N/A

5) **DISCUSSION :**

Vous trouverez à l'annexe « A », l'état détaillé de la rémunération des indemnités versées en 2017 aux membres du conseil.

Il est à noter qu'en 2018, les conseillers et le maire ont seulement 11/12 du budget établis étant donné que un nouveau conseil municipal entrera en poste le 1 décembre 2018.

6) **CONSULTATION :**

N/A

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

N/A

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

Les dépenses présentées dans l'annexe « A » sont incluses dans le budget opérationnel de 2017.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Annexe A : État de la rémunération et des indemnités - 2017

Annexe "A" / Appendix "A"

État détaillé de la rémunération et des indemnités versées en 2017, conformément à l'article 284 de la Loi de 2001 sur les municipalités

Itemized Statement of Remuneration and expenses paid in 2017 as per section 284 of the Municipal Act, 2001

Membres du Conseil Members of Council		Salaires Remuneration	Indemnités/ Expenses				Total
			Transport Travel	Conférences Conferences	Relations publiques Public Relations	Total Indemnités Total Expenses	
DESJARDINS, GUY	MAIRE / MAYOR	\$ 45,756.15	\$ 1,094.85	\$ 3,620.29	\$ 5,051.93	\$ 9,767.07	\$ 55,523.22
LALONDE, JEAN-MARC	QUARTIER / WARD 1	\$ 26,146.57	\$ 914.73	\$ 732.86	\$ 2,600.91	\$ 4,248.50	\$ 30,395.07
ZANTH, MARIO	QUARTIER / WARD 2	\$ 26,146.57	\$ 37.46	\$ -	\$ 2,983.50	\$ 3,020.96	\$ 29,167.53
GRIMARD, CARL	QUARTIER / WARD 3	\$ 26,146.57	\$ -	\$ -	\$ 2,969.65	\$ 2,969.65	\$ 29,116.22
BERLIGUETTE, CHARLES	QUARTIER / WARD 4	\$ 19,820.60	\$ -	\$ -	\$ 1,346.32	\$ 1,346.32	\$ 21,166.92
SIMONEAU, YVON	QUARTIER / WARD 4	\$ 3,352.88	\$ -	\$ -	\$ -	\$ -	\$ 3,352.88
LALONDE, ANDRÉ	QUARTIER / WARD 5	\$ 26,666.57	\$ -	\$ 490.73	\$ 3,060.90	\$ 3,551.63	\$ 30,218.20
SIMARD, KRYSTA	QUARTIER / WARD 6	\$ 26,146.57	\$ -	\$ -	\$ 2,999.69	\$ 2,999.69	\$ 29,146.26
LEVERT, MICHEL	QUARTIER / WARD 7	\$ 26,326.57	\$ 428.94	\$ 371.80	\$ 2,871.62	\$ 3,672.36	\$ 29,998.93
CHOINIERE, DIANE	QUARTIER / WARD 8	\$ 26,146.57	\$ -	\$ -	\$ 3,000.35	\$ 3,000.35	\$ 29,146.92
		\$ 252,655.62	\$ 2,475.98	\$ 5,215.68	\$ 26,884.87	\$ 34,576.53	\$ 287,232.15



RAPPORT N° FIN 2018-006

Date	09/02/2018
Soumis par	Frédéric Desnoyers
Objet	Paiements à la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail.
# du dossier	F01 Accounts Payable

1) **NATURE / OBJECTIF :**

Le rapport a pour but d'expliquer les sommes versés à la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail (WSIB ou CSPAAT)

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

N/A

3) **RECOMMANDATION DU SERVICE:**

THAT Report no. FIN 2018-006 be received as information.

QUE le Rapport no. FIN 2018-006 soit reçue à titre d'information.

4) **HISTORIQUE :**

Il existe 2 annexes avec la CSPAAT qui diffère énormément lorsque vient le temps d'indemniser les employés

Les employeurs de l'annexe 1 adhèrent aux principes d'assurance fondés sur la responsabilité collective, tandis que les employeurs de l'annexe 2 n'y adhèrent pas. Ces derniers sont responsables d'acquitter individuellement la totalité des coûts des demandes de prestations présentées par leurs travailleurs. La CSPAAT possède un droit de regard absolu sur le processus d'admissibilité des demandes de prestations à l'égard de l'annexe 2 et elle facture les coûts d'indemnisation réels aux organisations de l'annexe 2, auxquels s'ajoutent des frais d'administration annuels.

Depuis le 31 décembre 2010, la Cité de Clarence-Rockland adhère à l'annexe 1 de la CSPAAT, anciennement la Cité de Clarence-Rockland était dans l'annexe 2.

5) **DISCUSSION :**

L'adhésion à l'annexe 1 permet à la municipalité de pouvoir mieux budgéter puisque le coût est un pourcentage des salaires versés. Présentement, environ \$290,000 est versé par année sous l'annexe 1, ce montant est budgété.

Lorsque la Cité faisait partie de l'annexe 2 il était difficile de budgéter puisque le coût de la CSPAAAT consistait de tous les indemnisations versées aux employés en plus d'un frais de gestions versés à la CSPAAAT.

Toutefois, même si la Cité fait maintenant partie de l'annexe 1, toute réclamation où l'incident relève d'avant le 31 décembre 2010, la municipalité n'est pas couverte par l'assurance et doit ainsi assumer la totalité de la réclamation.

Il y a présentement 2 cas pour lesquels la municipalité doit payer une prestation de survivant chaque mois.

Le premier cas consiste d'un cancer relié à l'exposition de cancérigène dans le cas de son travail de pompier. Le deuxième cas est aussi un cancer mais relié à l'exposition à de l'amiante.

Tout récemment, l'ancien employé qui a été exposé à l'amiante est décédé et la municipalité a eu à payer une facture totalisant environ \$60,000 qui comprend un paiement de prestation de survivant et des dédommagements pour les frais funéraires. Le tableau suivant représente l'impact budgétaire annuelle.

Montant des prestations de survivants annuelle

Cas 1 - Fumée	\$32,742.72
Cas 2 - Amiante	20,140.80
	<u>52,883.52</u>

Montant budgété	0
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Revenu relié à l'ajustement du passif	<u>(52,883.52)</u>
	<u><u>\$-</u></u>

Dans les 2 cas, la municipalité continuera de payer des frais de prestation de survivant aux conjointes jusqu'à leur décès qui totalise environ \$52,883 par année. Ce montant n'est pas budgété au budget opérationnel, puisque la charge de CSPAAAT est inscrite aussitôt que les éléments sont connus.

Au 31 décembre 2016, la municipalité a reçu une évaluation actuarielle de la CSPAAAT totalisant \$1,552,608.56 payable dans le futur. Ce montant est inscrit à titre de payable dans les états financiers et comprend une estimation des montants à payer pour les cas connus et une estimation des montants à payer pour d'autres cas qui pourraient survenir. Chaque année, l'estimation est révisée avec les nouvelles informations et le payable est ajusté. Habituellement, ce payable est revue à la baisse et vient ainsi éliminer la charge de CSPAAAT pour l'annexe 2, dans le cas où aucun nouveau cas est découvert.

Cela signifie que les paiements à l'annexe 2 n'ont pas d'impact majeur sur les dépenses opérationnelles de la Cité. Par contre, le montant demeure payable et ainsi réduit les liquidités. Cependant, suite à l'évaluation actuarielle, il pourrait y avoir un impact sur le budget opérationnel s'il y a plus de cas / indemnisations à payer que ce qui était initialement prévu.

- 6) **CONSULTATION :**
N/A
- 7) **RECOMMANDATION OU COMMENTAIRES DU COMITÉ :**
N/A
- 8) **IMPACT FINANCIER (monétaire/matériaux/etc.):**
L'acceptation de ce rapport n'a aucun impact financier.
- 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° FIN2018-009

Date	26/02/2018
Soumis par	Frédéric Desnoyers
Objet	Cash Handling Policy
# du dossier	A09 Politiques & Procédures

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de mettre en place une politique de manutention d'argent

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

N/A

3) **RECOMMANDATION DU SERVICE:**

THAT the Committee of the Whole recommends that Council authorizes the new Cash Handling Policy No. FIN18-01.

QUE le Comité plénier recommande que le Conseil autorise la nouvelle politique de manutention d'argent no. FIN18-01.

4) **HISTORIQUE :**

N/A

5) **DISCUSSION :**

La politique de manutention d'argent s'applique à toutes transactions qui a pour but d'accepter un paiement. Malgré que la plupart des éléments énumérés dans la politique sont déjà en place, cette politique n'existait pas par le passé. Ainsi, la politique met par écrit les attentes envers les employés lors de la manutention d'argent.

6) **CONSULTATION :**

N/A

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

N/A

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

L'acceptation de cette politique n'a pas d'impact financier en elle-même.

9) **IMPLICATIONS LÉGALES :**

N/A

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

L'acceptation de cette politique réduit le risque de fraude en mettant en place un encadrement pour toutes les transactions monétaires.

11) **IMPLICATIONS STRATÉGIQUES :**
N/A

12) **DOCUMENTS D'APPUI:**
Politique de manutention d'argent / Cash handling policy

CORPORATION de la Cité de / of the City of Clarence-Rockland		Politique <i>Policy No.:</i>	FIN18-01
		Sujet <i>Subject:</i>	Politique de manipulation d'argent / Cash Handling Policy
		Categorie <i>Category:</i>	Corporate / Finance
Date:	22 janvier, 2018	Résolution <i>Resolution No:</i>	
Auteur <i>Author:</i>	Martin Irwin & Frédéric Desnoyers	Règlement <i>By-law No:</i>	

1.0 Énoncé de politique

Cette politique établit de bonnes pratiques pour la manipulation et la sauvegarde d'argent. La Cité de Clarence-Rockland reconnaît que le personnel qui manipule de l'argent doit à la fois être conscient et démontrer un engagement aux contrôles internes des encaissements.

1.0 Policy Statement

This Policy sets out good business practices for handling and safeguarding of cash. The City of Clarence-Rockland recognizes that personnel that handle cash must have both an awareness of and show a commitment to internal controls for cash receipts.

2.0 But/Objectif

Cette politique a pour but de définir les responsabilités des personnes qui manipulent de l'argent, de s'assurer que l'argent est géré de façon sécuritaire et de s'assurer que l'argent est déposé en temps opportun.

2.0 Purpose/Objective

The purpose of this Policy is to outline the responsibilities of individuals who handle cash, to ensure funds are handled securely and to ensure that it is deposited in a timely manner.

3.0 Définitions

La «Cité» désigne la Corporation de la Cité de Clarence-Rockland.

«Argent» comprend monnaie, pièces de monnaie, chèques et paiements par carte de débit ou autres moyens de paiement électroniques et autres effets négociables payables à la Cité de Clarence-Rockland ou reçus pour des biens/services de la Cité.

«Personnel» désigne un employé de la Cité qui gère des fonds au nom de la Cité de Clarence-Rockland ou d'autres membres du personnel municipal, y compris des bénévoles, des étudiants et du personnel contractuel, qui sont responsables du contrôle, de l'administration et de la gestion d'argent.

3.0 Definitions

"City" means the Corporation of the City of Clarence-Rockland.

"Cash" means currency, coin, cheques, and debit card payments or other electronic payment media and other negotiable instruments payable to the City of Clarence-Rockland or received for City goods/services.

"Staff" means City employee who handles Cash on behalf of the City of Clarence-Rockland or other personnel including volunteers, students and contracted staff, who are responsible for the control, administration and management of cash.

4.0 Portée

Cette politique s'applique à tout le personnel de la Cité de Clarence-Rockland, y compris les employés, les bénévoles, les étudiants et le personnel contractuel, qui sont responsables du contrôle, de l'administration et de la gestion de l'argent.

4.0 Scope

This Policy applies to all City of Clarence-Rockland personnel including employees, volunteers, students and contracted staff, who are responsible for the control, administration and management of cash.

5.0 Procédures et ligne directrices

5.1 Politique et procédures

- a. L'argent comptant ne doit pas être laissé sans surveillance. Les fonds doivent être entreposés dans une caisse, un coffre-fort ou une armoire verrouillée, à laquelle l'accès est limité de préférence au département des finances et le centre de service à la clientèle.
- b. Les autres départements qui traitent occasionnellement des encaissements sont également tenus de suivre les procédures et les directives applicables aux points de collecte de fonds.
- c. La norme générale d'exploitation pour les dépôts à la banque doit être dans les vingt-quatre (24) heures ou le jour ouvrable suivant la réception de ces fonds. Tous les dépôts non faits quotidiennement doivent être conservés dans un endroit sécuritaire tel qu'un coffre-fort.

5.2 Directives pour les points de collecte de fonds

- a. L'argent reçu doit être enregistré dans une caisse / un système de reçu automatisé.
- b. Si une caisse n'est pas disponible, un reçu manuel pré-numéroté doit être utilisé avec des reçus en triple avec les mentions suivantes complétées :
 - Préparé par, Département
 - Le nom du client
 - Description de l'article acheté

5.0 Policy Procedure/Guidelines

5.1 Policy and Procedures

- a. Cash funds must not be left unattended. Cash funds must be stored in a cash register, safe or locked cabinet, to which access is restricted to preferably the Finance Department & Client service center.
- b. Other departments that occasionally handle cash are also required to follow procedures and guidelines that apply to cash collection points.
- c. The general operating standard for deposits shall be within twenty-four (24) hours or the next business day of receipt of those funds. All deposits not made daily shall be held in a secured location such as a safe.

