



CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING

March 21, 2018, 7:00 pm
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting

The meeting is scheduled to begin at 7:00 pm in order to allow for a closed session.

The portion of the meeting that is open to the public begins at 7:15 pm.

2. Prayer

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3. Adoption of the agenda

4. Disclosure of pecuniary interests

5. Closed Meeting

5.1 Closed Meeting minutes of February 5, 2018

5.2 Hiring - Human Resources Manager

5.3 Appointment of a member to the Public Transit Advisory Committee

5.4 Operations audit for the CIH Arena and Academy

6. Closed Meeting report

7. Announcements

8. 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.

9. Council Members' Items

9.1 Member's resolution presented by Councillor Carl Grimard, supported by Councillor Mario Zanth, in regard to the Environment Advisory Committee

10. Consent Items

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

10.1 Adoption of the minutes of the following meetings:

- a. Regular meeting of March 5, 2018 3**
- b. Committee of the Whole of March 5, 2018 15**

10.2 Receipt of the minutes of the following meetings:

- a. Minutes of the Accessibility Advisory Committee of September 19, 2017 27**

10.3 The following recommendations from Committee of the Whole of March 5, 2018

- a. Resolution to support the Town of Essex in regard to school properties in case of closure 35**
- b. Resolution to support the Town of Lakeshore in regard to marijuana tax revenue 37**

c.	Resolution to approve 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	41
d.	Resolution to adopt the Itemized Statement of Remuneration and expenses paid in 2017 as per section 284 of the Municipal Act, 2001	51
e.	Resolution to adopt the Cash Handling Policy No. FIN18-01	55
10.4	Resolution to recognize Clarence-Rockland Country Jamboree as an event of municipal significance	69
10.5	Resolution to adopt the salaries paid from January 28th, 2018, to February 24th, 2018, in the gross amount of \$881,331.99 and net amount of \$615,601.46	
11.	Committee/Staff Reports	
11.1	Accounts Paid	71
11.2	Smart Cities Challenge	99
12.	By-laws	
	Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.	
12.1	2018-29 - to amend the 2018 operational Budget	105
12.2	2018-33 - to adopt Daycare fees	115
13.	Confirmatory By-law	119
14.	Adjournment	



CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND
RÉUNION RÉGULIÈRE

le 21 mars 2018, 19 h 00

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion

La réunion débute à 19h afin de permettre une session à huis clos.

La section de la réunion ouverte au public débute à 19h15.

2. Prière

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3. Adoption de l'ordre du jour

4. Déclarations d'intérêts pécuniaires

5. Réunion à huis clos

5.1 Procès-verbal de la réunion à huis clos du 5 février 2018

5.2 Embauche - Gestionnaire des ressources humaines

5.3 Nomination d'un membre au comité consultatif de transport en commun

5.4 Audit des opérations de l'aréna CIH et de l'Académie

6. Rapport de la réunion à huis clos

7. Annonces

8. 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.

9. Items des membres du Conseil

9.1 Résolution de membre présentée par le conseiller Carl Grimard, appuyée par le conseiller Mario Zanth, au sujet du Comité consultatif en environnement

10. Items par consentement

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

10.1 Adoption des procès-verbaux des réunions suivantes:

- | | | |
|----|----------------------------------|----|
| a. | Réunion régulière du 5 mars 2018 | 3 |
| b. | Comité plénier du 5 mars 2018 | 15 |

10.2 Réception des procès-verbaux des réunions suivantes:

- | | | |
|----|--|----|
| a. | Procès-verbal de la réunion du Comité consultatif en accessibilité du 19 septembre, 2017 | 27 |
|----|--|----|

10.3 Les recommandations suivantes du comité plénier du 5 mars 2018

- | | | |
|----|--|----|
| a. | Résolution pour appuyer la ville d'Essex au sujet des propriétés des écoles en cas de fermeture | 35 |
| b. | Résolution pour appuyer la ville de Lakeshore concernant les revenus de la taxe sur la marijuana | 37 |

c.	Résolution pour approuver 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	41
d.	Résolution pour adopter 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	51
e.	Résolution pour adopter la politique de manipulation d'argent no. FIN18-01	55
10.4	Résolution pour reconnaître le Clarence-Rockland Country Jamboree comme étant un événement d'envergure municipale	69
10.5	Résolution pour adopter les salaires payés pour la période du 28 janvier 2018, au 24 février 2018, au montant brut de 881 331,99 \$, et montant net de 615 601,46 \$	
11.	Rapports des Comités/Services	
11.1	Comptes payés	71
11.2	Défi des villes intelligentes	99
12.	Règlements municipaux	
	Les règlements énumérés dans cette section de l'ordre du jour seront sujet à être considéré pour approbation sous une résolution qui n'est pas sujette au débat et non-modifiable. Si un membre du conseil désire engager une discussion ou un débat par rapport à un de ces règlements, il/elle doit demander que l'item soit considéré séparément avant que le vote ait lieu.	
12.1	2018-29 - pour modifier le Budget opérationnel 2018	105
12.2	2018-33 - pour adopter les frais de garderie	115
13.	Règlement de confirmation	119
14.	Ajournement	

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

Notre Père

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

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

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

May your name be glorified through our efforts.
Amen



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

March 5, 2018
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:14 p.m.

2. Prayer

Councillor Carl Grimard recites the prayer.

3. Adoption of the agenda

RESOLUTION 2018-047

Moved by Michel Levert

Seconded by Mario Zanth

BE IT RESOLVED THAT the agenda be adopted with the following additions:

7.1. Request for Sponsorship 2018 Central Region Midget AAA Championship

7.2. Clarence-Rockland's Public Library request for the Government of Ontario to release the 20-year freeze on public library funding.

CARRIED, as modified

4. Disclosure of pecuniary interests (None)

5. Announcements

Councillor Krysta Simard mentions that the second edition of the ‘Épelle-moi’ competition was a success.

Councillor André J. Lalonde congratulates the Cougars team who won the EOSSAA Championship today.

Councillor André J. Lalonde mentions that the sugar bush-style activity which took place at the Centre Roger Seguin was a success.

Councillor Jean-Marc Lalonde announces that on next weekend, a championship will take place at the CIHA with teams from across Ontario and Quebec.

6. Comment/Question Period

Mr. Rolland Labonté asks for clarifications in regard to the budget for the ditch located at his daughter’s house.

Mr. Joseph Gonsalves, 358 Labelle Road, wants to thank the council for its support with the situation on his road.

7. Council Members’ Items

7.1 Request for Sponsorship 2018 Central Region Midget AAA Championship

Mayor Desjardins invites councillors who wish to contribute to this event from their discretionary budgets to inform the Administration accordingly.

7.2 Clarence-Rockland’s Public Library request for the Government of Ontario to release the 20-year freeze on public library funding.

RESOLUTION 2018-048

Moved by Krysta Simard

Seconded by Carl Grimard

WHEREAS public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and

WHEREAS the Clarence-Rockland Public Library actively partners with the community to deliver valued services and contribute to a culture of social good by sharing knowledge and resources; and

WHEREAS the Clarence-Rockland Public Library continues to deliver services that support provincial initiatives, such as poverty reduction, lifelong learning and

skill development, local economic development, health literacy, and provides equitable access to provincial government websites and services; and

WHEREAS the Clarence-Rockland Public Library continues to have a limited resource budget; now therefore

BE IT RESOLVED THAT City Council supports the Clarence-Rockland's Public Library's request for the Government of Ontario to release the 20-year freeze on public library funding. This initiative has been spearheaded by the Ontario Library Association and the Federation of Ontario Public Libraries; and

BE IT RESOLVED THAT the City of Clarence-Rockland urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20-year budget freeze to local libraries in an acknowledgment to the services they offer to all residents; and,

BE IT RESOLVED THAT the City of Clarence-Rockland urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index; and,

BE IT ALSO RESOLVED THAT a copy of this resolution be sent to the Minister of Tourism, Culture and Sport, the Ontario Minister of Municipal Affairs, the local MPPs, the Association of Municipalities of Ontario, the Ontario Library Association, the Federation of Ontario Public Libraries and to local area municipalities.

CARRIED

8. Consent Items

RESOLUTION 2018-049

Moved by Krysta Simard

Seconded by Mario Zanth

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of March 5, 2018, be adopted:

8.1. Adoption of the minutes of the following meetings:

- a. Regular meeting of February 21, 2018,
- b. Committee of the Whole meeting of February 21, 2018

8.2. Receipt of the minutes of the following meetings:

- a. Public Library Board - December 17, 2017,
- b. Environment Advisory Committee - November 21, 2017

CARRIED

8.3a. Resolution to adopt the Street Lighting Policy

Further to questions, Mr. Julian Lenhart explains that this policy is for future developments and not current street lights. He adds that the requirements for Laurier street lights will be included in the downtown revitalization plan.

RESOLUTION 2018-050

Moved by Jean-Marc Lalonde

Seconded by Carl Grimard

BE IT RESOLVED THAT Council adopts the Street Lighting Policy No. INF-STL-01 as per report INF2018-002.

CARRIED

8.3b. Resolution to authorize the signature of a Letter of Intent in regards to the cost sharing for the closure of the Entrance of Arena on County Road 17

Further to questions, Mr. Julian Lenhart explains the cost allocation. He adds that the 2018 Budget allows to install barricades to temporary close this entrance.

RESOLUTION 2018-051

Moved by Jean-Marc Lalonde

Seconded by Mario Zanth

WHEREAS the City deems it necessary to close the existing CIHA access to County Road 17 and instead connect through Clarence Crossing to County Road 17;

BE IT RESOLVED THAT Council authorize the Mayor and the Clerk to sign the Letter of Intent dated of November 28, 2017, in regards to the cost sharing for the intersection; and

BE IT RESOLVED THAT Council further recommends that the estimated cost of \$195,000 for the closure of the entrance including the construction of the traffic lights be considered for the 2019 budget process; and

BE IT RESOLVED THAT Council further recommends that an amount of \$450,000 be included in the next Development Charge by-law study.

DEFERRED

c. Resolution to adopt the 2015-2021 Strategic Plan

Further to questions, Mrs. Helen Collier explains that the next budget presentation will include the strategic plan priorities.

RESOLUTION 2018-052**Moved by** Jean-Marc Lalonde**Seconded by** Mario Zanth**BE IT RESOLVED THAT** Council approves the 2015-2021 Strategic Plan, as recommended.**CARRIED****8.4 Resolution to extend Councillor Diane Choinière's leave of absence**

Mayor Desjardins informs citizens of Ward 8 that they are welcome to address their concerns with other members of council if needed.

RESOLUTION 2018-053**Moved by** Guy Desjardins**Seconded by** Charles Berlinguette**BE IT RESOLVED THAT** Council hereby authorizes an extension of Councillor Diane Choiniere's leave of absence to April 30, 2018.**CARRIED****9. Committee/Staff Reports****10. By-laws****RESOLUTION 2018-054****Moved by** Carl Grimard**Seconded by** Krysta Simard**BE IT RESOLVED THAT** By-Law 2018-20, being a by-law to amend Zoning By-Law for 3584 Drouin Road, be adopted.**CARRIED****11. Confirmatory By-law****RESOLUTION 2018-055****Moved by** Mario Zanth**Seconded by** Michel Levert**BE IT RESOLVED THAT** By-law no. 2018-25, being a confirmatory by-law for the regular meeting of March 5, 2018, be adopted.**CARRIED**

12. Adjournment

Mayor Desjardins adjourns the meeting at 8:05 p.m.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 5 mars 2018
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le Maire Desjardins ouvre la réunion à 19h14.

2. Prière

Le conseiller Carl Grimard fait la lecture de la prière.

3. Adoption de l'ordre du jour

RÉSOLUTION 2018-047

Proposée par Michel Levert

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté avec les ajouts suivants:

7.1. Demande de commandite pour le championnat 2018 de la région centrale de l'Ontario Midget AAA

7.2. Demande de la bibliothèque publique de Clarence-Rockland au gouvernement de l'Ontario, afin de mettre fin au gel budgétaire de 20 ans des bibliothèques publiques

4. **Déclarations d'intérêts pécuniaires (Aucune)**

5. **Annonces**

La conseillère Krysta Simard mentionne que la deuxième édition du concours Épelle-moi a été un succès.

Le conseiller André J. Lalonde félicite l'équipe des Cougars qui a remporté le championnat EOSSAA aujourd'hui.

Le conseiller André J. Lalonde mentionne que l'activité de cabane à sucre du Centre Roger Séguin a été un succès.

Le conseiller Jean-Marc Lalonde annonce que la fin de semaine prochaine aura lieu un tournoi au CIHA avec des équipes provenant des quatre coins de l'Ontario et du Québec.

6. **Période de Questions/Commentaires**

M. Rolland Labonté demande des explications sur le budget pour le fossé chez sa fille.

M. Joseph Gonsalves, 358 chemin Labelle, veut remercier le conseil pour son support concernant la situation sur son chemin.

7. **Items des membres du Conseil**

7.1 **Demande de commandite pour le championnat 2018 de la région centrale de l'Ontario Midget AAA**

Le maire Desjardins invite les membres du conseil qui veulent donner à cette cause d'en informer l'administration afin de donner un montant de leur budget discrétionnaire.

7.2 **Demande de la bibliothèque publique de Clarence-Rockland au gouvernement de l'Ontario, afin de mettre fin au gel budgétaire de 20 ans des bibliothèques publiques**

RÉSOLUTION 2018-048

Proposée par Krysta Simard

Appuyée par Carl Grimard

ATTENDU QUE les bibliothèques publiques fournissent des espaces communautaires sécuritaires, inclusifs et dynamiques où chacun est le bienvenu pour apprendre, travailler, se connecter et s'amuser; et

ATTENDU QUE la Bibliothèque publique de Clarence-Rockland s'associe activement avec la communauté pour offrir des services de qualité et contribuer

à une culture de bien commun en partageant les connaissances et les ressources; et

ATTENDU QUE la Bibliothèque publique de Clarence-Rockland continue d'offrir des services qui appuient les initiatives provinciales, comme la réduction de la pauvreté, l'apprentissage continu et le développement des compétences, le développement économique local, la connaissance en matière de santé et l'accès équitable aux sites Web et aux services du gouvernement provincial; et

ATTENDU QUE la Bibliothèque publique de Clarence-Rockland continue d'avoir un budget de ressources limité; par conséquent

QU'IL SOIT RÉSOLU QUE le conseil appuie la demande de la bibliothèque publique de Clarence-Rockland pour que le Gouvernement de l'Ontario mette fin au gel du budget de 20 ans pour les bibliothèques. Cette initiative a été entreprise par l'Association des bibliothèques de l'Ontario et la Federation of Ontario Public Libraries; et

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland encourage fortement la province de l'Ontario à reconnaître la contribution des bibliothèques locales au sein de leurs communautés et à mettre fin au gel du budget de 20 ans pour les bibliothèques locales, en reconnaissance des services qu'elles offrent à tous les résidents; et

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland encourage fortement la province de l'Ontario à rétablir un financement adéquat et approprié pour les bibliothèques locales, en augmentant chaque année à l'avenir conformément à l'indice des prix à la consommation; et

QU'IL SOIT ÉGALEMENT RÉSOLU QU'une copie de la présente résolution soit envoyée au ministre du Tourisme, de la Culture et du Sport, au ministre des Affaires municipales de l'Ontario, aux députés provinciaux locaux, à l'Association des municipalités de l'Ontario, à l'Association des bibliothèques de l'Ontario, à la Federation of Ontario Public Libraries et aux municipalités locales.

ADOPTÉE

8. Items par consentement

RÉSOLUTION 2018-049

Proposée par Krysta Simard

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE les items suivants, tels qu'identifiés sous la rubrique «items par consentement» à l'ordre du jour de la réunion régulière du 5 mars 2018, soient adoptés :

8.1. Adoption des procès-verbaux des réunions suivantes:

- a. Réunion régulière du 21 février 2018
- b. Comité plénier du 21 février 2018

8.2. Réception des procès-verbaux des réunions suivantes:

- a. Comité d'administration de la bibliothèque publique - 17 décembre 2017
- b. Comité consultatif en environnement - 21 novembre 2017

ADOPTÉE

8.3a. Résolution pour adopter la politique d'éclairage de rues

Suite aux questions, M. Julian Lenhart explique que cette politique est conçue pour les futurs développements et non les lumières existantes. Il ajoute que les exigences pour les lampadaires de la rue Laurier feront partie du plan de revitalisation du centre-ville.

RÉSOLUTION 2018-050

Proposée par Jean-Marc Lalonde

Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE le conseil adopte la politique d'éclairage de rues INF-STL-01 tel qu'identifié dans le rapport INF2018-002.

ADOPTÉE

8.3b. Résolution pour autoriser la signature d'une lettre d'intention au sujet du partage des coûts pour la fermeture de l'entrée du CIHA sur le chemin de Comté 17

Suite aux questions, M. Julian Lenhart explique la répartition des coûts. Il ajoute que le budget 2018 permet de mettre des barricades afin de fermer temporairement l'entrée.

RÉSOLUTION 2018-051

Proposée par Jean-Marc Lalonde

Appuyée par Mario Zanth

ATTENDU QUE la Cité juge nécessaire de fermer l'accès existant au CIHA sur le chemin de Comté 17 et de le remplacer par un accès au projet Clarence Crossing;

QU'IL SOIT RÉSOLU QUE le conseil autorise le maire et la greffière à signer la lettre d'intention datée du 28 novembre 2017, au sujet du partage des couts pour l'intersection; et

QU'IL SOIT RÉSOLU QUE le conseil recommande également que l'estimation des couts de 195 000\$ pour la fermeture de l'accès, incluant la construction des feux de circulation, soit considérée lors du processus budgétaire 2019; et

QU'IL SOIT RÉSOLU QUE le conseil recommande également qu'un montant le 450 000\$ soit inclus dans la prochaine étude des frais de développement.

DIFFÉRÉE

c. Résolution pour adopter le Plan stratégique 2015-2021

Suite aux questions, Mme Helen Collier explique que la présentation du prochain budget inclura les priorités stratégiques du plan.

RÉSOLUTION 2018-052

Proposée par Jean-Marc Lalonde

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE le conseil adopte le plan stratégique 2015-2021, tel que recommandé.

ADOPTÉE

8.4 Résolution pour prolonger le congé de la conseillère Diane Choinière

Le maire Desjardins informe les citoyens du quartier 8 qu'ils peuvent s'adresser aux autres membres du conseil en cas de besoin.

RÉSOLUTION 2018-053

Proposée par Guy Desjardins

Appuyée par Charles Berlinguette

QU'IL SOIT RÉSOLU QUE le conseil autorise une prolongation du congé de la conseillère Diane Choinière, soit jusqu'au 30 avril 2018.

ADOPTÉE

9. Rapports des Comités/Services

10. Règlements municipaux

RÉSOLUTION 2018-054

Proposée par Carl Grimard

Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE le règlement 2018-20 étant un règlement pour modifier le règlement de zonage pour le 3584 chemin Drouin, soit adopté.

ADOPTÉE

10.1 2018-20 - pour modifier le règlement de zonage – 3584 chemin Drouin

11. Règlement de confirmation

RÉSOLUTION 2018-055

Proposée par Mario Zanth

Appuyée par Michel Levert

QU'IL SOIT RÉSOLU QUE le règlement no. 2018-25, étant un règlement de confirmation pour la réunion régulière du 5 mars 2018, soit adopté.

ADOPTÉE

12. Ajournement

Le maire Desjardins lève l'assemblée à 20h05.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

March 5, 2018
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 8:18 p.m.

2. Adoption of the agenda

RECOMMENDATION COW2018-025

Moved by Carl Grimard

Seconded by Mario Zanth

THAT the agenda be adopted as presented.

CARRIED

4. Delegations / Presentations (None)

7. Comment/Question Period

Mr. Marc Roy explains the Optimist Club's request.

Mr. Sylvain Drouin, 3584 Drouin Road, asks for a reimbursement of the fees that he expended for the zoning amendment required by the City for his camping ground. Mr. Drouin explains that the said camping ground has been in existence

for approximately 40 years. Mr. Julian Lenhart explains that this zoning amendment was required because this type of use wasn't supported by the zoning by-law.