5.2 Guidelines for Cash Collection Points

- a. All cash received must be recorded through a cash register / automated system receipting.
- b. If a cash register is not available, a manual pre-numbered receipt form must be used with triplicate receipts with the following completed :
 - Prepared by, Department
 - The payer's name
 - Description of the item purchased

<ul style="list-style-type: none"> - Quantité et prix unitaire si applicable - Taxes (si applicable) - Type d'argent reçu (c.à.d. chèque, argent comptant) - Montant total de l'argent reçu - Date de réception des revenus - La signature de la personne recevant l'argent <p>Une copie du reçu est fournie au client, et la copie comptable du reçu ainsi que le paiement doivent être envoyés au Centre de service à la clientèle pour le dépôt.</p> <p>La troisième copie sera retournée par le département d'origine (à des fins de rapprochement).</p> <p>Le département doit classer tous les reçus dans un ordre numérique à des fins de vérification.</p> <p>Si une erreur est commise sur un reçu ou si le reçu doit être annulé, inscrire «VOID» sur le reçu en s'assurant à ce que le mot «VOID» apparaisse sur le reçu, y compris les copies. Ce reçu classé en ordre numérique.</p> <p>c. Les chèques doivent être libellés à l'ordre de la Cité de Clarence-Rockland.</p> <p>d. L'argent reçu doit être déposé intact et les dépenses ne doivent pas être payées à partir des argents reçus.</p> <p>e. Les emplacements avec des caisses seront émis un flux de trésorerie dans le but des fins de transactions. Ces fonds doivent être conservés à cette fin et ne doivent pas être utilisés pour le paiement des dépenses.</p> <p>f. La réconciliation quotidienne et le comptage des recettes doivent être effectués loin de la vue du public, dans une zone sécurisée.</p>	<ul style="list-style-type: none"> - Quantity and unit price if applicable - Taxes (if applicable) - Type of cash received (i.e. cheque, cash) - Total amount of cash received - Date of receipt of revenue - The signature of the person receiving the cash <p>A copy of the receipt is provided to the customer, and the accounting copy of the receipt along with the payment should be forwarded to the Client Service Center for deposit.</p> <p>The third copy will be returned by the originating Department (for reconciliation purposes).</p> <p>Department shall file all receipts in numeric order for audit purposes.</p> <p>If an error is made on a receipt or if the receipt must be cancelled, write "VOID" across the receipt ensuring that the word "VOID" is seen on the receipt including copies. This receipt is the filed numerically.</p> <p>c. Cheques must be made payable to the City of Clarence-Rockland.</p> <p>d. Cash received must be deposited intact and expenses must not be paid from cash receipts.</p> <p>e. Locations with cash registers will be issued a Cash Float for the purpose of transactions. These cash floats are to be kept for that purpose and are not to be used for payment of expenses.</p> <p>f. Daily reconciliation and counting of receipts should be done away from public view, in a secure area.</p>
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<p>g. Les remises en argent ne sont pas permises sur n'importe quel type de transactions.</p> <p>h. Le personnel doit déclarer les excédents et les pénuries dans les rapports quotidiens sur le solde de trésorerie. Les excédents ou les pénuries importants doivent être portés à l'attention de leur gestionnaire.</p> <p>i. Les rapports de revenus doivent être préparés et enregistrés dans le grand livre sur une base quotidienne ou hebdomadaire.</p> <p>j. Lors du rapprochement bancaire, les revenus déposés seront rapprochés des revenus enregistrés dans le grand livre général et toute divergence sera suivie avec le département d'origine.</p> <p>k. Tout l'argent devrait être compté par le caissier et vérifié par un collègue / superviseur. Les deux personnes doivent signer la feuille de compte quotidienne de caisse municipale.</p> <p>l. Les bénévoles doivent jamais être responsables de caisses sans la supervision directe d'un employé municipal.</p> <p>m. Une copie de la feuille de compte quotidienne de caisse municipale pour les dépôts bancaires effectués en dehors des heures normales de bureau doit être fournie au service des finances le jour ouvrable suivant.</p>	<p>g. "Cash back" is not permitted for any type of transaction.</p> <p>h. Staff is obligated to report overages and shortages on the daily cash balance reports. Significant overages or shortages should be brought to the attention of their manager.</p> <p>i. Revenue reports are to be prepared and recorded into the general ledger on a daily or weekly basis.</p> <p>j. During bank reconciliation, the revenue deposited will be reconciled with the revenue recorded in the General Ledger (G/L) and any discrepancy will be followed up with the originating Department.</p> <p>k. All cash should be counted by the cashier and verified by a colleague/supervisor. Both individuals should sign off on the daily municipal cash count sheet.</p> <p>l. Volunteers must never be responsible of cash registers without the direct supervision of a municipal employee.</p> <p>m. A copy of the daily municipal cash count sheet for bank deposits made outside of regular business hours must be provided to the finance department on the following business day.</p>
<p>5.3 Lignes directrices pour les fonds de petite caisse</p> <p>a. C'est la responsabilité du personnel municipal qui maintient les fonds de petite caisse d'adhérer à cette politique / ligne directrice.</p>	<p>5.3 Guidelines for Petty Cash Funds</p> <p>a. It is the responsibility of City staff who maintains petty cash funds to adhere to this policy/guideline.</p>

<p>b. Un fonds de petite caisse peut être demandé ou augmenté en faisant une demande au département de finance, en indiquant les raisons de la demande et le montant demandé.</p> <p>c. Le fonds de petite caisse doit être conservé dans une armoire sécurisée ou verrouillée sous le contrôle de la personne responsable. Seule la personne responsable peut avoir accès au fonds de petite caisse.</p> <p>d. La petite caisse devrait être utilisée comme une méthode pratique pour payer les petites réclamations et n'est pas destinée à des paiements plus importants ou à des paiements fréquents, qui devraient être payés par les achats / comptes recevables.</p> <p>e. Les fonds reçus de n'importe quelle source ne doivent pas être ajoutés au fonds de petite caisse, mais doivent être traités selon les procédures pour un point de collecte de fonds.</p>	<p>b. A petty cash fund may be applied for or increased by making a request to the Finance department, stating reasons for the request, and the amount requested.</p> <p>c. The petty cash fund must be kept in a safe or locked cabinet under the control of the responsible person. Only the responsible person may have access to the petty cash fund.</p> <p>d. Petty cash should be used as a convenient method to pay small claims and is not intended for larger payments or frequent payments, which should be paid through Purchasing/Accounts Receivable.</p> <p>e. Funds received from any source must not be added to the petty cash fund, but must be processed per the procedures for a cash collection point.</p>
<p>5.4 Contrôles de sécurité</p> <p>a. Dans la mesure du possible, les tiroirs-caisses ne devraient pas être visibles au public.</p> <p>b. Les tirages périodiques doivent être faits par les caissiers pendant les jours de grandes collectes afin de s'assurer que le montant d'argent dans chaque tiroir ne dépasse pas 1 000 \$.</p> <p>c. À la fin de la journée, assurer que le tiroir-caisse est verrouillé et sécurisé dans un coffre-fort ou une armoire verrouillée.</p> <p>d. Tous chèques ou argent non déposés seront conservés dans un endroit sécurisé à la fin de chaque jour ouvrable.</p> <p>e. Tous les timbres "payés" ou "reçus"</p>	<p>5.4 Security Controls</p> <p>a. Where possible, cash drawers should not be visible to the general public.</p> <p>b. Periodic draw-downs should be made by cashier(s) during the days of large collections to ensure the amount of cash in each drawer does not exceed \$1,000.</p> <p>c. At end of day, ensure cash drawer is locked and secured in a safe or locked cabinet.</p> <p>d. Any un-deposited cheques or cash will be stored in a secure facility at the end of each business day.</p> <p>e. Any "paid" or "received" stamps shall</p>

<p>doivent être entreposés et verrouillés à la fin de chaque jour ouvrable.</p> <p>f. Les coffres-forts et les armoires verrouillées doivent être gardés dans un endroit sûr et doivent être verrouillés en tout temps lorsqu'ils sont laissés sans surveillance.</p> <p>g. Seul un personnel limité doit avoir des combinaisons pour les coffres-forts ou des clés pour les armoires verrouillées où les fonds sont gardés pour la garde.</p> <p>h. Afin d'assurer la sécurité des employés, les dépôts bancaires de plus de 1 000 \$ en argent comptant doivent être effectués par deux employés municipaux.</p>	<p>be stored and locked at the end of each business day.</p> <p>f. Safes and locked cabinets must be kept in a secure area and shall be locked at all times when unattended.</p> <p>g. Only limited staff shall have safe combinations or keys to locked cabinets where funds are being locked for safekeeping.</p> <p>h. To ensure employee safety, bank deposits with more than 1,000\$ in cash funds should be done by two municipal employees.</p>
<p>5.5 Contrefaçon et monnaie étrangère</p> <p>a. Les employés ne doivent pas prendre de monnaie de contrefaçon suspecte. Si la monnaie est acceptée par erreur, veuillez contacter le Directeur des finances et du développement économique ou le Trésorier, qui contactera la police.</p> <p>b. La seule devise étrangère acceptée est la monnaie américaine.</p> <p>c. Pour le traitement et les dépôts de la devise américaine, elle doit être transmise au département des finances.</p> <p>d. Le service des finances établira le taux de change approprié pour la ville.</p> <p>e. Les opérations satellites ne sont pas permises d'accepter les devises étrangères.</p>	<p>5.5 Counterfeit Cash and Foreign Currency</p> <p>a. Staff shall not take currency which is suspicious. If taken in error, please contact the Director of Finance and Economic Development or the Treasurer, who will contact the police.</p> <p>b. The only foreign currency which can be accepted in lieu of Canadian funds is United States (US) funds.</p> <p>c. US currency for processing and deposit must be forwarded to the Finance department.</p> <p>d. Finance department will set the appropriate foreign exchange rate for the City.</p> <p>e. Remote location are not permitted to accept foreign currency</p>

<p>5.6 Perte d'argent</p> <p>Les employés doivent prendre des précautions raisonnables pour ne pas perdre de fonds et ne pas accepter de fonds contrefaits. Cependant, au cours de la réconciliation quotidienne de l'argent avec les revenus, des différences peuvent se produire. En fonction de la valeur et de la raison de la perte de trésorerie, les étapes doivent devraient être respectées:</p> <ul style="list-style-type: none"> a. Perte d'argent identifié comme une différence de liquidités - Inclus les écarts d'argent dû à des erreurs d'administration, mauvaise manipulation de l'argent, la perte de dépôts, dépôt non égal à l'argent identifié à la banque b. Les différences de liquidités identifiées par le Département doivent être enregistrées sur la feuille de revenus avec une explication claire. Si le personnel des Finances ou la banque identifie le manque d'argent, le personnel enquêtera, avisera le département et fera l'écriture appropriée pour inscrire le manque. c. Les pertes de fonds dues à de l'argent manquant ou à un vol doivent être signalées directement au Directeur des finances et du développement économique ou au Trésorier pour une enquête plus approfondie. d. Les pertes importantes de liquidités doivent être signalées au Directeur des finances et du développement économique ou au Trésorier. 	<p>5.6 Cash Loss</p> <p>Staff is expected to take reasonable precautions not to lose funds in their care, and not to accept counterfeit funds. However, during the course of the daily reconciliation of cash to the revenue, shortages can occur. Depending on the value and reason for the cash loss, the following shall occur:</p> <ul style="list-style-type: none"> a. Cash loss identified as a cash shortage – Include cash discrepancies due to clerical errors, cash mishandling, loss of deposits, deposit not equal to cash identified at the bank b. Cash shortage which are identified by the Department should be recorded on the revenue sheet with a clear explanation. If the cash shortage is identified by Finance staff or the bank, staff will investigate, notify the Department, and make the appropriate journal entry to record the shortage. c. Cash loss as a result of missing funds or theft must be reported directly to the Director of Finance and Economic Development or the Treasurer for further investigation. d. Large cash losses should be reported to the Director of Finance and Economic Development or the Treasurer.
<p>5.7 Opérations satellites</p> <ul style="list-style-type: none"> a. Les dépôts, si possible, doivent être déposés le jour où l'argent / le paiement est reçu ou le plus tôt possible. b. Les dépôts des opérations satellites 	<p>5.7 Remote Operations</p> <ul style="list-style-type: none"> a. Receipts, where possible, shall be deposited on the day the cash/payment is received or at the earliest possible time. b. Deposits from remote operations

<p>doivent être transmis au centre de service à la clientèle dans un délai respectable.</p> <p>c. Toutes les pièces de monnaie doivent être roulées.</p> <p>d. Les recettes monétaires doivent pouvoir facilement être conciliées et retracées aux relevés bancaires et aux écritures du grand livre général par date de dépôt.</p> <p>e. Les montants non déposés doivent être correctement protégés et stockés dans un dispositif et un emplacement sécurisés, tels qu'un coffre-fort ou une armoire verrouillée.</p> <p>5.8 Cartes de débit</p> <p>Le paiement par carte de débit est une option de paiement acceptable, advenant que le personnel / département soit l'accès à une machine Point de Vente (PDV) pour le traitement. Le personnel doit faire ce qui suit :</p> <p>a. Traiter la transaction à travers de la machine PDV, en suivant les procédures de la machine PDV.</p> <p>b. Confirmer que la transaction a été approuvée et fournir au client une copie du reçu généré via la machine PDV.</p> <p>c. Entrer le paiement dans la machine PDV comme paiement par débit.</p> <p>d. Les remises en argent sont interdites.</p> <p>e. Remettre au client la copie du reçu de la carte de débit</p> <p>f. Placer le reçu original dans un endroit sécurisé, pour la conciliation quotidienne des revenus.</p> <p>5.9 Cartes de Crédit</p>	<p>should be forwarded to client service centre in a timely manner</p> <p>c. All coins should be rolled.</p> <p>d. Cash receipts should be easily reconciled and traced to the bank statements and the general ledger entries by date of deposit.</p> <p>e. Un-deposited receipts should be adequately safeguarded and stored in a secure device and location, such as a safe or lock box.</p> <p>5.8 Debit Cards</p> <p>Debit cards are acceptable payment options, provided the staff/Department has access to a Point of sale (POS) machine for processing. Staff must do the following:</p> <p>a. Process transaction through the POS machine, by following the POS procedures.</p> <p>b. Confirm that the transaction was approved, and provide customer with copy of receipt generated through the POS machine.</p> <p>c. Enter payment in POS as debit payment.</p> <p>d. "Cash back" services are prohibited.</p> <p>e. Give customer the duplicate copy of the debit card receipt.</p> <p>f. Place original receipt in a safe place, for daily reconciliation of revenues.</p> <p>5.9 Credit Cards</p>
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<p>Les cartes de crédit sont acceptées comme mode de paiement aux sites d'enfouissement uniquement pour les frais de disposition de déchets.</p> <p>Les cartes de crédit sont acceptées seulement une fois qu'il a été déterminé que le volume, les frais et les exigences de service sont suffisants pour justifier leur acceptation et le recouvrement des coûts pour les frais de commerçant. Les nouvelles demandes doivent être approuvées par le Directeur des finances et du développement économique ou le Trésorier.</p> <p>Lorsqu'un paiement par carte de crédit est effectué, le personnel doit faire ce qui suit :</p> <ol style="list-style-type: none"> Vérifier l'expiration de la carte de crédit Traiter à travers la machine de PDV, en utilisant la touche de paiement appropriée (VISA, MC) Demander au client de signer le reçu de la carte de crédit, ou d'entrer son numéro d'identification personnel (NIP). S'assurer que la signature correspond à la signature du détenteur au verso de la carte de crédit. Donner au client la copie du reçu de la carte de crédit. Placer le reçu original dans un endroit sécurisé, pour la conciliation quotidienne des revenus. Les remises en argent sont interdites. <p>Le personnel doit respecter les normes de sécurité PCI et toutes les procédures internes de la Ville afin de protéger le détenteur de la carte et la municipalité.</p>	<p>Credit cards are accepted as a form of payment at the landfill facilities only for waste disposal fees.</p> <p>Credit cards are only accepted upon review and where it was determined that volume, charges and service requirements are sufficient to warrant their acceptance and their cost recovery for the merchant fees. New requests must be approved by the Director of Finance and Economic Development or Treasurer.</p> <p>When talking credit cards staff must do the following:</p> <ol style="list-style-type: none"> Check the expiry of the credit card Process through a POS machine, using the appropriate payment key (VISA, MC) Have customer sign the credit card receipt, of key their Personal Identification Number (PIN) where appropriate. Ensure Signature matches the card holder signature on the back of the card. Give customer the duplicate copy of the credit card receipt. Place original receipt in a secure place, for daily reconciliation of revenue. "Cash back" services are prohibited. <p>Staff must follow the Payment Card Industry (PCI) Standards and all internal City procedures in order to protect the card holder and the municipality.</p>
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<p>5.10 Responsabilités</p> <p>Personnel :</p> <ol style="list-style-type: none"> 1. Recevoir les fonds au nom de la municipalité 2. Adhérer à cette politique et toutes les procédures administratives; et 3. Conserver les documents appropriés pour les fins d’audit. <p>Gestionnaire :</p> <p>Établir un système de contrôle interne efficace qui comprend :</p> <ol style="list-style-type: none"> 1. Déléguer les responsabilités en matière de manipulation d’argent ; 2. Maintenir une ségrégation des tâches appropriées ; 3. S’assurer que le personnel manipulant de l’argent soit correctement formé ; 4. S’assurer que le personnel respecte les politiques et procédures en matière de manutention d’argent ; 5. Examiner les reçus et les conciliations de façon régulière ; 6. Établir les actions à prendre en cas de manque d’argent, basé sur la valeur et la fréquence des manques. 7. Enquêter sur les variations inhabituelles de revenus. <p>Finance :</p> <ol style="list-style-type: none"> 1. Surveiller les dépôts pour s’assurer que l’argent est déposé. 2. Effectuer des conciliations bancaires en temps opportun et enquêter sur les 	<p>5.10 Responsibilities</p> <p>Staff :</p> <ol style="list-style-type: none"> 1. Receiving funds on behalf of the City; 2. Adhere to this policy and all administrative procedures; and 3. Maintain records for audit <p>Management :</p> <p>Establish an effective internal control system which includes :</p> <ol style="list-style-type: none"> 1. Delegate responsibility for cash handling duties; 2. Maintain proper segregation of duties; 3. Require that staff handling cash be properly trained; 4. Require that staff follow all cash handling and depositing policies and procedures; 5. Review receipts and reconciliations on a regular basis; 6. Specify the actions to be taken by management based on the dollar amount and/or frequency of overages and shortages; 7. Investigate unusual variations in revenue. <p>Finance :</p> <ol style="list-style-type: none"> 1. Monitor deposits to ensure cash is being deposited 2. Perform timely bank account reconciliations and investigate any
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différences entre les dépôts et l'information bancaires.	discrepancies between internal record and the bank's records.
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Review and Amendments

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



RAPPORT N° FIN 2018-007

Date	12/02/2018
Soumis par	Frédéric Desnoyers
Objet	FIN2018-007 2018 Budget adjustments
# du dossier	F05 Budget and estimates

1) **NATURE / OBJECTIF :**

Le but de ce rapport est d'apporter des modifications au budget 2018 pour des éléments qui étaient inconnus lors de la délibération budgétaire.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Le Règlement 2017-158 avait pour but d'adopter le budget 2018.