Mrs. Nathalie Drouin, explains that when the camping ground started there was no zoning by-law. Mayor Desjardins explains that verification will be done by staff.

5. Petitions / Correspondence

5.1 Funding request from the Bourget Optimist Club - "Soirée American Country 2018"

Further to questions, Mr. Pierre Boucher explains that the 2018 Budget can't support this request. He adds that this request does not qualify under the Arts and Culture program.

Mayor Desjardins directs the Clerk to prepare a letter to the Bourget Optimist Club in order to explain that this request will be considered during the 2019 Budget deliberations.

5.2 Letter from the town of Essex in regards to school properties in case of closure

Mayor Desjardins directs the Clerk to prepare a resolution for Council's consideration at the next regular meeting.

5.3 Supporting request from the Town of Lakeshore in regard to marijuana tax revenue

Mayor Desjardins directs the Clerk to prepare a resolution for Council's consideration at the next regular meeting.

5.4 Financial support request from the Rockland Marching Band

Mayor Desjardins directs the Clerk to prepare a letter to the Rockland Marching Band to explain that this request will be considered during the 2019 Budget deliberations.

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.

8. Report from the United Counties of Prescott and Russell

Mayor Desjardins explains that a presentation was made last week to the Minister of Transportation in regard to County Road 17.

Mayor Desjardins announces the Warden Golf Tournament is on June 15.

9. Committee/Staff Reports

9.1 Smart Cities Challenge

RECOMMENDATION COW2018-026

Moved by Mario Zanth

Seconded by Charles Berlinguette

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;

THAT the Committee of the Whole recommends that Council support a Health and Wellness submission under the Federal Government's Smart Cities Challenge; and

THAT the Committee of the Whole recommends that Council direct staff to develop a Challenge Statement for Council's approval at its March 21, 2018, meeting.

CARRIED

9.2 Compliance Audit Committee

RECOMMENDATION COW2018-027

Moved by Charles Berlinguette

Seconded by Krysta Simard

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.

CARRIED

9.3 Statement of Remuneration and expenses - 2017

RECOMMENDATION COW2018-028

Moved by Krysta Simard

Seconded by Charles Berlinguette

THAT Committee of the Whole recommends that Municipal Council of the Corporation of the City of Clarence-Rockland adopt 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.

CARRIED

9.4 Payment to the Workplace Safety and Insurance Board (WSIB)

RECOMMENDATION COW2018-029

Moved by Jean-Marc Lalonde

Seconded by Krysta Simard

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

CARRIED

9.5 Cash Handling Policy

RECOMMENDATION COW2018-030

Moved by Michel Levert

Seconded by Charles Berlinguette

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

CARRIED

9.6 2018 Budget adjustments

RECOMMENDATION COW2018-031

Moved by Carl Grimard

Seconded by André J. Lalonde

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

CARRIED

9.7 Retail Business Establishment Hours of Operation

Further to questions, Mrs. Monique Ouellet mentions that she has the intention to get the residents' opinion through a survey.

RECOMMENDATION COW2018-032**Moved by** Mario Zanth**Seconded by** Jean-Marc Lalonde**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.**CARRIED****9.8 New Regulation Proposed Under The Fire Protection and Prevention Act – Public Reports****RECOMMENDATION COW2018-033****Moved by** Carl Grimard**Seconded by** Michel Levert**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.**CARRIED****10. Other items**

Councillor Mario Zanth asks if measures are in place to address floods. Mr. Brian Wilson explains that sand bags are available.

Councillor Carl Grimard explains that the cycle path on Caron Street is not all cleared. Mr. Julian Lenhart explains that he will follow up this matter.

Mayor Desjardins asks Mr. Lenhart to provide a report to Council pertaining to the temporary closure of the CIHA entrance.

11. Adjournment

The Mayor adjourns the meeting at 9:18 p.m.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 5 mars 2018
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 20h18.

2. Adoption de l'ordre du jour

RECOMMANDATION COW2018-025

Proposée par Carl Grimard

Appuyée par Mario Zanth

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

ADOPTÉE

4. Délégations / Présentations (Aucune)

7. Période de Questions/Commentaires

M. Marc Roy explique la demande du Club Optimiste.

M. Sylvain Drouin, 3584 rue Drouin, demande un remboursement des frais qu'il a assumé pour le changement de zonage pour le terrain de camping. Il explique que le terrain de camping existe depuis plus de 40 ans. M. Julian Lenhart

explique que le changement de zonage était nécessaire, car le type d'usage n'était pas supporté par le règlement de zonage.

Mme Nathalie Drouin, explique que lorsque le camping a été établi, il n'y avait pas de règlement de zonage. Le maire Desjardins explique que des vérifications seront faites par le personnel.

5. Pétitions / Correspondance

5.1 Demande de financement du Club Optimiste de Bourget - "Soirée American Country 2018"

Suite aux questions, M. Pierre Boucher explique que le budget 2018 ne permet pas de supporter cette demande. Il ajoute que cette demande ne se qualifie pas dans le cadre du programme des arts et de la culture.

Le maire Desjardins demande à la greffière de préparer une lettre à l'attention du Club optimiste de Bourget afin de les informer que lors délibérations budgétaires de 2019, cette demande sera portée à l'attention du conseil.

5.2 Lettre de la ville d'Essex au sujet des propriétés des écoles dans le cas de fermeture

Le maire Desjardins demande à la greffière de préparer une résolution pour la considération du conseil lors de la prochaine réunion régulière.

5.3 Demande d'appui de la ville de Lakeshore concernant les revenus de la taxe sur la marijuana

Le maire Desjardins demande à la greffière de préparer une résolution pour la considération du conseil lors de la prochaine réunion régulière.

5.4 Demande d'aide financière pour la Fanfare de Rockland

Le maire Desjardins demande à la greffière de préparer une lettre à l'attention de la fanfare de Rockland afin de les informer que lors délibérations budgétaires de 2019, cette demande sera portée à l'attention du conseil.

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.

8. **Rapport des Comtés unis de Prescott et Russell**

Le maire Desjardins explique que la semaine passée une présentation a été faite à la ministre des Transports concernant le chemin de comté 17.

Le maire annonce que le tournoi du président des CUPR aura lieu le 15 juin.

9. **Rapports des Comités/Services**

9.1 **Défi des villes intelligentes**

RECOMMANDATION COW2018-026

Proposée par Mario Zanth

Appuyée par Charles Berlinguette

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 QU'en date de la préparation de ce rapport, le personnel compile les résultats du sondage de la communauté;

QUE le comité plénier recommande au conseil municipal d'appuyer une soumission sous le thème de santé et bien-être sous le défi des villes intelligentes du gouvernement fédéral; et

QUE le comité plénier recommande au conseil de donner la directive au personnel de développer un énoncé pour la considération du conseil à sa réunion du 21 mars 2018.

ADOPTÉE

9.2 **Comité de vérification de conformité**

RECOMMANDATION COW2018-027

Proposée par Charles Berlinguette

Appuyée par Krysta Simard

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.

ADOPTÉE

9.3 État de la rémunération et des indemnités - 2017

RECOMMANDATION COW2018-028

Proposée par Krysta Simard

Appuyée par Charles Berlinguette

QUE le comité plénier recommande 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.

ADOPTÉE

9.4 Paiements à la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail. (CSPAAT)

RECOMMANDATION COW2018-029

Proposée par Jean-Marc Lalonde

Appuyée par Krysta Simard

QUE le rapport no. FIN 2018-006 soit reçu à titre d'information.

ADOPTÉE

9.5 Politique de manipulation d'argent

RECOMMANDATION COW2018-030

Proposée par Michel Levert

Appuyée par Charles Berlinguette

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

ADOPTÉE

9.6 Ajustements au Budget 2018

RECOMMANDATION COW2018-031

Proposée par Carl Grimard

Appuyée par André J. Lalonde

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

ADOPTÉE

9.7 **Établissement des heures d'ouverture des commerces de détail**

Suite aux questions, Mme Monique Ouellet mentionne qu'elle a l'intention d'obtenir l'opinion des résidents par le biais d'un sondage.

RECOMMANDATION COW2018-032

Proposée par Mario Zanth

Appuyée par Jean-Marc Lalonde

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.

ADOPTÉE

9.8 **Nouveau règlement proposé sous la Loi sur la prévention et la protection contre l'incendie – Rapports publics**

RECOMMANDATION COW2018-033

Proposée par Carl Grimard

Appuyée par Michel Levert

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.

ADOPTÉE

10. **Autres items**

Le conseiller Mario Zanth demande si des mesures sont en place en cas d'inondation. M. Brian Wilson explique que des sacs de sable sont disponibles.

Le conseiller Carl Grimard explique que la piste cyclable de la rue Caron n'est pas nettoyée adéquatement. M. Julian Lenhart explique qu'il fera le suivi.

Le maire demande à M. Lenhart de ramener un rapport au conseil concernant la fermeture temporaire de l'entrée du CIHA.

11. Ajournement

Le maire lève l'assemblée à 21h18.

Guy Desjardins, maire

Maryse St-Pierre, greffière adjointe



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
ACCESSIBILITY ADVISORY COMMITTEE - MINUTES**

September 19, 2017
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: John Mogensen, President
 Nicole Mogensen, Member
 André J. Lalonde, Councillor
 Danielle Mantha, Member
 Julia Reid, Member
 Vivian Vanbreugel, Member
 Monique Ouellet, Clerk

ABSENT: Rachelle Gareau, Member

1. Opening of the meeting

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

2. Adoption of the agenda

Moved By Vivian Vanbreugel
Seconded By Danielle Mantha

THAT the agenda be adopted as presented.

CARRIED

3. Adoption of the minutes

3.1 Minutes of the Accessibility Advisory Committee of June 6, 2017

Moved by Danielle Mantha
Seconded By Vivian Vanbreugel

THAT the minutes of the Accessibility Advisory Committee meeting of June 6, 2017, be adopted.

CARRIED

4. Ongoing Items

4.1 Rick Hanson Foundation

Further to discussions, Vivian accepted to make some more research and report back to the Committee at the next meeting.

4.2 Laurier Street Project

Further to discussions, Monique Ouellet agreed to communicate with Mrs. Marie-Ève Bélanger in order to obtain the details of the Community Improvement Program for Laurier Street in Rockland.

4.3 Thrift Store and Food Bank located at 2815 Chamberland

John Mogensen reinstates that this building is not a great location for this type of service. Councillor André Lalonde explains that Council is currently analysing its options for the repurposing of the Jean-Marc Lalonde Arena.

4.4 Accessible Parking

John Mogensen reiterates that he is satisfied with the presentation made at the last committee meeting.

4.5 Ottawa River Festival

John Mogensen states that he has not received any complaints in regards to accessibility at the Ottawa River Festival.

John Mogensen suggests that perhaps the Accessibility Advisory Committee could organize an activity to promote accessibility during the festival.

Monique Ouellet confirms that she will extend an invitation to Mr. Martin Irwin to attend the next meeting to discuss.

4.6 Audible traffic signals

John Mogensen mentions that the audible signal at the intersection of Laurier and Laporte is new technology and works.

4.7 Walking Lanes on streets without sidewalks

Monique Ouellet informs the Committee that the traffic and parking by-law is currently being reviewed.

Further to discussions, the Committee agrees that walking lanes need to be identified in the proposed by-law.

6. Adjournment

The meeting is adjourned at 8:05 p.m.

John Mogensen, Chairperson

Monique Ouellet, Clerk



**CORPORATION DE LA
CITÉ DE CLARENCE-ROCKLAND
PROCÈS-VERBAL
COMITÉ CONSULTATIF SUR L'ACCESSIBILITÉ**

le 19 septembre 2017

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: John Mogensen, président
Nicole Mogensen, membre
André J. Lalonde, conseiller
Danielle Mantha, membre
Julia Reid, membre
Vivian Vanbreugel, membre
Monique Ouellet, greffière

ABSENT: Rachelle Gareau, membre

1. Ouverture de la réunion

Le président ouvre la réunion à 19h.

2. Adoption de l'ordre du jour

Moved by Vivian Vanbreugel

Appuyé par Danielle Mantha

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

ADOPTÉE

3. Adoption des procès-verbaux

**3.1 Procès-verbal de la réunion du Comité consultatif en accessibilité
du 6 juin, 2017**

Proposé par Danielle Mantha

Appuyé par Vivian Vanbreugel

QUE le procès-verbal de la réunion du Comité consultatif en accessibilité du 6 juin, 2017, soit adopté.

ADOPTÉE

4. Items en cours

4.1 Fondation Rick Hanson

Suite aux discussions, Vivian Vanbreugel a accepté de faire plus de recherche et de fournir les détails lors de la prochaine réunion du comité.

4.2 Projet - rue Laurier

Suite aux discussions, Monique Ouellet accepte de communiquer avec Mme Marie-Ève Bélanger afin d'obtenir les détails du projet d'amélioration communautaire sur la rue Laurier à Rockland.

4.3 Friperie et banque alimentaire situées au 2815 Chamberland

John Mogensen réitère que l'emplacement n'est pas fameux pour ce type de service. Le conseiller André Lalonde explique que le conseil est à analyser ses options pour la vocation de l'aréna Jean-Marc Lalonde.

4.4 Stationnement accessible

John Mogensen réitère qu'il est satisfait de la présentation faite lors de la dernière réunion du comité.

4.5 Festival de la rivière des Outaouais

John Mogensen indique qu'il n'a pas reçu de plaintes relativement à l'accessibilité durant le Festival de la rivière des Outaouais.

John Mogensen suggère que le Comité consultatif en accessibilité pourrait peut-être organiser une activité pour faire la promotion sur l'accessibilité durant le festival.

Monique Ouellet confirme qu'elle invitera M. Martin Irwin à la prochaine réunion pour discuter.

4.6 Feux de circulation audible

John Mogensen mentionne que le signal sonore à l'intersection de Laurier et Laporte est de nouvelle technologie et fonctionne.

4.7 Espace pour piétons sur les rues sans trottoirs

Monique Ouellet informe le comité que le règlement pour la circulation et le stationnement est en révision.

Suite aux discussions, le comité juge qu'il est nécessaire d'identifier des voies pédestres dans le nouveau règlement proposé.

6. Ajournement

La réunion est ajournée à 20h05.

John Mogensen, Président

Monique Ouellet, greffière



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 "Robert Auger".

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

RA/Im



TOWN OF LAKESHORE

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

January 22, 2018

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



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 a noté qu'en 2018, le conseillers et 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		Salaires	Indemnités/ Expenses				Total Indemnités	Total
			Transport	Conférences	Relations publiques	Total Indemnités		
Members of Council		Remuneration	Travel	Conferences	Public Relations	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	
CHOINIÈRE, 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° 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 	<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>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>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>La troisième copie sera retournée par le département d'origine (à des fins de rapprochement).</p>	<p>The third copy will be returned by the originating Department (for reconciliation purposes).</p>
<p>Le département doit classer tous les reçus dans un ordre numérique à des fins de vérification.</p>	<p>Department shall file all receipts in numeric order for audit purposes.</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>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. Les chèques doivent être libellés à l'ordre de la Cité de Clarence-Rockland.</p>	<p>c. Cheques must be made payable to the City of 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>d. Cash received must be deposited intact and expenses must not be paid from cash receipts.</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>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. La réconciliation quotidienne et le comptage des recettes doivent être effectués loin de la vue du public, dans une zone sécurisée.</p>	<p>f. Daily reconciliation and counting of receipts should be done away from public view, in a secure area.</p>

<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>5.4 Security Controls</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>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>5.5 Counterfeit Cash and Foreign Currency</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>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> <ol 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> <ol 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> <ol 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> <ol 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>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 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>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>

<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"> a. Vérifier l'expiration de la carte de crédit b. Traiter à travers la machine de PDV, en utilisant la touche de paiement appropriée (VISA, MC) c. Demander au client de signer le reçu de la carte de crédit, ou d'entrer son numéro d'identification personnel (NIP). d. S'assurer que la signature correspond à la signature du détenteur au verso de la carte de crédit. e. Donner au client la copie du reçu de la carte de crédit. f. Placer le reçu original dans un endroit sécurisé, pour la conciliation quotidienne des revenus. g. 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"> a. Check the expiry of the credit card b. Process through a POS machine, using the appropriate payment key (VISA, MC) c. Have customer sign the credit card receipt, of key their Personal Identification Number (PIN) where appropriate. d. Ensure Signature matches the card holder signature on the back of the card. e. Give customer the duplicate copy of the credit card receipt. f. Place original receipt in a secure place, for daily reconciliation of revenue. g. "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>

Bonjour Martin

I, Eric Sanscartier, President of the not-for-profit organization LEGACY ISLAND ENTERTAINMENT have started the process of applying for a liquor license for the duration of THE CLARENCE-ROCKLAND COUNTRY JAMBOREE at the Clarence Creek Arena (ice surface AND the community hall upstairs). The permit we require will need to be valid from July 18 to July 22 2018, inclusively. The Committee will work and comply with all rules and regulations provided to us by the IAGCO. We will equally work with La Cité de Clarence-Rockland to comply with their rules, policies and obligations. A proof of insurance will be supplied to the municipality (we will need to discuss this matter prior to purchase).

The IAGCO requires a municipal resolution document in order to continue with the application. We would greatly appreciate your involvement on this matter.