3) **RECOMMANDATION DU SERVICE:**

THAT the Committee of the Whole recommends that Council adopts By-law 2018-XXX being a by-law to adjust the 2018 operating budget.

QUE le Comité plénier recommande que le Conseil adopte le règlement 2018-XXX, étant un règlement pour apporter des modifications au budget opérationnel 2018.

4) **HISTORIQUE :**

Lors des délibérations budgétaires quelques éléments étaient toujours inconnus. La plupart de ceux-ci étaient identifiés sans l'impact monétaire et l'administration devait revenir avec l'impact monétaire, tel que pour le projet de loi 148 et l'impact de la réorganisation.

5) **DISCUSSION :**

Ce rapport présente 5 éléments qui doivent être ajustés pour le budget 2018.

Réorganisation :

Le 6 novembre 2017, le Conseil a approuvé le rapport ADMIN2017-028 afin d'approuver la réorganisation telle que présentée par la Directrice générale avec un impact net de l'addition d'une position et d'une économie annuelle de \$57,900. Dans l'annexe A, plusieurs modifications ont été faites afin de réallouer l'ancien département des services corporatifs et créer le nouveau sous département des relations communautaires. Le sous-département de gestion des actifs a aussi été rapatrié sous le département d'Infrastructure.

Projet de loi 148 :

Plusieurs modifications ont été apportées avec le projet de loi 148

concernant les salaires et bénéfices des employés. Plusieurs de ces changements entrent en vigueur à l'exception du paiement de 3 heures minimum pour les employés sur appel qui entre seulement en vigueur en 2019. Le budget 2018 incluait déjà l'impact de l'augmentation du salaire minimum, mais aucun autre aspect du projet de loi 148 n'avait été pris en compte. Trois éléments du projet de loi 148 nécessitent que le budget soit ajusté, soit le travail égal pour salaire égal, le paiement des jours fériés et le paiement des vacances pour les employés avec une ancienneté de plus de 5 ans. Le projet de loi 148 apporte plusieurs nouvelles possibilités de congés, par contre il n'y pas nécessairement d'impact monétaire puisque certains de ces congés sont non rémunérés et/ou déjà pris en compte dans les ententes collectives.

L'administration estime un impact budgétaire de \$40,000 principalement relié aux garderies. Les étudiants étaient anciennement payés moindre même si leur niveau d'expérience et responsabilité pouvait être le même qu'un temps partiel. Ainsi, le salaire de ce groupe de travailleur sera révisé.

Pour l'instant, aucun impact budgétaire n'a été calculé pour le département de protection. Les pompiers ont obtenu une exemption en matière du travail égal pour salaire égal ce qui représentait le plus gros impact budgétaire.

Revenus de taxes :

Lors des délibérations budgétaires 2018, une estimation d'un revenu additionnel relié à la croissance de \$325,000 était incluse. Toutefois, il s'agissait d'une estimation. Lors de la réception des rôles d'évaluation finale, l'estimation s'est avérée trop élevée. De plus, les ratios n'étaient pas encore déterminés pour l'année 2018. Tout en maintenant une augmentation générale de 2.84%, les revenus de taxation doivent être ajustés à la baisse de \$65,124, afin de refléter ce qui sera réellement perçu.

Bibliothèque – Salaire temps partiels :

Une erreur dans les salaires des temps partiels a été constatée lors de la revue du budget 2018.

Initialement, un montant de \$121,515 (avant bénéfice) a été inclus pour les salaires des temps partiels. Cependant, selon le tableau révisé fourni par la bibliothèque, un montant de \$156,865 est nécessaire. Ceci représente un écart de \$35,350 + bénéfices, pour un total d'approximativement \$44,187. La directrice générale a convenu de régler une partie de ce déficit à l'interne en ajustant les heures d'ouverture de la bibliothèque et en réduisant son budget opérationnel de \$17,500. Toutefois, elle demande que \$12,000 soit ajouté à son budget d'opération pour 2018, afin d'éviter un déficit.

Déficit prévu des garderies :

Selon le rapport 2018-02-05 qui discutait des défis budgétaires des garderies, le département souhaite éliminer le budget de \$41,500 qui avait été ajouté en 2018 pour l'achat additionnel d'équipements et l'addition d'activités. Le montant de \$41,500 est enlevé des dépenses et réduit des revenus, ainsi n'ayant aucun impact budgétaire.

6) **CONSULTATION :**

N/A

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

N/A

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

Voici un sommaire des ajustements nécessaires par éléments :

Réorganisation	(\$57,900)
Projet de loi 148	\$40,000
Revenus de taxes	\$65,124
Bibliothèque – Salaire temps partiels	\$12,000
Déficit prévu des garderies	\$0
Total	\$59,224

Afin d'éviter une hausse du taux de taxation, l'administration propose de réduire la contribution à la réserve de la flotte de véhicule de \$59,224. Celle-ci avait été augmenté de \$100,000 lors du processus initial du budget 2018.

Tous les ajustements nécessaires sont présenté par code G/L dans l'annexe C du Règlement 2018-XXX.

9) **IMPLICATIONS LÉGALES :**

N/A

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

Les ajustements au budget 2018 sont requis afin de limiter l'impact sur le déficit/surplus 2018.

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Annexe A - Règlement 2018-XXX with Schedule C

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW 2018-XXX

**BEING A BY-LAW TO AMEND BY-LAW 2017-158, BEING A BY-LAW TO
ADOPT THE BUDGET ESTIMATES FOR THE YEAR 2018**

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to amend the 2018 Budget as adopted under By-Law 2017-158 in order to include all the changes presented in Schedule A.

NOW THEREFORE the Council of the City of Clarence-Rockland enacts as follows:

1. **THAT** Schedules 'A' of By-Law 2017-158 be modified by the schedule attached hereto, entitled Schedule 'C' to By-law 2017-158, as amended by By-law 2018-XXX;
2. **THAT** this by-law shall come in force and effect as of the date of its adoption.

**READ AND ADOPTED IN OPEN COUNCIL THIS XXth DAY of MARCH,
2017.**

Guy Desjardins, Mayor

Monique Ouellet, Clerk

2018 Budget amendment
Schedule A

Initial 2018 budget (By-Law 2017-158)					Revised 2018 Budget					Difference
Department	Sub categorie	GL Code	Account Name	Amount	Department	Sub categorie	GL Code	Account Name	Amount	
Réorganisation										
Corporate Services	Administration	1-3-0145-0541	Marriage Licenses	- 12,500	Community Services	Community Relation	1-3-0145-0541	Marriage Licenses	- 12,500	-
Corporate Services	Administration	1-3-0145-0542	Death Certificates	- 3,000	Community Services	Community Relation	1-3-0145-0542	Death Certificates	- 3,000	-
Corporate Services	Administration	1-3-0145-0543	Lottery Licences	- 8,000	Community Services	Community Relation	1-3-0145-0543	Lottery Licences	- 8,000	-
Corporate Services	Administration	1-3-1220-0601	Rev. - Comm. of oath	- 1,500	Community Services	Community Relation	1-3-1220-0601	Rev. - Comm. of oath	- 1,500	-
Corporate Services	Administration	1-4-1105-3160	Conference and Conventior	5,500	Community Services	Community Relation	1-4-1105-3160	Conference and Convention	5,500	-
Corporate Services	Administration	1-4-1105-3170	Courier Services	200	Community Services	Community Relation	1-4-1105-3170	Courier Services	200	-
Corporate Services	Administration	1-4-1105-3370	Legal Fees	65,000	CAO	CAO-Administration	1-4-1223-3370	Legal Fees	65,000	-
Corporate Services	Administration	1-4-1105-3415	Maintenance Contracts	2,450	CAO	City-Clerk	1-4-1224-3160	Conference and Convention	2,450	-
Corporate Services	Administration	1-4-1105-3420	Marriage Licences	4,800	Community Services	Community Relation	1-4-1105-3420	Marriage Licences	4,800	-
Corporate Services	Administration	1-4-1105-3435	Membership	3,550	Community Services	Community Relation	1-4-1105-3435	Membership	1,775	-
					CAO	City-Clerk	1-4-1223-3435	Membership	1,775	-
Corporate Services	Administration	1-4-1105-3450	Mileage	1,800	Community Services	Community Relation	1-4-1105-3450	Mileage	600	-
					CAO	City-Clerk	1-4-1224-3450	Mileage	600	-
					CAO	Human Ressources	1-4-1363-3450	Mileage	600	-
Corporate Services	Administration	1-4-1105-3500	Office Supplies	4,500	Community Services	Community Relation	1-4-1105-3500	Office Supplies	4,500	-
Corporate Services	Administration	1-4-1105-3501	Promotion - Expo	3,500	Community Services	Community Relation	1-4-1105-3501	Promotion - Expo	3,500	-
Corporate Services	Administration	1-4-1105-3660	Corpo Staff Training	15,000	CAO	Human Ressources	1-4-1363-3660	Corpo Staff Training	15,000	-
Corporate Services	Administration	1-4-1105-3670	Subscriptions	1,000	CAO	CAO-Administration	1-4-1223-3670	Subscriptions	1,000	-
Corporate Services	Administration	1-4-1105-3710	Telephone	600	Community Services	Community Relation	1-4-1105-3710	Telephone	600	-
Corporate Services	Administration	1-4-1105-3730	Traduction	4,000	Community Services	Community Relation	1-4-1105-3730	Traduction	4,000	-
Corporate Services	Administration	1-4-1105-3743	Training	6,000	Community Services	Community Relation	1-4-1105-3743	Training	6,000	-
Corporate Services	Administration	1-4-1105-3792	Web-Site	15,240	Community Services	Community Relation	1-4-1105-3792	Web-Site	15,240	-
Corporate Services	Human Ressources	1-4-1363-3005	Advertising	10,000	CAO	Human Ressources	1-4-1363-3005	Advertising	10,000	-
Corporate Services	Human Ressources	1-4-1363-3160	Conference and Conventio	5,000	CAO	Human Ressources	1-4-1363-3160	Conference & Convention	5,000	-
Corporate Services	Human Ressources	1-4-1363-3165	Consultant	35,000	CAO	Human Ressources	1-4-1363-3165	Consultant	35,000	-
Corporate Services	Human Ressources	1-4-1363-3225	Employee Aid Program	7,000	CAO	Human Ressources	1-4-1363-3225	Employee Aid Program	7,000	-
Corporate Services	Human Ressources	1-4-1363-3227	Employee Recognition	5,000	CAO	Human Ressources	1-4-1363-3227	Employee Recognition	5,000	-
Corporate Services	Human Ressources	1-4-1363-3278	Health and Safety Commit	3,000	CAO	Human Ressources	1-4-1363-3278	Health and Safety Commit	3,000	-
Corporate Services	Human Ressources	1-4-1363-3380	Legal Fees - Arbitration	105,000	CAO	Human Ressources	1-4-1363-3380	Legal Fees - Arbitration	105,000	-
Corporate Services	Human Ressources	1-4-1363-3435	Memberships	2,000	CAO	Human Ressources	1-4-1363-3435	Memberships	2,000	-
Corporate Services	Human Ressources	1-4-1363-3440	Meals	500	CAO	Human Ressources	1-4-1363-3440	Meals	500	-
Corporate Services	Human Ressources	1-4-1363-3500	Office Supplies	6,000	CAO	Human Ressources	1-4-1363-3500	Office Supplies	3,000	-
					Finance	Finance	1-4-1233-3500	Office Supplies	3,000	-
Corporate Services	Human Ressources	1-4-1363-3503	OMERS Support Fund	800	CAO	Human Ressources	1-4-1363-3503	OMERS Support Fund	800	-
Corporate Services	Human Ressources	1-4-1363-3660	Staff Training	10,000	CAO	Human Ressources	1-4-1363-3660	Staff Training	10,000	-
Corporate Services	Human Ressources	1-4-1363-3670	Subscriptions	800	CAO	Human Ressources	1-4-1363-3670	Subscriptions	800	-
Corporate Services	Human Ressources	1-4-1363-3730	Traduction Human Ressou	3,000	CAO	Human Ressources	1-4-1363-3730	Traduction Human Ressou	3,000	-
Corporate Services	Human Ressources	1-4-1383-3440	Meals	500	CAO	Human Ressources	1-4-1383-3440	Meals	500	-
Corporate Services	Human Ressources	1-4-1383-3450	Mileage	500	CAO	Human Ressources	1-4-1383-3450	Mileage	500	-
Corporate Services	Human Ressources	1-4-1383-3670	Subscriptions	500	CAO	Human Ressources	1-4-1383-3670	Subscriptions	500	-
Corporate Services	Human Ressources	1-4-1383-3675	Supplies	500	CAO	Human Ressources	1-4-1383-3675	Supplies	500	-
Corporate Services	Human Ressources	1-4-1383-3743	Training	3,000	CAO	Human Ressources	1-4-1383-3743	Training	3,000	-
Corporate Services	Accessibility	1-4-1353-3070	Building Maintenance	10,000	CAO	City-Clerk	1-4-1353-3070	Building Maintenance	10,000	-
Corporate Services	Accessibility	1-4-1353-3450	Mileage	100	CAO	City-Clerk	1-4-1353-3450	Mileage	100	-
Corporate Services	Accessibility	1-4-1353-3743	Training	1,000	CAO	City-Clerk	1-4-1353-3743	Training	1,000	-
CAO	CAO-Administration	1-4-1223-3390	Liability Claims	54,000	CAO	City-Clerk	1-4-1224-3390	Liability Claims	54,000	-
Corporate Services	Administration	1-4-1103-1100	Regular salaries	361,895	Community Services	Community Relation	1-4-1103-1100	Regular salaries	361,895	-
Corporate Services	Administration	1-4-1103-1110	Sick leave	3,619	Community Services	Community Relation	1-4-1103-1110	Sick leave	3,619	-
Corporate Services	Administration	1-4-1103-1220	CPP	12,985	Community Services	Community Relation	1-4-1103-1220	CPP	12,985	-
Corporate Services	Administration	1-4-1103-1230	EI	5,312	Community Services	Community Relation	1-4-1103-1230	EI	5,312	-