Thank you

Eric Sanscartier

City of Clarence-Rockland Council/Board Accounts Payable Report by Department February 10th, 2018 to March 12th, 2018										
DPT Code	Department Name	Vendor Code	Vendor Name	Invoice Number	Invoice Description	GL Account	GL Account Name	Batch	Amount	
1	25	TAXES RECEIVABLE	VALGI002	VALIQUETTE GISELE	26FEB2018	PROPERTY TAXES FROM WRONG BANK ACCOUNT	1-1-0025-0115	Temporary Adjustments - Taxes	42	6,952.04
2	60	ACCOUNTS PAYABLE	WORS001	WORKPLACE SAFETY & INSURANCE B	6MAR2018	2017 WSIB YEAR END RECONCILIATION	1-2-0060-0213	Other Accounts Payable	51	20,769.10
3	65	PAYABLES - PAYROLL	CUPE002	CUPE - LOCAL 503	15FEB2018	PAY 3 & 4	1-2-0065-0254	Union Dues	42	6,227.52
4	65	PAYABLES - PAYROLL	GREWE001	GREAT - WEST LIFE ASSURANCE COMP	24FEB2018 DIV 1	PREMIUMS MAR/18 POLICY 136826 DIV 1	1-2-0065-0251	G.W.L.	42	22,095.58
5	65	PAYABLES - PAYROLL	GREWE001	GREAT - WEST LIFE ASSURANCE COMP	24FEB2018 DIV 3	PREMIUMS MAR/18 POLICY 136826 DIV 3	1-2-0065-0251	G.W.L.	42	51,487.80
6	65	PAYABLES - PAYROLL	MINFI004	MINISTER OF FINANCE/EHT	15FEB2018	PAY 3 & 4	1-2-0065-0242	Employer Health Tax	42	16,350.99
7	65	PAYABLES - PAYROLL	OMERS001	OMERS	15FEB2018	PAY 3 & 4	1-2-0065-0250	O.M.E.R.S.	42	123,525.80
8	65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	15FEB2018	PAY 4	1-2-0065-0243	Income Tax	40	53,700.83
9	65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	15FEB2018	PAY 4	1-2-0065-0245	E.I.	40	11,950.63
10	65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	15FEB2018	PAY 4	1-2-0065-0244	C.P.P.	40	30,955.28
11	65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	28FEB2018	PAY 5	1-2-0065-0243	Income Tax	42	62,360.02
12	65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	28FEB2018	PAY 5	1-2-0065-0245	E.I.	42	12,918.17
13	65	PAYABLES - PAYROLL	REVCA001	RECEIVER GENERAL - CANADA CUST	28FEB2018	PAY 5	1-2-0065-0244	C.P.P.	42	33,606.06
14	65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	15FEB2018	PAY 4	1-2-0065-0244	C.P.P.	40	7,146.12
15	65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	15FEB2018	PAY 4	1-2-0065-0243	Income Tax	40	9,738.43
16	65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	28FEB2018	PAY 5	1-2-0065-0244	C.P.P.	42	7,236.66
17	65	PAYABLES - PAYROLL	REVCA002	RECEIVER GENERAL - CANADA CUST	28FEB2018	PAY 5	1-2-0065-0243	Income Tax	42	9,894.78
18	65	PAYABLES - PAYROLL	WORS001	WORKPLACE SAFETY & INSURANCE B	15FEB2018	REPORT PREMIUM FEB1-28/18 ACCNT 1624385	1-2-0065-0252	W.C.B.	42	19,198.38
19	1105	Community Relation - Materials	HICM001	HICKS MORLEY HAMILTON STEWART	436417	FILE 9839 CITE CLARENCE-ROCKLAND	1-4-1105-3370	Legal Fees	297	8,365.36
20	1224	City Clerk - Materials	CHARZ007	CHARLEBOIS DIANE	23FEB2018	GENERAL DAMAGES	1-4-1224-3390	Liability Claims	42	6,500.00
21	1333	Office - Materials	PIW0001	PITNEY BOWKS	4FEB2018	POSTAGE PAYMENT ACCNT 6100-9000-1181-8769	1-4-1333-3550	Postage	36	6,000.00
22	1363	Human Ressources - Materials	KREA5001	KRECKLO & ASSOCIATES INC.	18-0003	PYMTN 2 OF 2 - 2017 COMPENSATION REVIEW PROJECT	1-4-1363-3165	Consultant	51	6,347.21
23	1413	C.C. City Hall - Materials	HYDON001	HYDRO ONE NETWORKS INC.	200106251848 15FEB18	HYDRO	1-4-1413-3300	Hydro	42	5,197.56
24	2354	O.P.P. - Contracted Services	MINFI006	MINISTER OF FINANCE	14310118057	MCSCS-OPP (LSR) DEC/17	1-4-2354-4170	O.P.P. Services	297	280,890.00
25	3110	Public Works - Administration	MICCO001	MICHANIE CONSTRUCTION INC.	JO28168	PP #1 SAND STORAGE SHELTER	2-4-3110-9626	Mun. Garage	42	101,632.20
26	3143	Vehicles - Materials	FASCA001	FASTANEL CANADA LTD	ONOTT199646	PARKAS, JACKETS (PW)	1-4-3143-3760	Vehicle Repairs	36	6,004.87
27	3200	Street Construction	STAC001	STANTEC CONSULTING LTD	1241343	LACASSE RD DESIGN (FINAL SPECS & DRAWINGS)	2-4-3200-9075	Lacasse Street	36	5,989.68
28	3713	Snow Plowing & Salting - Materials	KSWIN001	K&S SEL WINDSOR LTÉE / K&S WIN	5300348240	BULK SAFE-T-SALT	1-4-3713-3425	Materials	36	23,162.14
29	3713	Snow Plowing & Salting - Materials	KSWIN001	K&S SEL WINDSOR LTÉE / K&S WIN	5300348985	BULK SAFE-T-SALT	1-4-3713-3425	Materials	36	9,790.43
30	3713	Snow Plowing & Salting - Materials	KSWIN001	K&S SEL WINDSOR LTÉE / K&S WIN	5300349585	BULK SAFE-T-SALT	1-4-3713-3425	Materials	36	9,883.51
31	3713	Snow Plowing & Salting - Materials	KSWIN001	K&S SEL WINDSOR LTÉE / K&S WIN	5300351359	BULK SAFE-T-SALT	1-4-3713-3425	Materials	36	12,948.94
32	3713	Snow Plowing & Salting - Materials	KSWIN001	K&S SEL WINDSOR LTÉE / K&S WIN	5300352103	BULK SAFE-T-SALT	1-4-3713-3425	Materials	36	6,494.48
33	3713	Snow Plowing & Salting - Materials	KSWIN001	K&S SEL WINDSOR LTÉE / K&S WIN	5300354795	BULK SAFE-T-SALT	1-4-3713-3425	Materials	43	9,877.42
34	3714	Snow Plowing & Salting - Contracts	CITOT001	CITY OF OTTAWA	90652247	CANAA ROAD MAINTENANCE JAN-DEC/17 50% SHARE	1-4-3714-4200	Contracts	51	7,373.02
35	3714	Snow Plowing & Salting - Contracts	LALGH001	GHYSLAIN LALONDE ENTREPRISE	1045	GRADER SERVICE 3-16 JAN/18	1-4-3714-4200	Contracts	43	13,744.78
36	3714	Snow Plowing & Salting - Contracts	LALGH001	GHYSLAIN LALONDE ENTREPRISE	1046	GRADER RENTAL (SPARE-23-31 JAN/18)	1-4-3714-4200	Contracts	43	8,085.93
37	3734	Snow Removal - Contracts	MAIPI001	PIERRE MAINVILLE CARTAGE	843	SNOW REMOVAL JAN/18	1-4-3734-4200	Contracts	51	5,138.69
38	3734	Snow Removal - Contracts	POUDE001	STEPHANE POUPART DEVELOPMENT L	47281	TRIAIXLE, LOADER, GRADER (SNOWBANKS BOURGET/HAMMOND)	1-4-3734-4200	Contracts	51	8,337.87
39	3734	Snow Removal - Contracts	POUDE001	STEPHANE POUPART DEVELOPMENT L	47282	TRIAIXLE, GRADER RENTAL (SNOW REMOVAL ST-PASCAL)	1-4-3734-4200	Contracts	51	8,337.87
40	3734	Snow Removal - Contracts	STPEX001	STP EXCAVATION & CONSTRUCTION	3118 (2018)	INDUSTRIAL PARK SNOW DUMP (CLEAR SNOW)	1-4-3734-4200	Contracts	42	13,048.68
41	3734	Snow Removal - Contracts	SYNCC002	SYNEX CONSTRUCTION LIMITED	2018-001	SNOW BANK REMOVAL (LAURIER)	1-4-3734-4200	Contracts	36	9,559.80
42	3813	Street lights - Materials	HYDON001	HYDRO ONE NETWORKS INC.	200070197756 22FEB18	HYDRO	1-4-3813-3300	Hydro	51	17,370.37
43	7343	Festival de la rive- Material	OTTSP001	OTTAWA SPECIAL EVENTS	180006285	SOUND & LIGHTS-RIVERFFEST 2018	1-4-7343-3707	Technicians	51	9,000.20
44	7423	Arena - Clarence - Materials	CIMRE001	CIMCO REFRIGERATION	90601653	REPAIR LEAK (CC ARENA)	1-4-7423-3430	Mechanical Repairs	36	9,380.46
45	7423	Arena - Clarence - Materials	HYDON001	HYDRO ONE NETWORKS INC.	200090056585 22FEB18	HYDRO	1-4-7423-3300	Hydro	51	12,234.89
46	7485	Bourget - Grants	CONGE001	CONSEIL DE GESTION DU CENTRE C	20FEB2018	1ER VERSEMENT - GESTION DU CENTRE COMM. BOURGET	1-4-7485-5540	Recreation Committee	42	13,589.00
47	9114	Water Treatment - Contracted Services	ONTCL001	ONTARIO CLEAN WATER AGENCY	INV000101177	OPERATIONS & MAINTENANCE JAN/18	1-4-9114-4610	Contract - OCWA - Basic Maintenance	36	46,815.97
48	9124	Water Distribution - Contracts	ONTCL001	ONTARIO CLEAN WATER AGENCY	INV000101177	OPERATIONS & MAINTENANCE JAN/18	1-4-9124-4610	Contract - OCWA - Basic Maintenance	36	14,262.06
49	9124	Water Distribution - Contracts	ONTCL001	ONTARIO CLEAN WATER AGENCY	INV000101474	ROCK.WD REPAIR WATER BREAK 915 NOTRE-DAME	1-4-9124-4620	Contract - Repairs & Maintenance	298	18,734.02
50	9124	Water Distribution - Contracts	ONTCL001	ONTARIO CLEAN WATER AGENCY	INV000101477	ROCK. WD -REPAIR WATERMAIN BREAK 894 ST-JOSEPH	1-4-9124-4620	Contract - Repairs & Maintenance	298	21,544.85
51	9314	Sewers Collection - Contracted Services	ONTCL001	ONTARIO CLEAN WATER AGENCY	INV000101177	OPERATIONS & MAINTENANCE JAN/18	1-4-9314-4610	Contract - OCWA - Basic Maintenance	36	19,611.37
52	9324	Sewers Treatment - Contracted Services	ONTCL001	ONTARIO CLEAN WATER AGENCY	INV000101177	OPERATIONS & MAINTENANCE JAN/18	1-4-9324-4610	Contract - OCWA - Basic Maintenance	36	44,121.36
53	9533	Recycling - Materials	RECSY001	RECOLLECT SYSTEMS INC.	1728	1YR SERVICE RENEWAL WASTE & RECYCLING CALENDAR	1-4-9533-3005	Advertising	36	5,079.00
54	1313	Accounting - Materials	SI-107827	VADIM COMPUTER MANAGEMENT GROU	SI-107827	LICENSES/UPDATES - RIM	1-4-1313-3165	Consultant	51	7,025.11
55	1313	Accounting - Materials	SI-107827	VADIM COMPUTER MANAGEMENT GROU	SI-107827	LICENSES/UPDATES - RIM	1-4-1313-3577	Program Modification	51	15,000.00
56	1323	Computers - Materials	RI-733164	WORKTECH INC.	RI-733164	RENEWABLE MAINTENANCE WT6 INTEGRATION, PEARL	1-4-1323-3651	Software Licences & Renewals	51	7,496.19
57	2316	External Transfers	8FEB2018	BIBLIOTHEQUE PUBLIQUE DE CLARE	8FEB2018	CONTRIBUTION - PAYMENT 1 OF 4	1-4-2316-5550	Contribution to Library	36	43,347.55
58	3133	Engineering - Materials	1350	EVB ENGINEERING	1350	C-R SUBDIVISION MANUAL	1-4-3133-3210	Engineering	51	5,932.50
59	3914	Transit - Contracts	151	LEDUC BUS LINES LTD.	151	TRANSPORT EN COMMUN JAN/18	1-4-3914-4200	Contracts - Bus	51	169,618.07
60	9100	Water	3295487	CH2M HILL CANADA LIMITED	3295487	LIMOGES WATER STUDY TO DEC8/17	1-4-9100-3666	Water studies	298	12,782.22
61	9514	Garbage Collection - Contracts	0000235767	TOMLINSON ENVIRONMENTAL SERVIC	0000235767	RESIDENTIAL WASTE JAN/18	1-4-9514-4200	Contracts	51	46,299.91
62	9514	Garbage Collection - Contracts	0000235771	TOMLINSON ENVIRONMENTAL SERVIC	0000235771	COMMERCIAL WASTE JAN/18	1-4-9514-4200	Contracts	51	13,054.18
63	9534	Recycling - Contracts	0000235768	TOMLINSON ENVIRONMENTAL SERVIC	0000235768	RESIDENTIAL RECYCLING JAN/18	1-4-9534-4200	Contracts	51	82,540.12
64	9534	Recycling - Contracts	0000235772	TOMLINSON ENVIRONMENTAL SERVIC	0000235772	COMMERCIAL RECYCLING JAN/18	1-4-9534-4200	Contracts	51	7,564.11
65	9544	Composting - Contracts	0000235769	TOMLINSON ENVIRONMENTAL SERVIC	0000235769	X-MAS TREE COLLECTION	1-4-9544-4370	Sub-Contracts	51	7,864.80
									Invoices Paid Greater/Equal to \$5,000	1,729,092.94
									Invoices Paid Less/Equal to \$4,999	443,473.14
									MasterCards Feb/18	30,426.92
									Grand Total A/P Council Report Mar 21/18	2,202,993.00