2018 Budget amendment
Schedule A

Initial 2018 budget (By-Law 2017-158)					Revised 2018 Budget					
Department	Sub categorie	GL Code	Account Name	Amount	Department	Sub categorie	GL Code	Account Name	Amount	Difference
Réorganisation										
Corporate Services	Administration	1-4-1103-1240	WSIB	10,240	Community Services	Community Relation	1-4-1103-1240	WSIB	10,240	-
Corporate Services	Administration	1-4-1103-1250	EHT	7,057	Community Services	Community Relation	1-4-1103-1250	EHT	7,057	-
Corporate Services	Administration	1-4-1103-1250	OMERS	36,971	Community Services	Community Relation	1-4-1103-1250	OMERS	36,971	-
Corporate Services	Administration	1-4-1103-1260	GWL	35,259	Community Services	Community Relation	1-4-1103-1260	GWL	35,259	-
Corporate Services	Human Ressources	1-4-1361-1100	Regular salaries	191,162	CAO	Human Ressources	1-4-1361-1100	Regular salaries	191,162	-
Corporate Services	Human Ressources	1-4-1361-1110	Sick leave	1,912	CAO	Human Ressources	1-4-1361-1110	Sick leave	1,912	-
Corporate Services	Human Ressources	1-4-1361-1220	CPP	7,720	CAO	Human Ressources	1-4-1361-1220	CPP	7,720	-
Corporate Services	Human Ressources	1-4-1361-1230	EI	2,996	CAO	Human Ressources	1-4-1361-1230	EI	2,996	-
Corporate Services	Human Ressources	1-4-1361-1240	WSIB	5,830	CAO	Human Ressources	1-4-1361-1240	WSIB	5,830	-
Corporate Services	Human Ressources	1-4-1361-1210	EHT	3,728	CAO	Human Ressources	1-4-1361-1210	EHT	3,728	-
Corporate Services	Human Ressources	1-4-1361-1250	OMERS	18,588	CAO	Human Ressources	1-4-1361-1250	OMERS	18,588	-
Corporate Services	Human Ressources	1-4-1361-1260	GWL	19,781	CAO	Human Ressources	1-4-1361-1260	GWL	19,781	-
Corporate Services	Human Ressources	1-4-1361-1130	Overtime	5,000	CAO	Human Ressources	1-4-1361-1130	Overtime	5,000	-
CAO	Human Ressources	1-4-1361-1100	Regular salaries	191,162	CAO	Human Ressources	1-4-1361-1100	Regular salaries	200,207	9,045
CAO	Human Ressources	1-4-1361-1110	Sick leave	1,912	CAO	Human Ressources	1-4-1361-1110	Sick leave	2,002	90
CAO	Human Ressources	1-4-1361-1240	WSIB	5,830	CAO	Human Ressources	1-4-1361-1240	WSIB	6,106	276
CAO	Human Ressources	1-4-1361-1210	EHT	3,728	CAO	Human Ressources	1-4-1361-1210	EHT	3,904	176
CAO	Human Ressources	1-4-1361-1250	OMERS	18,588	CAO	Human Ressources	1-4-1361-1250	OMERS	19,909	1,321
CAO	Human Ressources	1-4-1361-1260	GWL	19,781	CAO	Human Ressources	1-4-1361-1260	GWL	20,073	292
Communit Services	Administration	1-4-7111-1100	Regular salaries	361,728	Communit Services	Administration	1-4-7111-1100	Regular salaries	356,283	- 5,445
Communit Services	Administration	1-4-7111-1110	Sick leave	3,617	Communit Services	Administration	1-4-7111-1110	Sick leave	3,563	- 54
Communit Services	Administration	1-4-7111-1220	CPP	11,808	Communit Services	Administration	1-4-7111-1220	CPP	11,647	- 161
Communit Services	Administration	1-4-7111-1230	EI	4,711	Communit Services	Administration	1-4-7111-1230	EI	4,637	- 74
Communit Services	Administration	1-4-7111-1240	WSIB	10,095	Communit Services	Administration	1-4-7111-1240	WSIB	9,969	- 126
Communit Services	Administration	1-4-7111-1210	EHT	7,054	Communit Services	Administration	1-4-7111-1210	EHT	6,988	- 66
Communit Services	Administration	1-4-7111-1250	OMERS	38,474	Communit Services	Administration	1-4-7111-1250	OMERS	38,030	- 444
Communit Services	Administration	1-4-7111-1260	GWL	32,574	Communit Services	Administration	1-4-7111-1260	GWL	32,145	- 429
Communit Services	Community Relation	1-4-1103-1100	Regular salaries	361,895	Communit Services	Community Relation	1-4-1103-1100	Regular salaries	276,274	- 85,621
Communit Services	Community Relation	1-4-1103-1110	Sick leave	3,619	Communit Services	Community Relation	1-4-1103-1110	Sick leave	2,763	- 856
Communit Services	Community Relation	1-4-1103-1220	CPP	12,985	Communit Services	Community Relation	1-4-1103-1220	CPP	10,957	- 2,028
Communit Services	Community Relation	1-4-1103-1230	EI	5,312	Communit Services	Community Relation	1-4-1103-1230	EI	4,455	- 857
Communit Services	Community Relation	1-4-1103-1240	WSIB	10,240	Communit Services	Community Relation	1-4-1103-1240	WSIB	8,427	- 1,813
Communit Services	Community Relation	1-4-1103-1250	EHT	7,057	Communit Services	Community Relation	1-4-1103-1250	EHT	5,387	- 1,670
Communit Services	Community Relation	1-4-1103-1250	OMERS	36,971	Communit Services	Community Relation	1-4-1103-1250	OMERS	26,961	- 10,010
Communit Services	Community Relation	1-4-1103-1260	GWL	35,259	Communit Services	Community Relation	1-4-1103-1260	GWL	29,315	- 5,944
Infrastructure		1-4-3121-1100	Regular salaries	769,344	Infrastructure		1-4-3121-1100	Regular salaries	857,962	88,618
Infrastructure		1-4-3121-1110	Sick leave	7,693	Infrastructure		1-4-3121-1110	Sick leave	8,579	886
Infrastructure		1-4-3121-1220	CPP	36,791	Infrastructure		1-4-3121-1220	CPP	40,831	4,040
Infrastructure		1-4-3121-1230	EI	15,042	Infrastructure		1-4-3121-1230	EI	16,750	1,709
Infrastructure		1-4-3121-1240	WSIB	25,947	Infrastructure		1-4-3121-1240	WSIB	28,650	2,703
Infrastructure		1-4-3121-1210	EHT	16,686	Infrastructure		1-4-3121-1210	EHT	18,414	1,728
Infrastructure		1-4-3121-1250	OMERS	72,597	Infrastructure		1-4-3121-1250	OMERS	80,573	7,976
Infrastructure		1-4-3121-1260	GWL	72,381	Infrastructure		1-4-3121-1260	GWL	85,721	13,340
Infrastructure		1-4-3121-1120	Seasonal	86,337	Infrastructure		1-4-3121-1120	Seasonal	29,337	- 57,000
Infrastructure		1-4-3734-4200	Snow Clearing Laurier	130,000	Infrastructure		1-4-3734-4200	Snow Clearing Laurier	115,000	- 15,000
Infrastructure		1-4-3123-3175	Course & tuition fees	10,000	Infrastructure		1-4-3123-3175	Course & tuition fees	7,500	- 2,500
CAO	CAO Administration	1-4-1221-1100	Regular salaries	511,916	CAO	CAO Administration	1-4-1221-1100	Regular salaries	387,762	
					Infrastructure	Asset Management	1-4-1225-1100	Regular salaries	124,154	-
CAO	CAO Administration	1-4-1221-1110	Sick leave	5,118	CAO	CAO Administration	1-4-1221-1110	Sick leave	3,877	
					Infrastructure	Asset Management	1-4-1225-1110	Sick leave	1,241	-

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Initial 2018 budget (By-Law 2017-158)					Revised 2018 Budget					Difference
Department	Sub categorie	GL Code	Account Name	Amount	Department	Sub categorie	GL Code	Account Name	Amount	
Réorganisation										
CAO	CAO Administration	1-4-1221-1220	CPP	15,726	CAO	CAO Administration	1-4-1221-1220	CPP	10,558	
					Infrastructure	Asset Management	1-4-1225-1220	CPP	5,168	-
CAO	CAO Administration	1-4-1221-1230	EI	6,146	CAO	CAO Administration	1-4-1221-1230	EI	4,149	
					Infrastructure	Asset Management	1-4-1225-1230	EI	1,997	-
CAO	CAO Administration	1-4-1221-1240	WSIB	13,746	CAO	CAO Administration	1-4-1221-1240	WSIB	9,959	
					Infrastructure	Asset Management	1-4-1225-1240	WSIB	3,787	-
CAO	CAO Administration	1-4-1221-1210	EHT	10,138	CAO	CAO Administration	1-4-1221-1210	EHT	7,717	
					Infrastructure	Asset Management	1-4-1225-1210	EHT	2,421	-
CAO	CAO Administration	1-4-1221-1250	OMERS	56,024	CAO	CAO Administration	1-4-1221-1250	OMERS	44,136	
					Infrastructure	Asset Management	1-4-1225-1250	OMERS	11,888	-
CAO	CAO Administration	1-4-1221-1260	GWL	43,354	CAO	CAO Administration	1-4-1221-1260	GWL	30,107	
					Infrastructure	Asset Management	1-4-1225-1260	GWL	13,247	-
CAO	CAO Administration	1-4-1223-3710	Telephone	1,300	Infrastructure	Asset Management	1-4-1219-3710	Telephone	640	
					CAO	CAO Administration	1-4-1223-3710	Telephone	660	-
Infrastructure	Administration	1-4-3113-3175	Course and Tuition Fees	10,400	Infrastructure	Administration	1-4-3113-3175	Course and Tuition Fees	9,000	
					Infrastructure	Asset Management	1-4-1219-3743	Training	1,400	-
Infrastructure	Administration	1-4-3113-3160	Conference and Convention	4,000	Infrastructure	Administration	1-4-3113-3160	Conference and Convention	3,000	
Infrastructure	Administration	1-4-3113-3660	Staff Training	4,000	Infrastructure	Administration	1-4-3113-3660	Staff Training	-	
					Infrastructure	Asset Management	1-4-1219-3160	Conference & Convention	5,000	-
Subtotal										-\$ 57,900

Daycare deficit

Community Services	Daycare - Carrefour Jeunesse	1-4-6133-3185	Daycare Program Supplies	7,490	Community Services	Daycare - Carrefour Jeunesse	1-4-6133-3185	Daycare Program Supplies	4,000	-	3,490.00
Community Services	Daycare - Carrefour Jeunesse	1-4-6133-3233	Field Trips	6,330	Community Services	Daycare - Carrefour Jeunesse	1-4-6133-3233	Field Trips	4,000	-	2,330.00
Community Services	Daycare - St-Patrick	1-4-6143-3185	Daycare Program Supplies	8,510	Community Services	Daycare - St-Patrick	1-4-6143-3185	Daycare Program Supplies	3,500	-	5,010.00
Community Services	Daycare - St-Patrick	1-4-6143-3233	Field trips	5,670	Community Services	Daycare - St-Patrick	1-4-6143-3233	Field trips	4,500	-	1,170.00
Community Services	Daycare - Rockland Public	1-4-6153-3185	Daycare Program Supplies	6,500	Community Services	Daycare - Rockland Public	1-4-6153-3185	Daycare Program Supplies	2,500	-	4,000.00
Community Services	Daycare - Rockland Public	1-4-6153-3233	Field trips	5,000	Community Services	Daycare - Rockland Public	1-4-6153-3233	Field trips	3,500	-	1,500.00
Community Services	Daycare - St-Mathieu	1-4-6163-3185	Daycare Program Supplies	5,000	Community Services	Daycare - St-Mathieu	1-4-6163-3185	Daycare Program Supplies	3,000	-	2,000.00
Community Services	Daycare - St-Mathieu	1-4-6163-3233	Field trips	5,000	Community Services	Daycare - St-Mathieu	1-4-6163-3233	Field trips	4,000	-	1,000.00
Community Services	Daycare - Ste-Felice	1-4-6173-3185	Daycare Program Supplies	7,000	Community Services	Daycare - Ste-Felice	1-4-6173-3185	Daycare Program Supplies	3,000	-	4,000.00
Community Services	Daycare - Ste-Felice	1-4-6173-3233	Field trips	5,000	Community Services	Daycare - Ste-Felice	1-4-6173-3233	Field trips	3,500	-	1,500.00
Community Services	Daycare - Sacre Coeur	1-4-6183-3185	Daycare Program Supplies	9,000	Community Services	Daycare - Sacre Coeur	1-4-6183-3185	Daycare Program Supplies	3,500	-	5,500.00
Community Services	Daycare - Sacre Coeur	1-4-6183-3233	Field Trips	6,000	Community Services	Daycare - Sacre Coeur	1-4-6183-3233	Field Trips	3,500	-	2,500.00
Community Services	Daycare - Ste-Trinite	1-4-6203-3185	Daycare Program Supplies	13,000	Community Services	Daycare - Ste-Trinite	1-4-6203-3185	Daycare Program Supplies	8,500	-	4,500.00
Community Services	Daycare - Ste-Trinite	1-4-6203-3233	Field Trips	10,000	Community Services	Daycare - Ste-Trinite	1-4-6203-3233	Field Trips	7,000	-	3,000.00
Community Services	Daycare - Carrefour Jeunesse	1-3-6130-0750	Daycare Nursery Charge	- 745,278	Community Services	Daycare - Carrefour Jeunesse	1-3-6130-0750	Daycare Nursery Charge	- 739,458		5,820.00
Community Services	Daycare - St-Patrick	1-3-6140-0750	Daycare Nursery Charge	- 485,618	Community Services	Daycare - St-Patrick	1-3-6140-0750	Daycare Nursery Charge	- 479,438		6,180.00
Community Services	Daycare - Rockland Public	1-3-6150-0750	Daycare Nursery Charge	- 155,175	Community Services	Daycare - Rockland Public	1-3-6150-0750	Daycare Nursery Charge	- 149,675		5,500.00
Community Services	Daycare - St-Mathieu	1-3-6160-0750	Daycare Nursery Charge	- 507,188	Community Services	Daycare - St-Mathieu	1-3-6160-0750	Daycare Nursery Charge	- 504,188		3,000.00
Community Services	Daycare - Ste-Felice	1-3-6170-0750	Daycare Nursery Charge	- 319,253	Community Services	Daycare - Ste-Felice	1-3-6170-0750	Daycare Nursery Charge	- 313,753		5,500.00
Community Services	Daycare - Sacre Coeur	1-3-6180-0750	Daycare Nursery Charge	- 252,260	Community Services	Daycare - Sacre Coeur	1-3-6180-0750	Daycare Nursery Charge	- 244,260		8,000.00
Community Services	Daycare - Ste-Trinite	1-3-6200-0750	Daycare Nursery Charge	- 1,188,681	Community Services	Daycare - Ste-Trinite	1-3-6200-0750	Daycare Nursery Charge	- 1,181,181		7,500.00
Subtotal										\$ -	