MASTER CARD - JOURNAL ENTRIES - Period 2

page 1

February 15th, 2018

CAO - ACCT# 5258 818666 651545

J/E #130

Page 1 of 3 for MasterCard Accounts balance of \$852.53

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1123-3160	Jan 24/18	Refund Hilton, Toronto	-508.08	-58.45
1-1-0020-0071		HST added (sum of all credits)	(58.45)	
		Total	(566.53)	(58.45)
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ (508.08)

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES- Period 2

page 2

February 15th, 2018

Director Community Services - ACCT# 5258 818666 816197

JE #131

Page 2 of 3 for MasterCard Accounts balance of \$852.53

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-7343-3707	July 26/18	Quality Inn & Suites (transaction to be cancelled)	858.74	
1-4-7113-3435	Jan 25/18	Amazon refund Amazon Prime charges	-74.99	
1-1-0020-0071		HST added (sum of all credits)	0.00	
		Total	783.75	0.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 783.75

Prepared by: _____

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Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2
February 15th, 2018
Director Protective Services - ACCT# 5258 818910 078859

page 3

JE #132

Page 3 of 3 for MasterCard Accounts balance \$852.53

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2123-3675	Jan 18/18	4Imprint (medical blankets)	576.86	66.36
1-1-0020-0071		HST added (sum of all credits)	66.36	
		Total	643.22	66.36
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 576.86

Prepared by: _____

Date: _____

Approved by: _____

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MASTER CARD - JOURNAL ENTRIES - Period 2
February 1st, 2018
Director Protective Services - ACCT# 5569 230500 057075

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JE #133

Page 1 of 12 for MasterCard Accounts balance \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2113-3435	Jan 16/18	Mountain Equipment (Membership fee)	5.00	
1-4-2153-3250	Jan 16/18	PetroCan (Labour Relations Seminar)	90.89	10.46
1-4-2113-3160	Jan 16/18	Hilton (OAFB-B, Wilson)	290.01	44.98
1-4-2123-3675	Jan 17/18	Mountain Equipment	186.45	21.45
1-4-2113-3440	Jan 19/18	Cora Breakfast (RTC meeting)	87.14	7.83
1-4-2133-3745	Jan 25/18	Can. RedCross (medical training equipment)	1769.58	203.58
1-4-2123-3230	Jan 26/18	Hero Outdoors (EMT Pouch)	237.22	27.29
1-4-2153-3760	Jan 27/18	Cold Fire Canada (Car1 supplies)	563.87	64.87
1-4-1233-3032	Feb 1/18	Annual Fee	29.17	
1-1-0020-0071		HST added (sum of all credits)	380.46	
		Total	3639.79	380.46
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 3,259.33

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 5

February 1st, 2018

Treasurer - ACCT# 5569 230500 285510

JE #134

Page 2 of 12 for MasterCard Accounts balance of \$14,310.64

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1233-3032	Feb 1/18	Annual Fee	29.17	
1-1-0020-0071		HST added (sum of all credits)	0.00	
		Total	29.17	0.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 29.17

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 6

February 1st, 2018

Director Plan. & Eng. - ACCT# 5569 230500 414094

JE #135

Page 3 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1233-3032	Feb 1/18	Annual Fee	29.17	
1-1-0020-0071		HST added (sum of all credits)	0.00	
		Total	29.17	0.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 29.17

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 7

February 1st, 2018

Daycare - ACCT# 5569 230508 476756

JE #136

Page 4 of 12 for MasterCard Accounts balance of \$14,310.64

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-6113-3392	Jan 26/18	Edu-Child Care Licensing (Rock.Public)	170.00	
1-4-6113-3392	Jan 26/18	Edu-Child Care Licensing (Sacre Coeur)	200.00	
1-4-6113-3435	Feb 1/18	Apple iTunes (iCloud storage)	1.46	0.17
1-1-0020-0071		HST added (sum of all credits)	0.17	
		Total	371.63	0.17
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 371.46

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Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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February 1st, 2018

CAO - ACCT# 5569 230508 494445

J/E #137

Page 5 of 12 for MasterCard Accounts balance of \$14,310.64

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-8213-3505	Jan 8/18	Hudson's Bay (gift bag items for students-Korean Twinning)	392.40	23.40
1-4-8213-3505	Jan 8/18	Laura Secord (gift bag items for students-Korean Twinning)	12.42	1.43
1-4-8213-3505	Jan 9/18	Rosalynn's Bistro (Korean Twinning Planning lunch)	50.57	4.85
1-4-8213-3505	Jan 11/18	Laura Secord (gift bag items for students-Korean Twinning)	278.79	32.07
1-4-1123-3202	Jan 12/18	Via Rail (Roma Conference)	185.32	21.32
1-4-1123-3209	Jan 12/18	Via Rail (Roma Conference)	185.32	21.32
1-4-8213-3505	Jan 12/18	Purdy's Chocolates (gifts for delegation-Korean Twinning)	168.37	19.37
1-4-1223-3160	Jan 16/18	Air Canada (standard seat-window)	22.60	2.60
1-4-1223-3160	Jan 16/18	Air Canada (ROMA Conference)	470.36	54.11
1-4-1223-3160	Jan 19/18	Ottawa Taxi Service (Orleans to Ottawa-ROMA Conference)	65.96	6.32
1-4-1223-3160	Jan 21/18	Taxi & Limo Services (Pearson Airport to Hotel-ROMA)	74.75	7.48
1-4-1223-3160	Jan 21/18	Hilton, Toronto (ROMA Conference)	67.41	7.56
1-4-1223-3160	Jan 25/18	Coop Cabs (for dinner-Mayor & Helen-ROMA)	9.00	0.86
1-4-1223-3160	Jan 23/18	Ambassador Taxi (Airport to Hilton)	77.00	7.13
1-4-1223-3160	Jan 23/18	Air Canada (baggage fee)	28.25	3.25
1-4-1223-3160	Jan 23/18	Blue Line Taxi (Ottawa Airport to Orleans)	59.17	5.92
1-4-1123-3160	Jan 24/18	Ontario Good Roads (Guy Desjardins)	757.10	87.10
1-4-1363-3450	Jan 25/18	City of Ottawa Parking (Hicks Morley-Prep for Jan 26 Hearing)	15.00	1.73
1-4-1223-3160	Jan 29/18	Via Rail (OGRA Conference-Helen)	117.52	13.52
1-1-0020-0071		HST added (sum of all credits)	321.34	
		Total	3358.65	321.34
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 3,037.31

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 9

February 1st, 2018

Manager Supply & Processes - ACCT# 5569 230508 564767

JE #144

Page 6 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1363-3660	Jan 4/18	Workers Health & Safety (training)	1,062.20	122.20
1-4-3143-3270	Jan 8/18	Moe-Hwin Web (417 Lemay)	99.37	
1-4-1105-3500	Jan 11/18	Walmart (picture frames)	339.00	39.00
1-4-3123-3060	Jan 16/18	Amazon (work shoes Y.Rousselle)	160.14	18.42
1-4-9523-3425	Jan 17/18	Lowes (tool cabinet-environment)	711.90	81.90
1-4-9123-3220	Jan 18/18	Fashion Work Wear (jacket M.Richard)	214.64	24.69
1-4-3113-3500	Jan 19/18	Printersplus (toner for plotter)	90.40	10.40
1-4-1363-3435	Jan 24/18	Bongarde Holding (Health & Safety Appreciation)	561.61	64.61
1-1-0020-0071		HST added (sum of all credits)	361.22	
		Total	3600.48	361.22
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 3,239.26

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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February 1st, 2018

Clerk - ACCT# 5569 230508 726150

JE #138

Page 7 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1223-3743	Jan 11/18	AMCTO (Diploma in Municipal Admin.-M.St-Pierre)	401.15	46.15
1-1-0020-0071		HST added (sum of all credits)	46.15	
		Total	447.30	46.15
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 401.15

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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February 1st, 2018

Director Community Services - ACCT# 5569 230508 980997

JE #139

Page 8 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-7253-3675	Jan 21/18	Amazon (phone case)	27.74	
1-4-7313-3490	Jan 22/18	Enbridge (2815 Chamberland)	898.15	103.33
1-4-7313-3490	Jan 22/18	KubraEnbridgeCon.Fee	15.72	
1-4-7253-3660	Jan 23/18	ORFA (Refrigeration Course-Stephane)	1,124.35	129.35
1-4-7113-3435	Jan 23/18	ORFA (renewal membership)	807.95	92.95
1-1-0020-0071		HST added (sum of all credits)	325.63	
		Total	3199.54	325.63
1-2-0060-0217		Clearing MasterCard (deblts minus credits=MC month balance)		\$ 2,873.91