2018 Budget amendment
Schedule A

Initial 2018 budget (By-Law 2017-158)					Revised 2018 Budget					
Department	Sub categorie	GL Code	Account Name	Amount	Department	Sub categorie	GL Code	Account Name	Amount	Difference
Bill 148										
Community Services	Daycare - Carrefour Jeunesse	1-4-6131-1120	Part-Time Wages	161,966	Community Services	Daycare - Carrefour Jeunesse	1-4-6131-1120	Part-Time Wages	168,130	6,164.00
Community Services	Daycare - St-Patrick	1-4-6141-1120	Part-Time Wages	159,653	Community Services	Daycare - St-Patrick	1-4-6141-1120	Part-Time Wages	162,598	2,945.00
Community Services	Daycare - Rockland Public	1-4-6151-1120	Part-Time Wages	48,311	Community Services	Daycare - Rockland Public	1-4-6151-1120	Part-Time Wages	51,179	2,868.00
Community Services	Daycare - St-Mathieu	1-4-6161-1120	Part-Time Wages	131,405	Community Services	Daycare - St-Mathieu	1-4-6161-1120	Part-Time Wages	136,765	5,360.00
Community Services	Daycare - Sacre Coeur	1-4-6181-1120	Part-Time Wages	81,235	Community Services	Daycare - Sacre Coeur	1-4-6181-1120	Part-Time Wages	86,863	5,628.00
Community Services	Daycare - St-Pascal	1-4-6191-1120	Part-Time Wages	26,616	Community Services	Daycare - St-Pascal	1-4-6191-1120	Part-Time Wages	27,688	1,072.00
Community Services	Daycare - Ste-Trinite	1-4-6201-1120	Part-Time Wages	308,590	Community Services	Daycare - Ste-Trinite	1-4-6201-1120	Part-Time Wages	324,553	15,963.00
										\$ 40,000
Library Part-Time Wages										
Library	Library	4-4-7151-1120	Part-Time Wages	121,515	Library	Library	4-4-7151-1120	Part-Time Salaries	151,015	29,500
Library	Library	4-4-7153-3152	Computer - Hardware	5,000	Library	Library	4-4-7153-3152	Computer - Hardware	3,000	- 2,000
Library	Library	4-4-7153-3175	Course and Tuition Fees	9,000	Library	Library	4-4-7153-3175	Course and Tuition Fees	4,000	- 5,000
Library	Library	4-4-7153-3239	Furniture	7,500	Library	Library	4-4-7153-3239	Furniture	500	- 7,000
Library	Library	4-4-7153-3450	Mileage / Travel	6,000	Library	Library	4-4-7153-3450	Mileage / Travel	5,000	- 1,000
Library	Library	4-4-7153-3500	Office Supplies	5,000	Library	Library	4-4-7153-3500	Office Supplies	4,000	- 1,000
Library	Library	4-4-7153-3615	Repairs and Maintenance	3,000	Library	Library	4-4-7153-3615	Repairs and Maintenance	1,500	- 1,500
Subtotal										\$ 12,000
Taxation revenues										
Corp. Rev & Expendit Taxation Revenue		1-3-0110-0501	Taxation Revenues	- 19,242,424	Corp. Rev & Expenditure Taxation Revenue		1-3-0110-0501	Taxation Revenues	- 19,177,300	\$ 65,124.00
Contribution to reserve										
Corp. Rev & Expendit Contribution to reserves		1-4-1227-7100	Contribution to reserves	910,000.00	Corp. Rev & Expenditure Contribution to reserves		1-4-1227-7100	Contribution to reserves	850,776.00	\$ 59,224.00



REPORT N° CLERK2018-04

Date	05/03/2018
Submitted by	Monique Ouellet, Clerk
Subject	Retail Business Establishment Hours of Operation
File N°	C11-CLE

1) **NATURE/GOAL :**

To submit a draft by-law in regards to the retail business establishment hours of operation in order to obtain initial comments from Committee of the Whole.

2) **DIRECTIVE/PREVIOUS POLICY :**

By-law no. 2007-123 was adopted by Council on October 19, 2007 and further amended 2008 and 2016.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. CLERK2018-04 be received; and

THAT the Committee of the Whole recommends that the proposed by-law be submitted to the Chamber of Commerce in order to obtain their comments before being submitted to Council for consideration.

QUE le Rapport No. CLERK2018-04 soit reçu; et

QUE le Comité plénier recommande que le règlement proposé soit soumis à la Chambre de commerce pour obtenir leurs commentaires avant de soumettre ledit règlement au Conseil pour leur considération.

4) **BACKGROUND :**

At the Committee of the Whole meeting of February 21, 2018, further to the receipt of a request from the Chamber of Commerce to extend the hours of operation of retail businesses to 9:00 p.m. on Sundays, Council directed the Clerk to prepare a report with a proposed amended by-law to authorize their request.

5) **DISCUSSION :**

The by-law establishing the hours of operations for certain retail business establishments (By-law 2007-123) has only been amended twice over the last ten years, however, staff recommends that the said by-law now be replaced entirely to better reflect the current needs of the business community.

In the last year, in addition to the current request from the Chamber of Commerce to extend the hours on Sundays, there has been unofficial requests submitted by the retail establishments that also have gardening centres to remain open on Victoria Day.

Attached to this report is a draft by-law which includes the following changes from the current by-law:

- **Retail Business Hours** – includes 9:00 p.m. closure on Sundays;
- **Retail Business Holiday Act** – includes a new provision to state that the Retail Business Holiday Act does not apply to Clarence-Rockland;
- **Holidays** – includes a new provision to state that retail business establishments shall be closed on a holiday except for:
 - Victoria Day

The request submitted by the Chamber of Commerce to extend the hours to 9:00 p.m. on Sundays may be quickly approved by simply amending the existing by-law. However, a request from a retail business to remain opened during a holiday is far more complex as an exemption from the provisions of the Retail Business Holidays Act is required.

Under the Retail Business Holidays Act, retail businesses are required to be closed on statutory holidays unless they are exempted. The Act sets out statutory exemptions for certain types of businesses and also provides that a municipality may permit businesses to remain open for the maintenance or development of tourism. To this end, the municipality has to evaluate each exemption application that may be received to determine if it meets the regulated criteria and there is also a need to provide for a public meeting during the process. By stating that the Retail Business Holidays Act does not apply to Clarence-Rockland, there is no further need to go through the legislated application process to amend the City By-law.

In order to determine on which holiday(s) the retail business establishments should remain closed in Clarence-Rockland, staff recommends that members of Council, the residents and the business community be consulted.

Further comments received, staff will initiate the consultation process and bring back a finalized draft by-law based on the comments received.

6) **CONSULTATION:**

It is being recommended by staff that the draft by-law be submitted to the Chamber of Commerce to obtain their feedback.

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

n/a

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

There is no financial impact associated with this report.

9) **LEGAL IMPLICATIONS :**

Section 1.2 of the *Retail Business Holidays Act* allows a municipal council to enact a by-law exempting an entire municipality from the *Retail Business Holidays Act* providing that the said by-law adopted pursuant to Section 148 of the *Municipal Act, 2001* requires that one or more classes of retail business establishments be closed on **at least one** holiday.

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

n/a

12) **SUPPORTING DOCUMENTS:**

- By-law 2017-123, as amended (consolidated copy)
- Draft proposed by-law
- Letter dated February 6, 2018 submitted by the Chamber of Commerce

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2007-123 (OFFICE CONSOLIDATION)

BEING A BY-LAW TO PROVIDE THAT CERTAIN CLASSES OF BUSINESSES WITHIN THE CITY OF CLARENCE-ROCKLAND SHALL CLOSE AND REMAIN CLOSED DURING CERTAIN HOURS OF CERTAIN DAYS DURING CERTAIN HOLIDAYS, AND TO EXEMPT CERTAIN CLASSES OF BUSINESSES THEREFROM.

WHEREAS a local municipality may require that retail business establishments be closed to the public at anytime pursuant to Section 148. (1) of the Municipal Act, S.O. 2001, Chapter 25;

AND WHEREAS the Council of the Corporation of Clarence-Rockland deems it expedient to regulate and govern the closing hours, the closing hours of certain retail business establishment and the exemption of certain classes of businesses;

NOW THEREFORE the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

DEFINITIONS

1. In this by-law:

- (a) **“Closed”** means not open for the serving of any customer;
- (b) **“Corporation”** means the Corporation of the City of Clarence-Rockland;
- (c) **“Council”** means the Council of the Corporation of the City of Clarence-Rockland;
- (d) **“Owner”** means any person, persons or corporation who owns or manages a retail business establishment;
- (e) **“Person”** means an individual, a partnership, a body corporate and any association, and the heirs, executors, administrators, successors and assigns or other legal representatives thereof to whom the context means a human being of the male or female gender;
- (f) **“Retail business”** means the selling or offering for sale goods or services by retail;
- (g) **“Retail business establishment”** means the premise where goods and services are sold or offered for sale by retail;
- (h) **“Shop”** means a premise with less than 2,400 sq. feet where goods and services are sold or offered for sale by retail.

GENERAL PROVISIONS

2. All classes of retail business establishments within the City shall, during the whole of each year, be closed and remain closed on:
 - a) Monday, Tuesday, Wednesday, Thursday, Friday and Saturday of every week during the hours of ten (10) o'clock in the afternoon and seven (7) o'clock in the forenoon of the following day unless otherwise permitted herein; and
 - b) Sunday of every week during the hours of six (6) o'clock in the afternoon and seven (7) o'clock in the forenoon of the following business day as permitted by statute unless otherwise permitted herein.
3. Every retail business establishment owner shall ensure that the retail business establishment be closed and remain closed in accordance with the provisions of this by-law.
4. No retail business establishment owner shall allow any customer to enter the retail business establishment after the appointed closing hour to make a purchase by retail.
5. Nothing in this by-law renders unlawful the continuance in a retail business after the appointed hour for closing thereof to any customers who were in the retail business establishment immediately before that hour or the serving of such customers during their continuance therein.

PHARMACIES

6. Section 2 of this by-law does not apply to any pharmacies accredited under the *Drug and Pharmacies Regulation Act*, provided that the principal business of the retail business establishment is the sale of goods of a pharmaceutical or therapeutic nature or for hygienic or cosmetic purpose.

CHRISTMAS - EXTENDED HOURS

7. Notwithstanding the provisions of Section 2 of this by-law, all classes of retail business establishment shall close and remain closed between eleven (11) o'clock in the afternoon and seven (7) o'clock in the forenoon of the following day commencing on the 1st day of December and terminating on the 31st day of December of each year unless otherwise permitted herein.
 - a) All classes of retail business establishment may exercise the right to open at six (6) o'clock in the forenoon on the last Friday of November in every year;
 - b) All classes of retail business establishment may exercise the right to open at six (6)

Section 7,
as
Amended
by
By-law No.
2016-159

o'clock in the forenoon on December 26th in every year.

HOLIDAY CLOSURES

8. Notwithstanding the provisions of Section 2 of this by-law, all classes of retail business establishments shall be closed and remain closed on all of the following days unless otherwise permitted herein:
- a) New Year's Day;
 - b) Good Friday;
 - c) Easter Sunday;
 - d) Victoria Day;
 - e) Canada Day;;
 - f) Labour Day;
 - g) Thanksgiving Day;
 - h) Christmas Day; and
 - i) any other public holiday declared by provincial or federal statute.

EXEMPTIONS/EXCEPTIONS

9. The following classes of business are exempt from any provisions of this by-law:
- a) gasoline and motor oil service stations;
 - b) tobacco shops;
 - c) newspaper dealer shops;
 - d) confectionery shops;
 - e) shops for retail sale of only fresh fruits and fresh vegetables or either of them;
 - f) shops for the retail sale of dairy products;
 - g) video rental shops;
 - h) shops for the retail sales of fresh flowers; and

- 9.1 Section 2 of this By-law does not apply to authorized community events as specified in schedule "A" of this By-law.

DAYLIGHT SAVINGS

10. For the purposes of this by-law, so long as the time commonly observed in the City is one hour in advance of standard time, the times mentioned in this by-law shall be considered in accordance with the time so commonly observed and not standard time.

PENALTIES

Section
9.1, as
Amended
by
By-Law
No.
2008-50

11. Every person being a shopkeeper who contravenes any provisions of this by-law is guilty of an offence and is subject to the provisions of the Provincial Offences Act, as amended.

PROHIBITING ORDER

12. Any court of competent jurisdiction may, in addition to any other penalty, impose on the person convicted an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed towards the continuation or repetition of the offence.

SEVERABILITY

13. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part thereof shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in force.

BY-LAW REPEALED

14. By-Law Number 2002-76 regulating the closing hours of businesses and any amendments hereto are hereby repealed.
15. This by-law shall take force on the day it is adopted by Council.

READ, DONE AND PASSED IN OPEN COUNCIL, THIS 19TH DAY OF OCTOBER 2007.

Richard Lalonde, Mayor

Daniel Gatien, Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2007-123

SCHEDULE “A”

EXEMPTION TO RETAIL BUSINESS HOURS –
AUTHORIZED COMMUNITY EVENTS

SECTION 9.1

	<u>Column 1</u> <u>Event Name</u>	<u>Column 2</u> <u>Date</u>	<u>Column 3</u> <u>Duration</u>
1)	Midnight Madness	Holy Thursday	7:00 a.m. to midnight (By-law 2008-50)

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2018-xx

BEING A BY-LAW TO PROVIDE FOR CERTAIN CLASSES OF BUSINESSES TO CLOSE DURING CERTAIN HOURS OF CERTAIN DAYS AND DURING CERTAIN HOLIDAYS, AND TO EXEMPT CERTAIN CLASSES OF BUSINESSES THEREFROM.

WHEREAS section 148 of the *Municipal Act, 2001, as amended* provides that a local municipality may require that retail business establishments be closed to the public at any time;

AND WHEREAS section 1.2 (1) of the *Retail Business Holidays Act, R.S.O. 1990*, provides that the *Retail Business Holidays Act* does not apply to a municipality and does not apply in respect of any by-law of the municipality or any retail business establishment located in the municipality if there is in effect a by-law passed by the municipality providing that the *Act* does not apply to it;

AND WHEREAS section 1.2 (2) of the *Retail Business Holidays Act, R.S.O. 1990*, provides that a by-law passed under section 1.2 (1) of the *Retail Business Holidays Act* does not take effect until the municipality passes a by-law under section 148 of the *Municipal Act, 2001* requiring that one or more classes of retail business establishments be closed on a holiday;

AND WHEREAS the Council of the Corporation of Clarence-Rockland deems it expedient to adopt a by-law to regulate and govern the closing hours and the opening hours on statutory holidays of certain retail business establishment;

NOW THEREFORE the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

DEFINITIONS

1. In this by-law:

- (a) **“Closed”** means not open for the serving of any customer;
- (b) **“Corporation”** means the Corporation of the City of Clarence-Rockland;
- (c) **“Council”** means the Council of the Corporation of the City of Clarence-Rockland;
- (d) **“holiday”** means (a) New Year’s Day, (b) Family Day (c) Good Friday, (d) Victoria Day, (e) Canada Day, (f) Labour Day, (g) Thanksgiving Day, (h) Christmas Day, (i) Easter Sunday, and (j) any other public holiday declared by

proclamation of the Lieutenant Governor of the Province of Ontario to be a holiday as defined in the *Retail Business Holiday Act*;

- (e) **“Owner”** means any person, persons or corporation who owns or manages a retail business establishment;
- (f) **“Person”** means an individual, a partnership, a body corporate and any association, and the heirs, executors, administrators, successors and assigns or other legal representatives thereof to whom the context means a human being;
- (g) **“Retail business”** means the selling or offering for sale goods or services by retail;
- (h) **“Retail business establishment”** means the premise where goods and services are sold or offered for sale by retail;
- (i) **“Shop”** means a premise with less than 2,400 sq. feet where goods and services are sold or offered for sale by retail.