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 12

February 1st, 2018

Manager Engineering & Operations - ACCT# 5569 230509 099375

JE #140

Page 9 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-3113-3440	Jan 24/18	Tim Hortons (staff meeting)	69.63	5.07
1-4-1233-3032	Feb 1/18	Annual Fee	29.17	
1-1-0020-0071		HST added (sum of all credits)	5.07	
		Total	103.87	5.07
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 98.80

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2
February 1st, 2018
Manager Development - ACCT# 5569 230509 622747

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JE #141

Page 10 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1233-3032	Feb 1/18	Annual Fee	29.17	
1-1-0020-0071		HST added (sum of all credits)	0.00	
		Total	29.17	0.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 29.17

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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February 1st, 2018

Manager I.T. - ACCT# 5569 230509 818121

JE #142

Page 11 of 12 for MasterCard Accounts balance of \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1233-3032	Feb 1/18	Annual Fee	29.17	
1-1-0020-0071		HST added (sum of all credits)	0.00	
		Total	29.17	0.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 29.17

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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February 1st, 2018

Deputy Fire Chief - ACCT# 5569 230509 937632

J/E #143

Page 12 of 12 for MasterCard Accounts balance \$14,310.64

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2123-3675	Jan 4/18	NPI/RAM Mounts \$280.72 US (tablet holder, Ram Pod I)	355.73	
1-4-2113-3170	Jan 10/18	UPS (Duty & Brokerage)	102.25	
1-4-2113-3170	Jan 11/18	UPS Brok (charged by mistake)	102.25	
1-4-2123-3675	Jan 11/18	Princess Auto (3X creeper)	185.83	21.38
1-4-2113-3440	Jan 18/18	Chez Boboul (Meal-RTC Meeting)	115.00	11.50
1-4-2113-3440	Jan 31/18	Tim Hortons (water break call)	35.30	2.53
1-4-2113-3675	Jan 31/18	The Source (adaptors)	118.63	13.65
1-4-2113-3170	Feb 1/18	Refund UPS Brok	-102.25	
1-1-0020-0071		HST added (sum of all credits)	49.06	
		Total	961.80	49.06
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 912.74

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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March 1st, 2018

Director Protective Services - ACCT# 5569 230500 057075

JE #145

Page 1 of 10 for MasterCard Accounts balance \$10,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2213-3745	Feb 5/18	SurveyMonkey (monthly fee)	35.00	
1-4-2113-3175	Feb 8/18	Canadian Red Cross (Group 1 FR Training Registration)	360.00	
1-4-2153-3250	Feb 21/18	Canadian Tire Gas (Fuel Car1)	78.30	9.00
1-4-2123-3675	Feb 21/18	Teletemp Corp. \$172.98 US (medical supplies)	224.73	
1-4-2123-3675	Feb 22/18	Walmart (supplies for medical kits)	22.11	2.54
1-4-2113-3175	Feb 26/18	Canadian Red Cross (Group 2 FR Training Registration)	330.00	
1-4-2113-3160	Feb 26/18	Ont.Assoc.of Firechief (OAFIC Conference-B.Wilson)	621.50	71.50
1-4-2123-3175	Feb 27/18	FireHall Bookstore (NFPA 1033 Fire Investigation Handbooks)	637.40	32.20
1-1-0020-0071		HST added (sum of all credits)	115.24	
		Total	2424.28	115.24
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 2,309.04

Prepared by: _____

Date: _____

Approved by: _____

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MASTER CARD - JOURNAL ENTRIES - Period 2

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March 1st, 2018

Treasurer - ACCT# 5569 230500 285510

JE #146

Page 2 of 10 for MasterCard Accounts balance of \$15,263.75

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1313-3743	Feb 5/18	MFOA (Manage Risks 201 Registration)	360.47	41.47
1-4-1233-3435	Feb 13/18	Ordes des Comptables (cotisation F.Desnoyers)	1,096.26	46.50
1-4-1233-3440	Feb 21/18	Dunn's (finance meeting)	39.00	4.03
1-1-0020-0071		HST added (sum of all credits)	92.00	
		Total	1587.73	92.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,495.73

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 18

March 1st, 2018**Daycare - ACCT# 5569 230508 476756****JE #147**

Page 3 of 10 for MasterCard Accounts balance of \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-6113-3435	Mar 1/18	iTunes (iCloud storage)	1.46	0.17
1-1-0020-0071		HST added (sum of all credits)	0.17	
		Total	1.63	0.17
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1.46

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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March 1st, 2018

CAO - ACCT# 5569 230508 494445

J/E #148

Page 4 of 10 for MasterCard Accounts balance of \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1123-3440	Feb 5/18	Friendly Restaurant (Council Mtg Huls Clos)	295.54	28.99
1-4-1223-3450	Feb 8/18	Impark (Smart Cities mtg)	6.00	
1-4-1223-3440	Feb 8/18	Westin Ottawa (Smart Cities mtg)	106.45	10.21
1-4-1223-3440	Feb 9/18	Friendly Restaurant (Smart Cities mtg)	54.08	5.66
1-4-1223-3160	Feb 14/18	Royal York Hotel (OGRA Conference-Helen C.)	852.66	98.09
1-4-1123-3440	Feb 21/18	Parent Independent (Council Mtg)	53.53	2.82
1-4-1223-3005	Feb 28/18	Facebook (Smart Cities Challenge 5 days promotion)	90.00	
1-1-0020-0071		HST added (sum of all credits)	145.77	
		Total	1604.03	145.77
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,458.26

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

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March 1st, 2018

Manager Supply & Processes - ACCT# 5569 230508 564767

JE #149

Page 5 of 10 for MasterCard Accounts balance of \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1363-3660	Feb 1/18	Workers Health & Safety-training	1,745.85	200.85
1-4-3113-3500	Feb 6/18	Amazon-phone case	16.89	1.94
1-4-1105-3500	Feb 7/18	Printerplus-toner for CSC	307.86	35.42
1-4-3113-3500	Feb 9/18	Corporate Express-Staples - Credenza	304.52	35.03
1-4-3113-3500	Feb 28/18	Amazon-phone case	80.35	
1-1-0020-0071		HST added (sum of all credits)	273.24	
		Total	2728.71	273.24
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 2,455.47

Prepared by: _____

Date: _____

Approved by: _____

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MASTER CARD - JOURNAL ENTRIES - Period 2

page 21

March 1st, 2018

Director Community Services - ACCT# 5569 230508 980997

JE #150

Page 6 of 10 for MasterCard Accounts balance of \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-7253-3660	Feb 7/18	ORFA (Ice Maint & Equipment Training-Luc)	1,158.25	133.25
1-4-7253-3660	Feb 7/18	ORFA (Ice Maint & Equipment Training-Stephane)	1,158.25	133.25
1-4-7253-3660	Feb 7/18	ORFA (Ice Maint & Equipment Training-Jonathan)	1,158.25	133.25
1-4-7253-3540	Feb 26/18	Marine Outfitters (labels, marker buoy)	992.09	114.13
1-1-0020-0071		HST added (sum of all credits)	513.88	
		Total	4980.72	513.88
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 4,466.84

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 22

March 1st, 2018

Manager Engineering & Operations - ACCT# 5569 230509 099375

JE #151

Page 7 of 10 for MasterCard Accounts balance of \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-3113-3435	Feb 2/18	OACETT (membership dues)	244.24	28.10
1-4-3113-3440	Feb 5/18	Tim Hortons (water break)	44.05	5.07
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	10.00	
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	55.00	
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	55.00	
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	55.00	
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	60.00	
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	60.00	
1-4-3214-4200	Feb 14/18	MOE-HWIN Web (2018 registration renewal)	60.00	
1-4-3123-3564	Feb 22/18	Total Fence (winter damage-residential repair)	33.27	3.83
1-4-3113-3440	Feb 27/18	Tim Hortons (water break)	58.21	5.07
1-4-3113-3660	Feb 27/18	MyPlaceToLearn-AMCTO Webinar -Y.Rousselle \$245.00 US	321.66	
1-1-0020-0071		HST added (sum of all credits)	42.07	
		Total	1098.50	42.07
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,056.43

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2
March 1st, 2018
Manager Development - ACCT# 5569 230509 622747

JE #152

Page 8 of 10 for MasterCard Accounts balance of \$15,263.75

G.I. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-8113-3640	Feb 9/18	RiverRock Inn (Hall Rental)	169.50	19.50
1-1-0020-0071		HST added (sum of all credits)	19.50	
		Total	189.00	19.50
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 169.50

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 24

March 1st, 2018

Manager I.T. - ACCT# 5569 230509 818121

JE #153

Page 9 of 10 for MasterCard Accounts balance of \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-1323-3651	Feb 12/18	Veriato (Software maint. Renewal) \$468.00 US	604.77	
1-4-1323-3651	Feb 12/18	SmartDraw (Software maint. Renewal) \$69.95 US	90.39	
1-1-0020-0071		HST added (sum of all credits)	0.00	
		Total	695.16	0.00
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 695.16

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

MASTER CARD - JOURNAL ENTRIES - Period 2

page 25

March 1st, 2018

Deputy Fire Chief - ACCT# 5569 230509 937632

J/E #154

Page 10 of 10 for MasterCard Accounts balance \$15,263.75

G.L. CODE	Date	DESCRIPTION	DEBIT	CREDIT (HST)
1-4-2113-3175	Feb 5/18	Driver Certification Program Fee	60.00	
1-4-2123-3675	Feb 20/18	Amazon (2X hard cases for bump tests)	204.95	23.57
1-4-2123-3675	Feb 20/18	Amazon (1 hard case for bump tests)	102.48	11.78
1-4-2113-3440	Feb 21/18	Jumbo Pizza (meal)	44.22	5.11
1-4-2113-3160	Feb 22/18	Via Rail (M.Saumure-Ottawa to Union Station)	196.62	22.62
1-4-2113-3500	Feb 23/18	Amazon (clip boards for medical forms)	123.84	14.25
1-4-2113-3160	Feb 26/18	Ont.Assoc.of Firechief (Health & Safety Conference)	423.75	48.75
1-1-0020-0071		HST added (sum of all credits)	126.08	
		Total	1281.94	126.08
1-2-0060-0217		Clearing MasterCard (debits minus credits=MC month balance)		\$ 1,155.86

Prepared by: _____

Date: _____

Approved by: _____

Date: _____



REPORT N° Click here to enter text.