RETAIL BUSINESS HOLIDAY ACT DOES NOT APPLY

2. The *Retail Business Holiday Act* does not apply to the City of Clarence-Rockland;

3. All retail business establishments in the City of Clarence-Rockland may remain open on a holiday unless prohibited to do so under this by-law.

RETAIL BUSINESS HOURS

- 4. Every retail business establishment within the City shall, during the whole of each year, be closed and remain closed on:
 - a) Monday, Tuesday, Wednesday, Thursday, Friday and Saturday of every week during the hours of ten (10) o'clock in the afternoon and seven (7) o'clock in the forenoon of the following day unless otherwise permitted herein; and
 - b) Sunday of every week during the hours of **nine (9)** o'clock in the afternoon and seven (7) o'clock in the forenoon of the following business day unless otherwise permitted herein.
- 5. Every retail business establishment owner shall ensure that the retail business establishment be closed and remain closed in accordance with the provisions of this by-law.

HOLIDAYS

6. Every retail business establishment within the City shall remain closed on any holiday except for Victoria Day.

PROHIBITION

7. No person carrying on a retail business establishment shall:
 - a) allow any customer to enter the retail business establishment after the appointed closing hour to make a purchase by retail;
 - b) allow any customer to enter the retail business establishment on Christmas Day to make a purchase by retail;
8. No person employed by or acting on behalf of a person carrying on a retail business in a retail business establishment shall engage in any prohibited activity listed in section 7.
9. Nothing in this by-law renders unlawful the continuance in a retail business after the appointed hour for closing thereof to any customers who were in the retail business establishment immediately before that hour or the serving of such customers during their continuance therein.

EXTENDED HOURS

7. Notwithstanding the provisions of Section 4 of this by-law, all classes of retail business establishment may:
 - a) Remain opened until eleven (11) o'clock in the afternoon between the 1st day of November and the 30th day of December inclusively of each year, except on Christmas Day;
 - b) Open at six (6) o'clock in the forenoon on the last Friday of November of each year;
 - c) Open at six (6) o'clock in the forenoon on the 26th day of December of each year;
 - d) Remain opened until midnight on Holy Thursday each year.

EXEMPTIONS/EXCEPTIONS

9. The following classes of business are exempt from any provisions of this by-law:

- a) shops under 2,400 square feet and with three or fewer employees where the only goods available for sale on the holiday are in one or more of the following categories:
 - foodstuffs,
 - tobacco or articles required for use of tobacco;
 - antiques;
 - handicrafts;
 - books
- b) gasoline and motor oil service stations;
- c) nurseries
- d) flower shops
- e) gardening centres
- f) confectionery shops;
- g) shops for retail sale of only fresh fruits and fresh vegetables or either of them;
- h) shops for the retail sale of dairy products;
- i) video rental shops;
- j) pharmacies accredited under the *Drug and Pharmacies Regulation Act*, provided that the principal business of the retail business establishment is the sale of goods of a pharmaceutical or therapeutic nature or for hygienic or cosmetic purpose.

DAYLIGHT SAVINGS

10. For the purposes of this by-law, so long as the time commonly observed in the City is one hour in advance of standard time, the times mentioned in this by-law shall be considered in accordance with the time so commonly observed and not standard time.

PENALTIES

11. Every person being a shopkeeper who contravenes any provisions of this by-law is guilty of an offence and is subject to the provisions of the Provincial Offences Act, as amended.

PROHIBITING ORDER

12. Any court of competent jurisdiction may, in addition to any other penalty, impose on the person convicted an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed towards the continuation or repetition of the offence.

SEVERABILITY

13. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part thereof shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in force.

BY-LAW REPEALED

14. By-Law Number 2007-123 and amendments hereto are hereby repealed.
15. This by-law shall take force on the day it is adopted by Council.

READ AND PASSED IN OPEN COUNCIL ON THIS 21st DAY OF MARCH 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



Rockland, le mardi 6 février 2018

Cité de Clarence-Rockland
Att. : M. Guy Desjardins, Maire
1560 rue Laurier,
Rockland, Ontario K4K 1P7

M. Desjardins,

La Chambre de commerce de Clarence-Rockland, qui compte près de 130 entreprises membres, vise à promouvoir le développement économique, social, politique et culturel ainsi qu'à représenter les intérêts de petites, moyennes et grandes entreprises dans les milieux ruraux et urbains de la Cité.

Dernièrement, la Chambre de commerce de Clarence-Rockland a été interpellée par quelques propriétaires de commerce de détail, du territoire, qui souhaitent prolonger l'heure d'ouverture les dimanches à 21 h. Actuellement, le règlement numéro 2007-123 leur impose de fermer, les dimanches, à 18 h.

La prolongation des heures d'ouverture des commerces de détail pourrait contribuer à attirer - et à garder- la clientèle dans Clarence-Rockland. Le résultat n'est pas garanti, mais il n'y a aucune raison de ne pas tenter le coup.

À la lumière de notre lecture du règlement et de l'intérêt collectif, la Chambre de commerce de Clarence-Rockland appuie les commerçants et demande au conseil municipal d'amender le point 2 b) du règlement numéro 2007-123 afin de prolonger l'heure d'ouverture les dimanches à 21 h.

La Chambre de commerce de Clarence-Rockland demeure disponible pour vous transmettre tout renseignement supplémentaire qui vous serait nécessaire à l'évaluation de la demande.

Espérant recevoir une réponse favorable, je vous prie de croire, M. Desjardins, à mes sentiments les meilleurs.

Andréa Delorme
Présidente du conseil d'administration

C.P 131, C-2452 rue Laurier,
Rockland ON K4K 1K3

Tél : (613) 761-1954
sans frais : 1-888-697-6646
info@ccclarencrockland.com
www.laccr.ca



REPORT N° PRO2018-007

Date	05/03/2018
Submitted by	Brian Wilson
Subject	New Regulation Proposed Under The Fire Protection and Prevention Act – Public Reports
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To advise Council about the potential impacts of a third, newly proposed regulation under the Fire Protection and Prevention Act, requiring municipalities to publicly report on fire department response times.

2) **DIRECTIVE/PREVIOUS POLICY :**

Council was previously advised of Clarence-Rockland Fire Department response times in the 2017 Master Fire Plan, which included recommendations to improve response times throughout the municipality. Specifically that the Clarence-Rockland Fire Department strive to achieve the response time performance objectives referenced in NFPA 1720.

In adopting the implementation of the Master Fire Plan, Council approved Administration to continue to monitor response times and report to Council on them.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report PRO2018-007 related to a third proposed new regulation to the Fire Protection and Prevention Act be received as information; and

THAT the Committee of the Whole recommends that Council provides input to the Ministry of Correctional Services and Community Safety in regards to the proposed regulations; and

THAT the Committee of the Whole recommends that Council seek further clarification and additional funding from the Province towards meeting the requirements of response time reporting as proposed in the draft regulations.

QUE le rapport PRO2018-007 relatif à une troisième proposition de règlement à la Loi sur la prévention et la protection contre l'incendie soit reçu à titre d'information; et

QUE le comité plénier recommande que le Conseil fournisse des commentaires au Ministère de la Sécurité Communautaire et des Services Correctionnels relativement aux règlements proposés; et

QUE le Comité plénier recommande que le Conseil demande des éclaircissements supplémentaires et un financement supplémentaire de la part de la province afin de satisfaire aux exigences en matière de rapports sur le délai de réponse, telles que proposées dans la proposition de règlement.

4) **BACKGROUND :**

On February 16, 2018, the Ministry of Community Safety and Correctional Services released a third proposed regulation under the Fire Protection and Prevention Act for comments. Comments are open until March 18, 2018, on this newly proposed regulation (attached).

This new regulation, titled 'Public Reports', is scheduled to become effective the latter of January 1, 2020 and the date it is filed. The intention of this regulation is increase transparency and to mandate the public reporting of fire department response times within each municipality.

The reporting requirements are separated into two (2) distinct reporting requirements, related solely to the first arriving emergency response unit, they are:

- a) Where the first arriving response unit includes only career firefighters; OR
- b) Where the first arriving response unit includes one or more volunteer firefighters.

In all incidents (emergency and non-emergency) if the first arriving unit has only career staff on-board, the timelines being considered are very similar to those identified in National Fire Protection Association (NFPA) 1710, the standard that applies to career fire departments.

In all incidents (emergency and non-emergency) where the first arriving unit has one or more volunteers on-board, there is no timeline identified, and the requirement is to report on the 90th percentile.

The specific reporting requirements are identified in the chart below:

Item	Time Interval	First Arriving Unit only career firefighters	First Arriving Unit has 1 or more volunteers
1.	Alarm transfer time: The time interval from the receipt of the emergency alarm at the Public Safety Answering Point (PSAP) until the alarm is first received at the (fire) communications centre. (e.g. time call is answered by 9-1-1 in Smiths Falls until the time the call is picked up by Ottawa Fire Dispatch)	30 seconds 95% of the time	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.
2.	Alarm answering time: The time interval that begins when the alarm is received at the (fire) communications centre and ends when the alarm is acknowledged at the communication centre. (e.g. the time lapse for the 9-1-1 operator to speak to Ottawa dispatch and 'hand over' the call)	15 seconds 95% of the time	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.
3.	Alarm processing time: The time interval from when the alarm is acknowledged at the (fire) communication centre until the response information begins to be transmitted via voice or electronic means to emergency response facilities and emergency response units. (e.g. the time Ottawa Fire Dispatch starts speaking to the caller to the time they hit the tones on the paging system)	64 seconds for calls other than the following; and 90 seconds for the following calls: <ol style="list-style-type: none"> 1. Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions. 2. Calls requiring language translation 3. Calls requiring use of a TTY/TDD device or audio/video relay services 4. Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units 5. Hazardous materials incidents 6. Technical rescue 7. Calls that require determining the location of the alarm due to insufficient information 8. Calls received by text message 90% of the time	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.

Item	Time Interval	First Arriving Unit only career firefighters	First Arriving Unit has 1 or more volunteers
4.	Alarm handling time: The time interval from the receipt of the alarm at the primary PSAP until the beginning of the transmittal of the response information via voice or electronic means to emergency response facilities or the emergency response units in the field. (e.g. the time the 9-1-1 operator picks up the phone until the time the first tones are sent out on our paging system)	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.
5.	Turnout time: The time interval that begins when the emergency response facilities and emergency response units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time. (e.g. the time from the first page starts until the truck starts rolling out the door)	80 seconds for fire and special operations; OR 60 seconds for emergency medical services 90% of the time	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.
6.	Travel time: The time interval that begins when a unit is en route to the emergency incident and ends when the unit arrives at the scene.	240 seconds for fire suppression; The following standards for the following emergency medical services: 1. 240 seconds for the arrival of a unit with a first responder with an automatic external defibrillator or higher level capability; 2. 480 seconds for the arrival of an advanced life support unit, if a first responder with an AED or basic life support had a travel time of no later than 240 seconds 90% of the time No standard for other services.	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.
7.	Initiating action/intervention time: The time interval from when a unit arrives on the scene to the initiation of emergency mitigation.	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.

Item	Time Interval	First Arriving Unit only career firefighters	First Arriving Unit has 1 or more volunteers
8.	Total response time: The time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident.	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.	No standard; set out the time interval that the fire department achieves or exceeds 90% of the time.

Within the 2017 Master Fire Plan, as presented to Council, the recommendation within that report was to strive to achieve the response times identified in NFPA 1720 (which applies to volunteer and composite fire departments). Those response time requirements are based on population density, and the NFPA 1720 chart looks as follows:

NFPA 1720 Response Times				
Zone	Population Density	Min. # of FFs responding	Total Response Time (Turnout + Travel)	Standard
Urban Area (Rockland)	>1000 people per sq. m.	15	9 mins.	90%
Suburban Area (Clarence-Creek & Bourget)	500-1000 people per sq. m.	10	10 mins.	80%
Rural Area	<500 people per sq. m.	6	14 mins.	80%
Remote Area	Travel Distance + or – 8 miles	4	Dependent on travel distance	90%

Since mid-2017, the Clarence-Rockland Fire Department has begun tracking the number of firefighters responding on each apparatus. This was not previously tracked, but within the 2017 Master Fire Plan predictions were included to identify the predicted current staffing levels, which are outlined as follows:

Anticipated # of responding firefighters (2017 Master Fire Plan)		
Station	Weekday Response	All Other Times
Stn 1 – Bourget	3	6+
Stn 2 – Clarence-Creek	3	6+
Stn 3 – Rockland	10	10+

Given the physical drive times between Rockland and the surrounding areas, it would be extremely difficult to meet the response times identified in NFPA 1720, particularly in the villages and rural areas, and most notably during weekday responses. An example of this is a structure fire in 2017 where the closest station did not have any firefighters respond, and the trucks never left the station. The fire was extinguished using apparatus from the other stations once they arrived.

In addition to drive time, historical 'turnout times' were identified in the 2017 Master Fire Plan. These turnout times were historically based

on all call types, and since the introduction of the use of light vehicles for response to medical calls, the medical call turnout times have improved noticeably. There is value however in noting the historical turnout times, as presented within the 2017 Master Fire Plan:

Historical 'Turnout Times' For First Pumper Apparatus (2017 Master Fire Plan)		
Station	Weekday Response	All Other Times
Stn 1 – Bourget		8:27
Stn 2 – Clarence-Creek		9:53
Stn 3 – Rockland	6:51	7:28

Since the introduction of the use of light vehicles, turnout times and subsequently response times have improved significantly. Currently during weekdays, turnout times for the full-time staff in response to medical calls is less than 60 seconds, 90% of the time. Total response times vary greatly depending on the location of the call. Detailed response time statistics will be included in monthly department reporting starting in February 2018.

5) **DISCUSSION :**

The proposed regulation under the Fire Protection and Prevention Act is intended to provide Council, and the public, with detailed service information related to the delivery of fire and rescue services. It should be noted that this is an ideal system, and information relating to service delivery should be public information and made available to Council's and the public.

A potential issue with this regulation is the lack of clarity in how responding Chief Officers are considered within the legislation. It would appear that an 'off-duty' Chief Officer who responds to incidents, would be considered as responding in a vehicle as a career member, and therefore even though their response times may be slower (resulting from the requirement to don protective equipment, respond from home, etc.) if they arrive as the first unit, it could skew the statistics of the overall department.

Another identified issue is that currently the Clarence-Rockland Fire Department is dispatched by the City of Ottawa using a manual process. Thus the 'notification time' is manually inputted by the dispatcher separately from the notification page being sent to firefighters. This will skew the 'turnout time' being tracked. Another dispatch related challenge is that often multiple units are responding at the same time to an incident, however only one unit can talk over the radio at a time to dispatch to advise that they are responding. Thus, the closer unit may in fact be responding sooner, or arrive sooner, than is being documented currently, thus providing inaccurate response time statistics. One possible solution to this is the implementation of a Computer-Aided Dispatch (CAD), which puts

computers in each responding vehicle, and response times are handled by touching buttons on the computer, rather than radioing to dispatch. These systems are traditionally very expensive, and the current CAD utilized by Ottawa Fire Services is owned and managed by Ottawa Police Service, who for security reasons are reluctant to have non-Ottawa personnel accessing their system. It is anticipated that it would be cost prohibitive for Clarence-Rockland to establish its own CAD system, and currently there seems little likelihood of being added to Ottawa's. This means that response time numbers will remain hard to accurately track.

Another identified concern with the proposed legislation is that responding units staffed solely with career members are given identified standards by which their response times are measured (based on response times from NFPA 1710) (e.g. 60% of the time the department meets the benchmark response time of 4:00, whereas the standard requires 90%). However, response times for units staffed with one or more volunteer firefighters are simply being reported as the 90th percentile (i.e. 90% of the time the department has a 'turnout time' of 8:30 and a response time of 15:30). It would be very difficult to compare response statistics without a more direct comparison, especially in a composite fire department such as the one operated by the City of Clarence-Rockland.

Another identified challenge with the proposed regulation is the uncertainty as it relates to municipal liability. It is unclear how the proposed regulation would be interpreted in civil litigation should a response time be deemed 'insufficient' when compared with an average. It is unclear what liability exists if a municipality is compared to the identified standard, or if compared to other similar municipalities, in a civil litigation matter.

A lot of the response time information being reported is already included in the Standard Incident Reporting (SIR) that is required of each Fire Department. However, the Ontario SIR process is significantly outdated and requests have been made to have the SIR process updated, which might already look after the response time information being reported within this proposed regulation.

Currently the Protective Services Department is working on development of a new monthly reporting tool to help provide Council with monthly statistics regarding response times, including staffing on apparatus. It is anticipated that this new reporting tool will be in place for the February monthly statistical report for the Department's activities.

It is recommended that Council speak with their Provincial counterparts in an effort to encourage government to hold off on

passing this regulation until the Standard Incident Reporting system can be adjusted, and further that sufficient time is given to fully understand what this requirement would mean, and ensure that any reporting structures are setup in such a way as to be fair and truly comparable between both career and volunteer staffed units, as well as interchangeably between municipalities.

6) **CONSULTATION:**

A members briefing note from the Ontario Association of Fire Chiefs is attached to this report for Council's consideration.

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

None.

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

None at this time.

9) **LEGAL IMPLICATIONS :**

None.

10) **RISK MANAGEMENT :**

It is unclear what liability may be incurred by municipalities under this new reporting requirement. Establishing levels of service remains the sole discretion of Council, however reporting on 'standards' and 'benchmarks' for levels of service could lead to increased liability.

11) **STRATEGIC IMPLICATIONS :**

Statistical reporting is already contained within the Master Fire Plan, and is a component of the annual report which has been compelled as part of Council's adoption of the Master Fire Plan. Thus, statistical reporting will already form a part of the information sharing process, this will simply form an additional component and identification.

12) **SUPPORTING DOCUMENTS:**

- Draft Regulation
- OAFB Members Briefing Note

Caution:

This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the comments received during consultation will be considered during the final preparation of the regulation. The content, structure, form and wording of the consultation draft are subject to change as a result of the consultation process and as a result of review, editing and correction by the Office of Legislative Counsel.

CONSULTATION DRAFT

ONTARIO REGULATION

to be made under the

FIRE PROTECTION AND PREVENTION ACT, 1997

PUBLIC REPORTS

Definitions

1. In this Regulation,

“communication centre” means the building or portion of a building that is specifically configured for the primary purpose of providing emergency communications services or public safety answering point services to one or more public safety agencies under the authority or authorities having jurisdiction; (“centre de communications”)

“PSAP” is short for public safety answering point; (“CTSP”)

“public safety answering point” means a facility at which emergency calls are answered.
 (“centre téléphonique de sécurité publique”)

Preparation of public reports

Fire Marshal sends fire department the information

2. (1) The Fire Marshal must give every fire department the information required by Schedule 1, based on the information the Fire Marshal has received through incident reports.

Fire department prepares the public report

(2) Every fire department must prepare a public report setting out,

(a) the information required by Schedule 1; and

(b) any other information the fire department chooses to include.

Fire department may use Fire Marshal's data

(3) The fire department may use the information required by Schedule 1 that the Fire Marshal provided to prepare their public report, or may carry out their own calculations respecting the same time period.

Dissemination of public reports

From fire department to Fire Marshal

3. (1) Every fire department must give their public report to the Fire Marshal no later than 180 days after the Fire Marshal gives the fire department the information.

From fire department to municipality

(2) Every fire department that is authorized to provide fire protection services by a municipality must give their public report to the municipal council before giving its public report to the Fire Marshal.

From fire department to group of municipalities

(3) Every fire department that is authorized to provide fire protection services by a group of municipalities must give their public report to the municipal council of each municipality in the group of municipalities before giving their public report to the Fire Marshal.

Fire Marshal makes public

(4) The Fire Marshal may make the public report available to the public.

Commencement

4. This Regulation comes into force on the later of January 1, 2020 and the day it is filed.

SCHEDULE 1 REQUIRED INFORMATION

Required information, non-volunteer firefighters

1. (1) The public report must set out the following information respecting incidents in which the first emergency response unit that arrives on the scene does not include a volunteer firefighter:

1. For each standard set out in the Table to this section,
 - i. the percentage value of how often the fire department achieves that standard for the corresponding time interval, and
 - ii. the corresponding benchmark percentage value for how often the fire department should achieve that standard.
2. For each time interval set out in the Table to this section that does not have a corresponding standard, the time interval value that the fire department achieves or exceeds 90% of the time.

Exception, information not available

(2) The public report does not have to set out information for items 1, 2, 3, 4 and 8 if the information is not available from the fire department's records.

TABLE

Item	Column 1 Time interval	Column 2 Standard	Column 3 Benchmark
1.	Alarm transfer time: The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the communication centre	30 seconds	95%
2.	Alarm answering time: The time interval that begins when the alarm is received at the communication centre and ends when the alarm is acknowledged at the communication centre	15 seconds	95%
3.	Alarm processing time: The time interval from when the alarm is acknowledged at the communication centre until response information begins to be transmitted via voice or electronic means to emergency response facilities and emergency response units	64 seconds for calls other than the following calls; and 90 seconds for the following calls: 1. Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions	90%

		2. Calls requiring language translation 3. Calls requiring the use of a TTY/TDD device or audio/video relay services 4. Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units 5. Hazardous material incidents 6. Technical rescue 7. Calls that require determining the location of the alarm due to insufficient information 8. Calls received by text message	
4.	Alarm handling time: The time interval from the receipt of the alarm at the primary PSAP until the beginning of the transmittal of the response information via voice or electronic means to emergency response facilities or the emergency response units in the field	No standard; set out the time interval value that the fire department achieves or exceeds 90% of the time	No benchmark
5.	Turnout time: The time interval that begins when the emergency response facilities and emergency response units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time	80 seconds for fire and special operations; 60 seconds for emergency medical services	90%
6.	Travel time: The time interval that begins when a unit is en route to the emergency incident and ends when the unit arrives at the scene	240 seconds for fire suppression; the following standards for the following emergency medical services: 1. 240 seconds for the arrival of a unit with a first responder with an automatic external defibrillator or higher level capability 2. 480 seconds for the arrival of an advanced life support unit, if a first responder with an automatic external defibrillator or basic life support had a travel time of no later than 240 seconds no standard for other services	90%
7.	Initiating action/intervention time: The time interval from when a unit arrives on the scene to the initiation of emergency mitigation	No standard; set out the time interval value that the fire department achieves or exceeds 90% of the time	No benchmark
8.	Total response time: The time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident	No standard; set out the time interval value that the fire department achieves or exceeds 90% of the time	No benchmark

Required information, volunteer firefighters

2. (1) The public report must set out the following information respecting incidents in which the first emergency response unit that arrives on the scene includes at least one volunteer firefighter:

1. For each time interval set out in the Table to this section, the time interval value that the fire department achieves or exceeds 90% of the time.

Exception, information not available

(2) The public report does not have to set out information for items 1, 2, 3, 4 and 8 if the information is not available from the fire department's records.

TABLE

Item	Column 1 Time interval
1.	Alarm transfer time: The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the communication centre
2.	Alarm answering time: The time interval that begins when the alarm is received at the communication centre and ends when the alarm is acknowledged at the communication centre
3.	Alarm processing time: The time interval from when the alarm is acknowledged at the communication centre until response information begins to be transmitted via voice or electronic means to emergency response facilities and emergency response units
4.	Alarm handling time: The time interval from the receipt of the alarm at the primary PSAP until the beginning of the transmittal of the response information via voice or electronic means to emergency response facilities or the emergency response units in the field
5.	Turnout time: The time interval that begins when the emergency response facilities and emergency response units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time
6.	Travel time: The time interval that begins when a unit is en route to the emergency incident and ends when the unit arrives at the scene
7.	Initiating action/intervention time: The time interval from when a unit arrives on the scene to the initiation of emergency mitigation
8.	Total response time: The time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident



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ONTARIO ASSOCIATION OF FIRE CHIEFS MEMBER BRIEFING NOTE MCSCS REGULATIONS

DATE: Initially released February 7, 2018 – **Revised February 27 to include third regulation**

SUBJECT: MCSCS Regulations on Mandatory Certification and Training, and Community Risk Assessments – OAFCh Response, Recommendations and Key Messages

FROM: Chief Stephen Hernen, President

INTRODUCTION

On January 25, the Ministry of Community Safety and Correctional Services (MCSCS) released two proposed regulations under the *Fire Protection and Prevention Act, 1997* (FPPA) related to new requirements for:

1. [Mandatory training and certification for firefighters](#); and
2. [Community risk assessments to inform the delivery of fire protection services](#).

The MCSCS is seeking public feedback on both regulations. Comments are due **March 11, 2018**.

On [February 16](#), the MCSCS released a third draft regulation on [public reporting and fire department response times](#), which is open for public comment until **March 18, 2018**.

The Ministry received input on how to modernize fire service delivery in the province from a group of fire service experts, known as the provincial Fire Safety Technical Table (the Table), which was established in January 2017. The Ministry reviewed and compiled the Table's recommendations to develop the proposed regulations.

This briefing note has been prepared to assist OAFCh members in the development of their responses to the draft MCSCS fire regulations. You are welcome to share this document with your municipal council. Comments can be provided online by following the links above.

BACKGROUND

The Technical Table was established to examine current and emerging fire safety challenges and opportunities, identify priorities for action, and support the development of evidence-based recommendations that will enhance fire safety in Ontario.

Its goals are to review new and emerging challenges in fire safety, with a view to identify opportunities to enhance delivery in Ontario, such as:

- Firefighter training and professionalism (e.g. identification of specialized knowledge requirements and core competencies);



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- Public education and prevention measures, including community risk assessments;
- Provincial standards for fire services, such as fire dispatch; and
- Public reporting of fire service data.

The O AFC is represented at the Technical Table by our President, Chief Stephen Hernen, and Executive Vice President, Chief Rick Arnel. Additional O AFC members participated in the Table on behalf of their municipalities, including Deputy Chief Kim Ayotte, Ottawa; Chief Ted Bryan, Otonabee-South Monaghan; Chief John Hay, Thunder Bay; Deputy Chief Jim Jessop, Toronto; and Chief Shawn Armstrong, Kingston.

The Technical Table also consists of MCSCS and Office of the Fire Marshal and Emergency Management (OFMEM) executive and staff, the Ontario Professional Fire Fighters Association (OPFFA), the Toronto Fire Fighters Association (TPFFA), and the Fire Fighters Association of Ontario (FFAO), as well as an Association of Municipalities (AMO) staff member and a lower-tier CAO representative.

The Table met monthly over the course of 2017, offering input to the MCSCS on minimum standards for professional fire service qualifications. Those recommendations were reviewed by the MCSCS and used to develop the draft regulations, for final review by the Minister. "Final" draft versions of the regulations are **not** the same as presented at the O AFC Midterm Meeting in November 2017.

OVERVIEW

Draft Regulation1 – Mandatory Certification

The MCSCS is proposing to establish mandatory certification requirements set out by the National Fire Protection Association (NFPA) for all new firefighters employed or appointed to a fire department for the following positions: suppression firefighters, pump operators, technical rescue, fire officers and fire educators.

These requirements are proposed to come into force January 1, 2019, with the exception of technical rescue, which would come into force January 1, 2020. An additional year for technical rescue to achieve certification is being proposed to allow for sufficient time to develop training and certification examination materials.

In addition, The MCSCS is proposing that mandatory certification requirements also set out by the NFPA apply to existing firefighters currently employed or appointed in fire departments across Ontario, including fire inspectors, fire investigators, fire instructors, hazardous materials personnel and fire dispatchers.

It is proposed that these mandatory certification requirements apply to existing firefighters, given these positions are exposed to increased risk, including risk to the individuals performing these roles. These requirements are proposed to come into force January 1, 2020 to give fire departments additional time to train and certify their staff. More information can be found [here](#) on the [Ontario Regulatory Registry](#).



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Draft Regulation 2 – Mandatory Community Risk Assessments

The MCSCS is proposing that municipalities be required to conduct a standard risk assessment every five years focusing on key profiles in their communities (e.g. demographics, geography, past fire loss and event history, critical infrastructure, building stock profile within the community, etc.).

Municipalities would be responsible for reviewing their risk assessment annually to ensure that any significant changes in the mandatory profiles are identified. If there are any significant changes (e.g. addition of retirement homes or care facilities), the municipality will be responsible for updating their assessment. This information will be used to inform decisions about fire protection services in their community. This requirement is proposed to come into force January 1, 2019. More information can be found [here](#) on the [Ontario Regulatory Registry](#).

Draft Regulation 3 – Public Reporting and Fire Department Response Times

This proposed new regulation is intended to increase transparency and accountability by requiring all fire departments report to the OFMEM on a number of standard response times (e.g. the amount of time between when a fire truck is on route to an emergency incident and when the fire truck arrives at the scene).

Through the proposed regulation, the OFMEM would provide fire departments with calculated response time data, unless fire departments choose to conduct their own calculations. Every year, OFMEM would be responsible for making these response times public on its website.

Fire departments would be required to submit this information to their local municipal council within six months after receiving their calculation. Before it is submitted to the Fire Marshal, the fire department will be required to give the public report to their municipal council, or each municipality in the group of municipalities, if fire protection services are provided.

This requirement is proposed to come into force January 1, 2020. More information can be found [here](#) on the [Ontario Regulatory Registry](#).

ANALYSIS

Draft Regulation1 – Mandatory Training and Certification

We understand that under the proposed mandatory training and certification regulation, the minimum certification/training requirements will only be for new hires, as of January 1, 2019 (i.e. suppression firefighters [external attack/internal attack], pump operators, fire officers and public educators). The draft regulation requires only those firefighters, in the five categories noted above, hired after January 1, 2019, to be certified.

Fire inspectors and/or fire instructors that have been grandfathered and became a firefighter before January 1, 2019 need not certify to the level to which they have been grandfathered.

Fire investigators, technical rescue, fire dispatch and hazardous material personnel cannot be grandfathered. Thus, those in the aforementioned roles, who are currently employed or appointed in fire departments, must all be certified by January 1, 2020.

The MCSCS is still attempting to gather information on fire services that do their own dispatch, which will be captured in this draft regulation; however, the MCSCS is looking to include other fire dispatch service providers in future regulations. In rural and northern Ontario, there are many other non-fire services that provide fire dispatch services.



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The full extent of different types of dispatch and where it occurs is not known at this time to the MCSCS or the OFMEM. A survey was conducted in November 2017 to gather this information; however, it was not successful in gathering sufficient information. Another survey is being conducted in February 2018 to retrieve additional data.

We understand that the MCSCS will consider provincial funding to support implementation of this regulation, once final; however, no decisions or commitments have been made. The MCSCS is scheduled to send a survey to all fire departments in order to understand the needs and potential gaps in the current training, certification, risk assessment and public reporting within Ontario's fire services, as well as to identify fire services' challenges in meeting the new fire services regulations requirements. Survey responses will inform the Ministry's implementation plan, including whether additional funding is available.

Note: On February 27, we were advised by MCSCS staff that they are aiming to share the draft survey with the Technical Table for additional feedback in mid-March. Once the Table's comments have been incorporated, the survey will be sent to municipalities and fire services for completion.

OAFC urges all municipal fire services to respond to the MCSCS survey, highlighting funding requirements to support implementation of the regulations. You need to clearly identify how achievable the mandatory certification will be, and the additional training costs that will be necessary. The value of any additional training (both time and costs) should be outlined in your response. We must advocate collectively.

The OAFC believes sections of the Mandatory Training and Certification regulation require amendments to improve understanding and compliance.

- The Internship Program of 24 months needs to be expanded to include all applicable areas and positions, such as fire inspectors and Fire Officer I & II, replacing the limiting language found in section 3(b). As it's currently written, the regulation only applies to new hires.
- Table 1: Wording needs to be introduced to ensure future updates to NFPA standards are implemented by the Authority Having Jurisdiction (AHJ) as standards are updated, published, and testing/skills are made available. This will support and complete the certification process.
- Commencement: The date of implementation needs to be reviewed. With an election year upon us, there likely is not enough time before July 2018, or at the initial council meeting on/or after December 1st, 2018, to make decisions (e.g. training funding) to ensure full implementation of the Mandatory Training and Certification regulation. For this reason, a later effective date is needed.
 - In the meantime, all departments are urged to begin the work to move their department toward compliance with the regulations.
- Commencement: Certification for some individual chapters within NFPA 1006 may not be available for the January 1, 2020 deadline. Additional wording should be added, allowing the AHJ to manage the implementation of NFPA 1006 Technical Rescue as the standards are updated, published, and testing/skills are made available, in order to support and complete the certification process.



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Note: On February 23, the OAFCh was advised by the OFMEM of the following regarding NFPA 1006 Technical Rescue certification.

- Several firefighters currently perform a variety of technical rescue activities at various levels (awareness/ops/tech).
- Most do not have certification as there was none under the former OFSS system.
- No grandfathering option available as a comparable did not exist
- These firefighters will continue performing these activities and it is not possible to retroactively certify.
- There is support to have Certification for NFPA 1006 on a go-forward basis
- It was demonstrated through a comparison of JPR's that firefighters certified to NFPA 1001 I & II can perform a variety of technical rescue activities as part of a team at the awareness level and assist special rescue teams for more complex rescues.

As a result, the regulation will need to be modified to reflect the “go-forward” basis for certification on NFPA 1006.

Draft Regulation 2 – Mandatory Community Risk Assessments

We understand that the OFMEM will be providing support and assistance for small rural and northern municipalities in completing the Community Risk Assessments. The regulation speaks to the OFMEM providing the approved, standardized fillable form for fire departments for Community Risk Assessments (i.e. the former Simplified Risk Assessment form).

The OAFCh believes this regulation, specifically under Schedule 1 Mandatory Profiles, requires amendments to improve understanding and compliance.

- The reference to building stock and classifications should use MPAC data to classify building usage in regards to fire risk. However, we recognize that each municipality has entered into an agreement that specifies the terms and restrictions of use for MPAC data where only the following data would be accessible by the local fire service: a list of all MPAC data codes that represent the types of properties in each municipality; and addresses of properties in each MPAC code. Further analysis is needed to determine if this information is sufficient to complete risk assessment profiles.
- Section 2: Reporting the “state of compliance within the fire code” should be deleted as this is directly dependent upon municipalities’ set level of service for fire prevention (e.g. fire inspections upon request or complaints as permitted, under the FPPA).
- Section 6: In a multi-tier government (e.g. lower-tier fire, upper-tier EMS and provincial police), the data required for public safety response profile is not attainable.
- Section 7: While the community services profile has some duplication of the risk assessments under Emergency Management and Planning, it should be considered a risk assessment specifically for the risks that can/should be addressed by that reporting fire service, as indicated by E&R bylaws or other legislation.
 - Specific risks around technical rescue are not captured in a HIRA, for example.
 - Another example would be risk associated with property inspection frequencies.
 - The Mandatory Risk Assessment for fire, under Section 7 of this regulation, needs clarification on content and formatting as a stand-alone document.
- Section 9 (2): Comparison to other “like” communities may be difficult to achieve. Reporting against provincial trends would be more appropriate.



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Draft Regulation 3 – Public Reporting and Fire Department Response Times

The OAFCh supports the intention of the proposed regulation, and its focus on standardizing data reporting, improving transparency and accountability, and clarifying definitions. **However**, we believe that an overhaul of Ontario's Standard Incident Reporting (SIR) framework is required before *any* legislation on public reporting, such as this, be implemented.

The OAFCh compiled a list of 13 proposed recommendations on SIR system modernization for the consideration of the OFMEM in a [letter](#) sent January 31. It is OAFCh's opinion that the Technical Table should reconvene to discuss SIR system improvements and implementation strategies, while the proposed regulation on Public Reporting is put on hold.

It should be noted that while provincial work is being done to overhaul Ontario's SIR system, municipalities would not be barred from adopting enhanced reporting structures, should they deem it necessary to deliver as part of their level of service.

The OAFCh's Technical Table members were allotted only two days to review the final draft regulation before it was released for public comment. This did not allow for the OAFCh's membership to debate the merits of all fire services adopting enhanced reporting standards; thus, it is challenging for the association to offer a position on the proposed regulation.

The OAFCh also has issue with the proposed regulation as it is not reflective of the different types of service delivery in the province.

It should be noted that it is a municipal responsibility to set the level of fire and emergency service, including reporting standards.

If the proposed regulation is passed as it is currently written, there are significant risks due to confusing language used throughout the document:

- It is not clear as to who or what the regulation applies to. The regulation states that the "fire department prepares the public report." "Fire departments" are often not a legal entity, and therefore, might not be able to be compelled to report pursuant to the FPPA. The OAFCh believes that the wording used throughout the proposed regulation in reference to "fire department" reporting accountabilities is problematic and confusing, given that they cannot be compelled to report. If they wanted to be clearer, the obligations should be required of the fire chief. That is a statutory position. It would accomplish the same objective, and in reality, the fire chief will be responsible for the completion of the information in any case.
- The proposed regulation continually references "non-volunteer firefighters." This is not a term commonly used in the province to describe any member of its fire service, and should be clarified to improve understanding.
- There is extreme danger to using selective language from non-mandatory fire service standards in this proposed legislation, as this piece-meal approach includes reference to benchmarks that have not been validated.



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OAFC POSITION AND KEY MESSAGES

Professionalization of the Ontario Fire Service

- The OAFC supports the Fire Safety Technical Table's mandate, recognizing the proposed regulations are an important stride forward in the professionalization of the Ontario fire service.
- The OAFC applauds the provincial government for taking steps to modernize the FPPA.
- The MCSCS proposed regulation on mandatory training and certification is the culmination of 25 years of effort to professionalize the Ontario fire service.
- For decades, the OAFC has continually worked to enhance and professionalize the Ontario fire service.
 - In 1987, the OAFC formed a Task Force to prepare a plan to implement fire service standards. The Task Force report, *Paradigm for Progress*, presented an action plan for implementation of fire service standards in the Province of Ontario.
 - The Professional Standards Setting Body (PSSB) was officially established in 1989 under the auspices of the OAFC, and in co-operation with the Office of the Fire Marshal. Its mandate was to support the professionalization process for the Ontario fire service and set job performance standards for all levels within the Ontario fire service.
 - The OAFC held ownership of the Ontario Fire Service Standards and was responsible for the development and maintenance of the standards.
 - The Office of the Fire Marshal was deemed responsible for curriculum development, course delivery, as well as knowledge and skills testing.
 - Certification to the Ontario Fire Service Standards was a joint venture of the OAFC and the Office of the Fire Marshal that did not receive widespread support, especially from the majority of Ontario's fire services.
 - In June 1993, the first edition of the Company Officer Standards was published.
 - In 2007, professional standards and core competencies were updated for company officers, fire chiefs, deputy fire chiefs, emergency vehicle technicians, fire prevention officers, fire service communicators, firefighters, senior officers and training officers.
 - In 2012, OAFC members had a detailed review, and decided to discontinue the support of the Ontario Fire Service Standards for a number of financial, legal and reciprocity reasons.
 - At this time, the NFPA Professional Qualification Standards – currently the standards used throughout the rest of Canada, the USA and other areas of the world, were accepted by OAFC members, by [resolution](#), as the recognized fire service standards in Ontario.
 - During that time, the OAFC continued to offer support to the Office of the Fire Marshal in the development of education, training, skills and certification to the NFPA Professional Qualifications Standards.

Commitment to Public Safety

- The Fire Safety Technical Table was established with the vision of enhancing fire safety province-wide through the provision of effective, cost-efficient and sustainable fire safety services.
- Training and certifying your fire service personnel to the standards set out in the regulations improves both firefighter and public safety.



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- As per the FPPA, the onus is on the municipality to have properly trained fire service personnel that meet the level of service municipal council has determined to be appropriate for its community.
- Mandating the training and certification of personnel performing and delivering fire services improves public safety. It also reduces municipal risk exposure, as third-party companies cannot certify fire service personnel. Certification can only be achieved at the provincial, standardized level.

Implementation Challenges

- The OAFCh believes that specialized funding must be provided to **all** fire services to support implementation of the regulations.
- The OAFCh recognizes there are timing concerns and cost implications for departments to support compliance with the regulations.
- The OAFCh encourages any fire department who did not take advantage of grandfathering in 2013/14, which will be re-opened to specifically support implementation of the regulations (date to be determined), to use this option to certify its fire service personnel.
- The OAFCh believes that OFMEM should allow fire departments who previously grandfathered personnel to grandfather any additional staff that did not qualify in 2013/14, once grandfathering is re-opened.
- There has been significant training over the years to NFPA standards outlined in the regulations, which is already limiting risk exposure.
- Access to free, online testing through the OFMEM will aid the certification process and reduce municipal travel expenses. OFMEM **must** ensure these services are available to departments, in a timely manner, otherwise success/compliance is not likely.
- While the regulations do not detail how non-compliance will be handled, there is great liability risk to a municipality if it does not certify to the new mandatory standard for all categories of fire operations, in the event something unfortunate occurs.
 - Although there is protection from personal liability and indemnification provisions in the FPPA (see s. 74, 75, 76), it is only for those working in fire services (municipal or provincial) and not for municipal corporations.
- The OAFCh, in alignment with AMO, believes that liability indemnification should be available for all municipal governments who comply with these new regulations at least 12 months before the training and certification regulation comes into force.
 - If the province does provide liability indemnification to accompany these regulations, the province should provide sufficient funding to municipalities to cover the new training and certification costs for those designated positions at least 12 months before the training and certification regulation comes into force for those positions.
 - If sufficient provincial funding is not provided to municipal governments, the province will be knowingly creating a new unfunded mandate on municipalities.

State of Ontario's Standard Incident Reporting (SIR) System

- The OAFCh supports the intention of the proposed Public Reporting regulation, and its focus on standardizing data reporting, improving transparency and accountability, and clarifying definitions.
- However, we believe that an overhaul of Ontario's Standard Incident Reporting (SIR) framework is required before *any* legislation on public reporting, such as this, be implemented.



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RECOMMENDATION

That all OAFCh members use the messaging below in their response to the draft regulations, in addition to other relevant local details, so the government is aware of the unique concerns across Ontario's fire service. Comments are due by March 11, 2018 for the Mandatory Training and Certification, Community Risk Assessments proposed regulations. Comments are due March 18, 2018 for the Public Reporting proposed regulation.

OAFCh urges all municipal fire services to respond to the MCSCS survey, scheduled to be released this month, highlighting funding requirements to support implementation of the regulations. You need to clearly identify how achievable the mandatory certification will be, and the additional training costs that will be necessary. The value of any additional training (both time and costs) should be outlined in your response. We must advocate collectively.

The OAFCh believes the following amendments to the regulations should be made before they become law, in order to improve understanding and compliance. We urge all fire chiefs and their municipalities to echo these requests in their comments to the Ministry.

- **Mandatory Training and Certification Draft Regulation:**

- That the Mandatory Training and Certification regulation not come into force until at least July 1, 2019, preferably January 1, 2020, to allow municipal councils and their fire services to make all the necessary training funding decisions. It will also enable the provincial government to provide the necessary funding for training and liability indemnification 12 months prior to the regulations coming into force.
- That the OFMEM must ensure timely access to free, online testing for departments.
- That the Internship Program of 24 months be expanded to include all applicable areas and positions, such as fire inspectors and Fire Officer I & II, replacing the limiting language found in section 3(b). As it's currently written, the regulation only applies to new hires.
- That Table 1 be revised to include wording that ensures future updates to NFPA standards are implemented by the Authority Having Jurisdiction (AHJ) as standards are updated, published, and testing/skills are made available. This will support and complete the certification process.
- Certification for some individual chapters within NFPA 1006 may not be available for the January 1, 2020 deadline. Therefore, additional wording should be added to the regulations, allowing the AHJ to manage the implementation of NFPA 1006 Technical Rescue as the standards are updated, published, and testing/skills are made available, in order to support and complete the certification process.

- **Community Risk Assessments (Schedule 1 Mandatory Profiles) Draft Regulation:**

- That the reference to building stock and classifications should use MPAC data to classify building usage in regards to fire risk, with amendments to existing municipal agreements about what information is available to fire services.
- That the line about reporting the "state of compliance within the fire code" in Section 2 be deleted, as this is directly dependent upon municipalities' set level of service for fire prevention (e.g. fire inspections upon request or complains as permitted, under the FPPA).



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- That Section 6 be removed. In a multi-tier government (e.g. lower-tier fire, upper-tier EMS and provincial police), the data required for a public safety response profile, as currently called for in the draft regulation, is not attainable.
- That the mandatory risk assessment for fire, under Section 7 of this regulation, be clarified in regards to content and formatting as a stand-alone document.
- That Section 9(2) be edited to remove the requirement to compare to other “like” municipalities, as this data is not readily available. Reporting against provincial trends would be more appropriate.
- **Public Reporting and Fire Department Response Times Draft Regulation:**
 - That an overhaul of Ontario’s Standard Incident Reporting (SIR) framework is completed before any legislation on public reporting, such as this, be implemented.
 - That the Technical Table should reconvene to discuss SIR system improvements and implementation strategies, while the proposed regulation on Public Reporting is put on hold.

CLOSING STATEMENT

The OAFCh appreciates that you may have additional questions or concerns, specific to your department. We are keeping a running list of Frequently Asked Questions (FAQs), and doing our best to provide accurate responses, once we receive clarification from MCSCS (as needed). Please visit the OAFCh website to review the FAQs (you must be logged in to view): www.oafc.on.ca/frequently-asked-questions-faqs-mcscs-draft-regulations

Should you or your municipal council have further questions, please contact Richard Boyes, OAFCh Executive Director, by phone at 905-426-9865 or email to richard.boyes@oafc.on.ca. Questions will be added to the FAQ webpage as they are received.

We recognize you may still need time to digest the regulations and the potential impact to your department; however, we are pleased on the progress the regulations represent toward professionalizing the Ontario fire service, ultimately in support of our mission to improve public and firefighter safety.