Date	21/03/2018
Submitted by	Administration
Subject	Smart Cities Challenge
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The purpose of this report is to provide (a) an update on the City's submission for the federal governments Smart Cities Challenge and (b) recommend that funding be approved for retaining required consultant services to provide expertise for the formal submission.

2) **DIRECTIVE/PREVIOUS POLICY :**

At the March 5, 2018 Council meeting, staff provided an overview of the feedback received as a result of the community survey that was initiated by the City. At that meeting, Council directed staff to prepare a health and wellness Challenge Statement for the City's submission under the Smart cities challenge

3) **DEPARTMENT'S RECOMMENDATION :**

Whereas the community feedback survey initiated by the municipality has confirmed that health and wellness is a significant issue for the residents of the city;

And Whereas Council has endorsed the preparation of a submission for the Smart Cities Challenge relating to health and wellness;

And Whereas it is necessary to secure consultant services to assist with the preparation of the city's submission;

Be It Resolved That funding in the amount of \$10,000 be allocated from the city's Contingency Reserve Fund to retain consultant expertise to assist in the development of health and wellness performance measures and identification of database and interactive technologies for the city's submission.

4) **BACKGROUND :**

As referenced in Section 2 of this report, Council received a report from the administration outlining the results of the public consultation survey that was initiated on February 14, 2018. The survey confirmed that transportation issues (relating to improvements to Highway

174/County Road 17) and health and wellness concerns were the two most pressing issues facing the community.

Since neither Highway 174 nor County Road 17 are under the jurisdictional control of the City, staff recommended that the city's submission under the Smart Cities Challenge address the issue of health and wellness. Staff report (2018-007) stated that a Challenge Statement would be brought back to the March 21, 2018 Council meeting. This report responds to that direction.

5) DISCUSSION :

Since the March 5, 2018 Council meeting, staff has had numerous internal meetings to develop a Challenge Statement. With respect to health and wellness issues, the public survey confirmed that physical fitness and active transportation were two areas of major concern/interest to the city's stakeholders.

Accordingly, staff recommends that a Challenge Statement be structured that identifies the objective of improving the physical fitness and overall health of our community by increasing active transportation within the city. This will involve the implementation of a master servicing study that will connect key destinations in the municipality. It is intended that pathways and cycling networks would be constructed in accordance with the master servicing plan that would strategically connect community centres, clinics, recreational facilities, the downtown business core etc. and possibly the Ottawa-Clarence Rockland corridor.

Consultant Appointments:

The Smart Cities Challenge program is intended to incorporate innovative and « outside the box » technologies. It is, therefore, critical that the municipality address the need to incorporate meaningful performance measures and implementation of data and connected technologies in the submission.

Staff has had numerous discussions with experts in the IT and health fields to quantify how the city can respond to the need to provide meaningful performance measures and incorporate the use of data and connected technology. Based on these discussions, it is clear that the city needs to retain external expertise to address these areas in our submission. Accordingly, staff recommends that funding in the amount of \$10,000 be allocated at this time to retain the required external expertise. Without securing this expertise, it is unlikely that our application will receive a sufficient evaluation rating in several areas of the submission.

6) CONSULTATION:

On February 14, 2018, the city requested community feedback on those issues that had a profound impact on the daily lives of its residents. The results of this survey were forwarded to members of Council prior to the March 5, 2018 Council meeting. Staff provided an overview of the community's feedback at the Council meeting

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

There is no ability to identify financial impacts until the extent of the emplacement of capital infrastructure is known. Associated operational impacts will be identified in a future staff report.

9) LEGAL IMPLICATIONS :

None can be identified at this time

10) RISK MANAGEMENT :

None identified at this time

11) STRATEGIC IMPLICATIONS :

The proposal to implement active transportation measures to improve health and wellness under the Smart Cities Challenge, is consistent with the priorities of the recently approved Strategic Plan

12) SUPPORTING DOCUMENTS:

Attachment A-draft Challenge Statement

Attachment A - draft Challenge Statement

Clarence-Rockland will increase active transportation *by 50%* through the strategic implementation of a master cycling and pathways network in order to connect our communities, recreation facilities, schools etc. thereby improving the health and wellness of our citizens **at or above the *provincial average*** while reducing negative environmental impacts

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW 2018-29****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 2018-29;
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 21ST DAY of MARCH, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

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	1-3-0145-0541	Mariage Licences	- 12,500	Community Services	Community Relation	1-3-0145-0541	Mariage Licences	- 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	Mariage Licences	4,800	Community Services	Community Relation	1-4-1105-3420	Mariage 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	-

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										
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 Conventior	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-Felicite	1-4-6173-3185	Daycare Program Supplies	7,000	Community Services	Daycare - Ste-Felicite	1-4-6173-3185	Daycare Program Supplies	3,000	- 4,000.00
Community Services	Daycare - Ste-Felicite	1-4-6173-3233	Field trips	5,000	Community Services	Daycare - Ste-Felicite	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-Felicite	1-3-6170-0750	Daycare Nursery Charge	- 319,253	Community Services	Daycare - Ste-Felicite	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



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 a 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 moins 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 2018-33****BEING A BY-LAW TO AMEND BY-LAW 2015-176, BEING A BY-LAW TO ACTUALIZE CERTAIN USER FEES AND CHARGES FOR THE CITY OF CLARENCE-ROCKLAND.**

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to amend By-Law 2015-176, being the user fees by-law, to address the Daycare Budget anticipated deficit;

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

1. **THAT** the user fees established as per Schedule 'C' of By-Law 2015-176 be repealed and replaced by the following schedule attached hereto, being:
 - a. Schedule 'C' – Daycare Fees
2. **THAT** this by-law shall come in force and effect as of July 1, 2018.

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

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK

Schedule 'C' to By-law no. 2015-176, as amended by 2018-33
 Annexe 'C' au règlement no. 2015-176, tel que modifié par 2018-33

Groupe d'âge/Age group	Taux journaliers proposés (effectif le 1er juillet 2018)/Proposed daily fees (effective July 1st, 2018)	Dépôt de sécurité requis/Security deposit required
<i>Bambin 18 à 30 mois Toddler 18 to 30 months</i>	52.5\$	525.00\$
<i>Préscolaire 30 mois à parascolaire Preschool 30 months to School age</i>	50.5\$	505.00\$
<i>(AM/PM) Parascolaire Journée d'école School age School day</i>	22.00\$	220.00\$
<i>(AM or/PM) Parascolaire Journée d'école School age School day</i>	16.50\$	165.00\$
<i>Parascolaire Pleine journée/Full days</i>	31.00\$	310.00\$
<i>Paiement en retard/ Late payment fee</i>	<ul style="list-style-type: none"> • Un intérêt de 1.25% par mois sera appliqué sur les comptes échus. • 10\$ pour l'état de compte qui est émis pour les comptes en souffrance. • 20\$ pour les appels. Ces appels sont généralement faits vers le 15 du mois suivant la date due de la facture. • 30\$ pour la lettre, avisant que le parent n'est plus éligible au service de garde, qui est préparé lorsque le paiement n'est toujours pas reçu. • 30\$ ouverture de nouveau compte. / • A monthly interest of 1.25% will be applied to all accounts in arrears. • 10\$ for the statement sent out because of late payment. • 20\$ for a call. Those calls are usually made around the 15 of each month following the due date of the invoice. • 30\$ for a letter, informing the parents that they are no longer eligible at the day care service, prepared when the payment has not been received. • 30\$ opening of new account. 	



REPORT N° LOI2018-03-02

Date	Le 14 mars 2018
Submitted by	Pierre Boucher
Subject	Frais de garderies / Daycare fees 2018
File N°	C09-RES

1) **NATURE/GOAL :**

Le but de ce rapport est de faire accepter les taux de garderies tel que stipulé dans le rapport 2018-02-05 Budget garderies 2017/2018.

2) **DIRECTIVE/PREVIOUS POLICY :**

Le Service a fait une présentation au plénier du 14 février 2018 au sujet des défis encourus au budget 2017 du Service des garderies. Le rapport recommandait au conseil municipal deux options de taux afin d'adresser le manque à gagner potentiel au budget 2018.

3) **DEPARTMENT'S RECOMMENDATION :**

Le Service recommande au conseil municipal d'adopter le règlement (By-Law 2018-xx) incluant les taux présentés à l'option 1 de l'annexe A du règlement.

4) **BACKGROUND :** N/A

5) **DISCUSSION :**

Suite aux discussions avec le conseil municipal, le conseil a mandaté le Service de préparer un règlement en incluant les taux de l'option 1 de l'annexe A du rapport 2018-02-05.

6) **CONSULTATION:**

Le Service a publié l'avis de révision des taux dans le journal Vision du premier mars 2018 ainsi que sur le site web et le compte Facebook de la Cité le 28 février 2018.

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

Le Service des garderies ainsi que le Service de la greffe n'avaient reçu aucun commentaire verbal ou par écrit des utilisateurs du service en date de l'écriture de ce rapport le mercredi 14 mars 2018.

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

Voir rapport 2018-02-05 – Budget des garderies 2017-2018

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

By-Law 2018-xx

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-30**

BEING A BY-LAW OF THE CITY OF CLARENCE-ROCKLAND TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CITY OF CLARENCE-ROCKLAND AT ITS REGULAR MEETING HELD ON MARCH 21ST, 2018.

WHEREAS Sub-section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Sub-section 5(3) of the said Municipal Act provides that the powers of every council are to be exercised by By-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the City of Clarence-Rockland at this meeting be confirmed and adopted by By-law;

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

1. **THE** action of the Council of the City of Clarence-Rockland in respect of each recommendation contained in any reports of committees and of local boards and commissions and each motion and resolution passed and other action taken by the Council of the City of Clarence-Rockland at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. **THE** Mayor and the appropriate officials of the City of Clarence-Rockland are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the City of Clarence-Rockland referred to in the proceeding section.
3. **THE** Mayor and the Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the City of Clarence-Rockland.

READ, PASSED AND ADOPTED IN OPEN COUNCIL THIS 21ST DAY OF MARCH, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk