



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

June 4, 2018, 8:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting
2. Adoption of the agenda
3. Disclosure of pecuniary interests
4. Delegations / Presentations
5. Petitions / Correspondence

- 5.1 Petition presented by Richard Gadoua in regard to improvements to
Brazeau Road

5

6. Notice of Motion

7. Comment/Question Period

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

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

At no time shall this question period be taken by members of the audience to make speeches or accusations.

8. Report from the United Counties of Prescott and Russell
9. Committee/Staff Reports

- 9.1 Dog By-Law Amendment

105

9.2	Purchase and installation of a level 2 charging station for City Hall	119
9.3	Tree-Cutting By-law	125
9.4	Information Technology 2018/19 Work plan	167
9.5	Amendment to the Sign By-law	181
9.6	Evaluation process for Heritage sign requests	185
9.7	Amendment to the Environmental Advisory Committee Terms of reference	189
9.8	Purchase and Installation of Generators (Clarence Creek Arena & Municipal Garage)	191
9.9	Replacement of a culvert on Baseline Road	199
9.10	Renewal of the agreement with Leduc Bus Lines for routes 530 and 535	207
9.11	Engineering Guidelines	235
9.12	Site Plan Control Area By-law and Site Plan process guide	381
9.13	Process guides for consent applications, Zoning and Official Plan Amendment applications and Minor Variance applications	463
9.14	Works in Progress/Completed Projects	495
9.15	Health and Safety Report for the Jean-Marc Lalonde Arena	521
9.16	Protective Services – Monthly Report (April 2018)	531
9.17	Information report in regards to the use of Consulting Firms	537
10.	Other items	
11.	Adjournment	



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

le 4 juin 2018, 20 h 00

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion
2. Adoption de l'ordre du jour
3. Déclarations d'intérêts pécuniaires
4. Délégations / Présentations
5. Pétitions / Correspondance
 - 5.1 Pétition présentée par Richard Gadoua au sujet des améliorations du chemin Brazeau 5
6. Avis de motion
7. Période de Questions/Commentaires

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

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

En aucun cas, cette période de questions/ commentaires ne peut être utilisée par les membres du public pour faire des discours ou porter des accusations.
8. Rapport des Comtés unis de Prescott et Russell
9. Rapports des Comités/Services
 - 9.1 Amendement au règlement sur les chiens 105

9.2	Achat et installation d'une borne de chargement de niveau 2 à l'hôtel de ville	119
9.3	Règlement sur la coupe des arbres	125
9.4	Plan de travail 2018/19 de la technologie de l'information	167
9.5	Amendement au règlement sur les enseignes	181
9.6	Processus d'évaluation pour les demandes d'enseignes patrimoniales	185
9.7	Amendement aux termes de référence du comité consultatif en environnement	189
9.8	Achat et installation de génératrices (Arena Clarence Creek & garage municipal)	191
9.9	Remplacement de ponceau sur le chemin Baseline	199
9.10	Renouvellement d'entente avec Leduc Bus Lines pour les routes 530 et 535	207
9.11	Lignes directrices d'ingénierie	235
9.12	Guide de processus pour les plans d'implantation et règlement sur les plans d'implantation	381
9.13	Guides de processus pour les dérogations mineures et amendements au plan officiel et au règlement de zonage	463
9.14	Liste des projets en cours/projets complétés	495
9.15	Rapport de santé et sécurité pour l'Aréna Jean-Marc Lalonde	521
9.16	Services de la protection – Rapport mensuel (avril 2018)	531
9.17	Rapport informatif relativement à l'utilisation des firmes de consultants	537
10.	Autres items	
11.	Ajournement	

Rockland, le DATE 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du Conseil de la Cité de Clarence-Rockland,

Au nom des 51 résidents du chemin Brazeau, l'une des plus anciennes routes de la Cité de Clarence-Rockland, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

Ce chemin de gravier est emprunté plusieurs fois par jour par les résidents ainsi que par nombreuses personnes qui visitent les résidences situées sur ce chemin. Les contribuables du chemin Brazeau déplorent l'état de la route qui a un impact sur la sécurité de leurs déplacements, sur l'entretien de leurs voitures, sur l'état de leur propriété et sur leur qualité de vie.

Bien que les contribuables du chemin Brazeau paient leurs taxes foncières, contribuent à l'économie locale et au bien-être de la communauté, les nombreuses demandes pour améliorer cette route de 3 km, sont restées sans solution.

Vous trouverez en pièce jointe une pétition et des lettres d'appui des résidents du chemin Brazeau qui demandent au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Clarence-Rockland, April __, 2018

Council Members of the City of Clarence-Rockland
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear members of the Clarence-Rockland City Council

On behalf of the 51 residents of Brazeau Road, one of the oldest roads in the City of Clarence-Rockland, I would like to inform you of a request for improvements to Brazeau Road.

This gravel road is used several times a day by residents as well as many people who visit residences on this road. Taxpayers on Brazeau Road deplore the condition of the road, which has an impact on the safety of their travels, the maintenance of their cars, the state of their property and their quality of life.

Although taxpayers on Brazeau Road pay their property taxes, contribute to the local economy and the well-being of the community, the many requests to improve this 3 km road have remained unresolved.

Attached you will find a petition and letters of support from the residents of Brazeau Road asking Council for:

- An examination of the condition of Brazeau Road;
- Proposals for solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and we remain at your disposal if you need more information or if you have questions



Carmen Montag <carm.kally@gmail.com>

ditch full of rocks

1 message

Carmen Montag <carm.kally@gmail.com>
To: gdesjardins@clarence-rockland.com

Sun, Apr 8, 2018 at 10:53 AM

Mr. Mayer

I am divesting at the amount of rocks that are covering the ditch, my lawn.

I am 81 and not able to rack these stone, this has gone too much this year has been the worse in stones pushed in the ditch as well on the lawn I am asking since you live in the neighbourhood to come and have a look.

I believe the responsibility is to the snow plowing and the city.

Sincerely

Carmen Montag
613-488-3324



Carmen Montag <carm.kally@gmail.com>

re stones on lawns

1 message

Carmen Montag <carm.kally@gmail.com>
To: Krysta Simard <ksimard@clarence-rockland.com>

Sun, Apr 8, 2018 at 10:29 AM

Hi Krysta

I am an 81 year old person owning my home since 1993.1058 Brazeau Rd. Clarence Creek
This has been the worse year for having stone in the ditch as well on the lawns.
I am asking that and **you the Mayer** come and see the damage that the snow plowing has done this
year I can not afford to hire a person to clean up after the grater and snow plowing. The last time that I
email you was in 2016.

I would like the city to take full responsibility to have the stones removed from my law as well as my
neighbours.

Please come and view the damage and aggravation that this is causing

Sincerely

Carmen Montag

613-488-3324

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1669 depuis
3 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitant à cette adresse et nous possédons 3
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

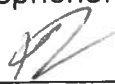
Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: FredERIC MAISONNEUVE

Adresse du domicile: 1669 CH BRAZEAU

Numéro de téléphone: 613 408 3164

Signature: 

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1596 BRAZEAU depuis
13 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: ANDRÉ TRÉPANIÉ

Adresse du domicile : 1596 BRAZEAU RD

Numéro de téléphone: 613-488-2816

Signature : A Trépanier

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1278 depuis
27 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

3 adultes et 0 enfants habitant à cette adresse et nous possédons 4
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: MAURICE & LYNN HUPE

Adresse du domicile : 1278 BRAZEAU

Numéro de téléphone: 613-488-3747

Signature: Maurice Hupe

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, the APRIL 11 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1249 ch BRAZEAU since
46 years.

I would like to inform you of a request for improvements to Brazeau Road.

2 adults and _____ children living at this address and we own 2 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: ANDRE CHAMBERLAND et ANSELLA GUITARD

Home Address: 1249 ch. BRAZEAU

Telephone number: 613-488-2543

Signature:  

Rockland, le _____ 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
_____ ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

_____ adultes et _____ enfants habitant à cette adresse et nous possédons _____
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, the 11 AVRIL 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1530 Brazeau Rd since
6 years.

I would like to inform you of a request for improvements to Brazeau Road.

3 adults and _____ children living at this address and we own 3 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: Anita Ricard

Home Address: 1530 Brazeau Rd

Telephone number: 613-487-2331

Signature: Anita Ricard

Rockland, le _____ 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
_____ ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

_____ adultes et _____ enfants habitant à cette adresse et nous possédons _____
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1994 depuis
24 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

3 adultes et enfants habitant à cette adresse et nous possédons 5
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Monique Labossière

Bien à vous,

Nom: Sylvie Raymond / Paul Page

Adresse du domicile : 1536 Brazeau Clarence Creek

Numéro de téléphone: 613 510-1039

Signature : *Sylvie Raymond / M. Page*

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1683 Brazeau depuis
17 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

1 adultes et — enfants habitant à cette adresse et nous possédons 1
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'information ou si vous avez des questions.

Bien à vous,

Nom: Ayn Dallaire (AYN DALLAIRE)

Adresse du domicile : 1683 Brazeau

Numéro de téléphone: 613-458-2121

Signature : Ayn Dallaire

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
1974 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et _____ enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Celine Hauck

Adresse du domicile : 1554 Chemin Brazeau

Numéro de téléphone: 613-488-3737

Signature : Celine Hauck

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, the APRIL 11 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1527 BRAZEAU since
25 years.

I would like to inform you of a request for improvements to Brazeau Road.

4 adults and 1 children living at this address and we own 4 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: Dan PARADIS

Home Address: 1527 BRAZEAU

Telephone number: 613 293 4393

Signature: [Signature]

Rockland, le _____ 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
_____ ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

_____ adultes et _____ enfants habitant à cette adresse et nous possédons _____
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
6 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 2 enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Michael Paradis

Adresse du domicile : 1527 Brazeau

Numéro de téléphone: 613 852-8449

Signature : Michael Paradis

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
64 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

1 adultes et _____ enfants habitant à cette adresse et nous possédons 1
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom:

Denis Bussanquette

Adresse du domicile : 1515 Brazeau

Numéro de téléphone: 613-447-2746

Signature :

Denis Bussanquette

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 12 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
1952 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

3 adultes et 1 enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Mme Claudine Cléopâtre Bissonnette

Adresse du domicile : 1301 Brazeau Clarence Prescott

Numéro de téléphone: 488-2746

Signature : _____

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 6 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
47 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et _____ enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Diane Larivière

Adresse du domicile : 1486 CH Brazeau

Numéro de téléphone: 613-488-2935

Signature : Diane Larivière

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
40 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et _____ enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: DENIS LAVICTOIRE

Adresse du domicile : 1486 CH BRAZEAU

Numéro de téléphone: 613-488-2935

Signature : Denis Lavictore

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
59 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

3 adultes et _____ enfants habitant à cette adresse et nous possédons 5
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Sylvie & Gilles Hupé

Adresse du domicile : 1465 BRAZEAU

Numéro de téléphone: 613-488-2784

Signature : Sylvie Hupé

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 avril 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1382 depuis
5 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 1 enfants habitant à cette adresse et nous possédons 2 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'information ou si vous avez des questions.

Bien à vous,

Nom: Marie-Eve Ruel

Adresse du domicile : 1382 Brazeau Rd

Numéro de téléphone: 613-558-6141

Signature : Marie-E Ruel

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 avril 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1381 depuis
230 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

1 adulte et 0 enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: MAURICE A. SIMONEAU

Adresse du domicile: 1381, chemin BRAZEAU

Numéro de téléphone: 613-488-2729

Signature: Maurice A. Simoneau

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 12 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1357 Brazeau depuis
14 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et _____ enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Chantal Lachance

Adresse du domicile : 1357 Brazeau

Numéro de téléphone: 613-488-3434

Signature : Chantal Lachance

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 10 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1340 depuis
3.2 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Denis + Lise Rousseau

Adresse du domicile : 1340 Brazeau

Numéro de téléphone: 488-2871

Signature : 

Denis Rousseau

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 Avril 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1124 Brazeau depuis 1 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitent à cette adresse et nous possédons 1 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1124 Brazeau
Numéro de téléphone : 43-857-6539

Rockland, le 7/AVRIL 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1072 BRAZEAU depuis 26 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

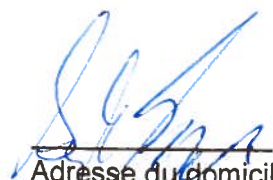
3 adultes et ____ enfants habitent à cette adresse et nous possédons 3 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,


Adresse du domicile : 1072 BRAZEAU
Numéro de téléphone : 488-2389

Rockland, the MARCH 31 2018

Council members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located at 1102 Brazeau Rd since 1996 (22) years.

I would like to inform you of a request for improvements to Brazeau Road.

4 adults and — children living at this address and we own 4 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name:

JAMES SALTENDIECK

Home Address:

1102 BRAZEAU RD

Telephone number:

613-488-3942

Rockland, the April 2 2018

Council members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1093 BRAZEAU since
6 years.

I would like to inform you of a request for improvements to Brazeau Road.

2 adults and 0 children living at this address and we own 2 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Denise Legault

Name: DENISE LEGAULT

Home Address: 1093 Brazeau Clarence Creek

Telephone number: 613-488-2766

Rockland, the APRIL 2 2018

Council members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1058 BRAZEAU since
25 years.

I would like to inform you of a request for improvements to Brazeau Road.

1 adults and 0 children living at this address and we own 1 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name:

Larmer Montag

Home Address:

1058 BRAZEAU Rd

Telephone number:

613-488-3324

Rockland, the April 3 2018

Council members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1150 BRAZEAU since
19 years.

I would like to inform you of a request for improvements to Brazeau Road.

2 adults and 0 children living at this address and we own 1 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: R. Dufour

Home Address: 1150 BRAZEAU

Telephone number: 613-488-3126

Rockland, le 3 Août 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1148 BRAZEAU depuis 19 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitent à cette adresse et nous possédons 4 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1148 BRAZEAU
Numéro de téléphone : 613-481-0320

Rockland, le 5 avril 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1055 Brazeau depuis 1 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitent à cette adresse et nous possédons 24 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1055 Brazeau RD
Numéro de téléphone : 613-808-5313

Rockland, le 2/4 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1142 BRAZEAU depuis 16 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.


2 adultes et 0 enfants habitent à cette adresse et nous possédons 2 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,


Adresse du domicile : 1142 BRAZEAU
Numéro de téléphone : 613-825-3151

Rockland, le 2 avril 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1134 Brazeau depuis 39 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitent à cette adresse et nous possédons 3 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,

Denis Brazeau
Adresse du domicile : 1134 Brazeau rd
Numéro de téléphone : 613-488-2357

Rockland, le 2 avril 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1586 Brazeau depuis 10 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 2 enfants habitent à cette adresse et nous possédons 2 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1586 Brazeau
Numéro de téléphone : 613-371-8584

Rockland, the Apr 02 2018

Council members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1056 Brazeau Rd since
25 years.

I would like to inform you of a request for improvements to Brazeau Road.

2 adults and — children living at this address and we own 1 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: J. Bertrand

Home Address: 1056 BRAZEau Rd.

Telephone number: 613-488-2519

Rockland, le 2 avril 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1044 Brazeau depuis 10 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 2 enfants habitent à cette adresse et nous possédons 2 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,

d. Mittus
Adresse du domicile : 1044 Brazeau, Clarence Creek
Numéro de téléphone : 613 227 0945

Rockland, le 2/4 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1065 BRAZEAU depuis 40 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitent à cette adresse et nous possédons 2 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,

Dani Chantrel

Adresse du domicile : 1065 BRAZEAU
Numéro de téléphone : 613-488-2016

Rockland, le 30/3 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

LOCATAIRE
En tant que ~~propriétaire~~ d'une résidence sise 1103 BRAZEAU depuis 40 ans,
j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitent à cette adresse et nous possédons 3 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1103 BRAZEAU
Numéro de téléphone : 613-488-2261

Rockland, le 28/MAI 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1091 BRAZEAU depuis 15 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

6 adultes et enfants habitent à cette adresse et nous possédons 4 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1091 BRAZEAU
Numéro de téléphone : 613-880-1670

Rockland, le 29-3 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise _____ depuis 26 ans,
j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.


2 adultes et 1 enfants habitent à cette adresse et nous possédons 5 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,


Adresse du domicile : 1145 Brazeau St
Numéro de téléphone : 613 488-3895

Rockland, le 28-3 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise _____ depuis 18 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et — enfants habitent à cette adresse et nous possédons 2 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1114 BRAZEAU
Numéro de téléphone : 613-488-2173

Rockland, le 31/3 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise 1205 BRAZEAU depuis 18 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et — enfants habitent à cette adresse et nous possédons 4 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1205 BRAZEAU
Numéro de téléphone : 613-978-6655

Rockland, le 31.03 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise _____ depuis 35 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

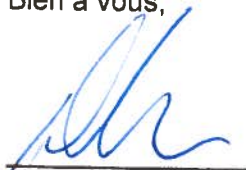
2 adultes et 2 enfants habitent à cette adresse et nous possédons 3 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



DENIS LEWIS-SEIZE / LOUISXVI SKIPS

Adresse du domicile : 1095 BRAZEAU

Numéro de téléphone : 613 295-7440

Rockland, le 31/3 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise _____ depuis 43 ans, j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et — enfants habitent à cette adresse et nous possédons 4 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,

Pierrette Brennan
Wilbert Brennan

Adresse du domicile : 1131 BRAZEAU
Numéro de téléphone : 613-458-2998

Rockland, le 29/3 2018

Membres du conseil de la Cité de Clarence-Rockland
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet : Améliorations du chemin Brazeau

Chers membres du conseil de la Cité de Clarence-Rockland,

En tant que propriétaire d'une résidence sise au depuis 33 ans,
j'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

4 adultes et 2 enfants habitent à cette adresse et nous possédons 4 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de vie.

Je demande au conseil:

- un examen de l'état du chemin Brazeau;
- des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat ;
- un échéancier pour l'approbation de ce projet; et
- un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'informations ou si vous avez des questions.

Bien à vous,



Adresse du domicile : 1133 BRAZEAU
Numéro de téléphone : 613 (488-2137)

Rockland, the 7 AVRIL 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located 1232 Brazeau since
10 years.

I would like to inform you of a request for improvements to Brazeau Road.

1 adults and 0 children living at this address and we own 2 vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.


I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: Christopher Braid

Home Address: 1232 Brazeau Rd.

Telephone number: 613-913-9966

Signature: 

Rockland, le _____ 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise _____ depuis
_____ ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

_____ adultes et _____ enfants habitant à cette adresse et nous possédons _____
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, le 14 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1351 depuis
25 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitant à cette adresse et nous possédons 4
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Stéphane Chamberland

Adresse du domicile : 1351 Brazeau

Numéro de téléphone: 613-488-3836

Signature : Stéphane Chamberland

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 13 avril 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1320 depuis
15 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

2 adultes et 0 enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: REGENT ROCHON / AGATHE DION-ROCHON

Adresse du domicile: 1320 BRAZEAU

Numéro de téléphone: 613 488 2142

Signature: Regent Rochon

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 14 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1369 depuis
41 ans,

J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

1 adultes et enfants habitant à cette adresse et nous possédons 1
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'information ou si vous avez des questions.

Bien à vous,

Nom: Jean-Pierre Brazeau

Adresse du domicile : 1369 BRAZEAU Rd

Numéro de téléphone: 617 488 2565

Signature : J.-P. Brazeau

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 17 AVRIL 2018

Membres du Conseil
Bureau municipal
1560, rue Laurier
Rockland, Ontario K4K 1P7

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1323 depuis
34 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

1 adultes et _____ enfants habitant à cette adresse et nous possédons 2
véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et
déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements,
sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre qualité de
vie.

Je demande au conseil:

- Un examen de l'état du chemin Brazeau;
- Des propositions de solutions pour améliorer la route et la recouvrir d'un revêtement résistant aux rigueurs du climat;
- Un échéancier pour l'approbation de ce projet; et
- Un calendrier de l'étendue de travaux.

Je vous remercie de l'attention que vous portez à cette demande, et je reste à
votre entière disposition si vous nécessitez plus d'information ou si vous avez
des questions.

Bien à vous,

Nom: Nicole Brazeau NICOLE BRAZEAU.

Adresse du domicile : 1323 Brazeau

Numéro de téléphone: 613-488-2752

Signature : Nicole Brazeau

Rockland, the _____ 2018

Council Members
Municipal Office
1560 Laurier Street
Rockland, Ontario K4K 1P7

Subject: Improvements to Brazeau Road

Dear Members of the Council,

As the owner of a residence located _____ since
_____ years.

I would like to inform you of a request for improvements to Brazeau Road.

_____ adults and _____ children living at this address and we own _____ vehicles. We take this gravel road several times a day and deplore the state of the road which has an impact on the safety of our travels, the maintenance of our cars, the condition of our property and our quality of life.

I ask the council:

- An examination of the condition of Brazeau Road;
- Proposed solutions to improve the road and cover it with a coating resistant to the rigors of the climate;
- A schedule for the approval of this project; and
- A schedule of the scope of work.

I thank you for your attention to this request, and I remain at your disposal if you need more information or if you have questions.

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____



REPORT N° ADMIN 2018-013

Date	May 7 th , 2018
Submitted by	Helen Collier, Chief Administrative Officer
Subject	Dog By-Law Amendment
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To amend the current dog by-law # 2015-180.

2) **DIRECTIVE/PREVIOUS POLICY :**

Under the City of Clarence-Rocklands current dog by-law it only permits 3 dogs per residential household and requires that all dogs including service dogs pay a license fee.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole recommends that Council consider the adoption of an amendment to the current dog by-law at its next regular meeting in order to allow 3 dogs per household plus any 'service dog' that may be clinically assigned to a person living in that household and to allow 5 service dog in training, and further allowing rescue centres to have up to 20 dogs in its care as the dogs transition to new homes.

QUE le Comité plénier recommande que le conseil considère l'adoption de l'amendement au règlement sur les chiens à la prochaine réunion régulière afin de permettre 3 chiens par résidence en plus des chiens de service assignés à une personne demeurant dans cette résidence et permettre 5 chiens de service en formation. En plus, permettre aux centres d'opérations de sauvetage jusqu'à 20 chiens à leur charge lors de la transition vers un nouveau foyer.

4) **BACKGROUND :**

A summons was issued to a ratepayer for having more than the allowed limit under the dog by-law. The person had 5 dogs; three of these dogs were prescribed service dogs for Post-Traumatic Stress Disorder (PTSD). The current City by-law 2015-180 simply states that: "No person shall keep or allow to be kept in a residential zone of the Corporation more than three (3) dogs."

To avoid this situation in the future the by-law amendment will now accommodate service dogs in the home.

Rescue centres run by volunteers are being used more across the country to avoid having to take the captured animals in to the pound followed by euthanizing after 72 hours if the animal is not claimed or a home is not found. Currently the municipality has a volunteer who performs this function without compensation. This person has saved the City many \$ in euthanizing costs. One experience can cost \$300 to \$500 per animal dependent on size.

Allowing for a designated rescue centre will allow this person to operate within the law of the by-law. The centre would need to be designated by by-law.

5) **DISCUSSION :**

The situation regarding the service dogs needs to be closely addressed because the Canadian Charter of Rights and freedoms addresses the rights of a disabled person i.e. someone with PTSD and the rights to have a service animal.

The situation of a certified rescue centre will enhance the service delivery to our ratepayers by allowing a longer time for owners to reunite with their missing animal.

The City of Toronto has had progressive wording that captures these two situations it is proposed that the same wording be included in the City of Clarence-Rockland by-law.

The City's current by-law Section 10 states: No person shall keep or allow to be kept in a residential zone of the Corporation more than three (3) dogs.

It is proposed to replace with the following:

No person shall keep more than three (3) dogs in a residential zone of the Corporation. This section shall include Service Dogs required by a person or persons with a disability when determining the number of dogs and allow 5 Service Dogs in training.

- j. **Medical service dog** means a dog that is required, as attested by a note from a medical doctor, by a person with a disability for assistance and is certified, in writing, as having been trained by a professional service animal trainer to assist a person with a disability;
- k. **Medical service dog in training** means a dog that is being trained by or in consultation with a professional service animal trainer to assist a person with a disability;

- l. **Running at large** means a dog not on its owner's property, that is off leash and not under the control of a professional dog trainer or a handler of a certified medical service dog;
- m. **Certified medical service dog** means a dog that has been certified by a reputable medical service dog trainer.

6) **CONSULTATION:**

N/A

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

N/A

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

N/A

9) **LEGAL IMPLICATIONS :**

Click here to enter text.

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Attachment 1 – Pet by-laws in other Ontario Jurisdictions

Attachment 2 – By-Law 2015-180 A by-law to provide for the licensing of dogs and the regulating of the keeping of dogs

Attachment 3 – By-law 2018-XX Licensing of dogs

ATTACHMENT 1 – PET BY-LAWS IN OTHER ONTARIO JURISDICTIONS

CITY (Pop'n & by-law #)	No limit	No licence fee	Not running at large	Definition of service dog
PETAWAWA (Pop'n: 17,187 BL: 174/2001)	No limit on number of dogs or cats	Guide dogs and working dogs are exempt from the payment of licence fees		
PEMBROKE (Pop'n: 16,200 BL: 2005/58)	No limit on number of dogs	No licence fee for service dogs	At large means any animal that is off its owner's property and not under the control of a competent person	A dog trained at a recognized school for service as a guide dog
CORNWALL (Pop'n: 46,589 BL: 112/1998)	No limit on the number of dogs		A dog shall not be considered to be running at large if it is a guide dog or a police working dog.	
GATINEAU (Pop'n: 276,245 BL: 183/2005)		No licence fee for guide dogs		Guide dog means any dog trained or in training to serve as a guide dog to a person suffering from a hearing, visual or physical disability
HAWKESBURY (Pop'n: 10,263 BL: 82/2006)				A pet is a tame animal kept in a household for companionship or amusement
GREATER SUDBURY (Pop'n: 161,531 BL: 2017/22)	No limit on the number of altered dogs	No licence fee for a service animal		"Service Animal" means a guide dog or a service animal as those terms are used in Ontario Regulation 429/07 under the Accessibility for Ontarians with Disabilities Act,

				2005, S.O. 2005, c. 11, as amended or replaced from time to time
TIMMINS (Pop'n: 41,788 BL: 2004/6014)		No licence fee for guide dogs		
TORONTO (Pop'n: 2,731,571 BL: <i>Toronto Municipal Code</i> , Chapter 349, animals, July 1, 2017)	Service animals required by a person or persons with a disability excluded when determining the number of dogs that may be kept in a dwelling unit (same for dogs and cats kept by members of a rescue group for or on behalf of that rescue group)	No licence fee for service animals		<p>Service animal: an animal described in subsection 80.45(4) of O. Reg. 191/11 under the <i>Accessibility for Ontarians with Disabilities Act</i>.</p> <p><i>For the purposes of this Part, an animal is a service animal for a person with a disability if,</i></p> <p>(a) <i>the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or</i></p> <p>(b) <i>the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability: [LIST PROVIDED]</i></p>

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW 2015-180

A BY-LAW TO PROVIDE FOR THE LICENSING OF DOGS AND THE REGULATING OF THE KEEPING OF DOGS

WHEREAS Sections 8, 9, and 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25 and amendments thereto provides that every municipal Corporation may pass by-laws for the purpose of governing its affairs as it considers appropriate;

WHEREAS the Corporation of the City of Clarence-Rockland deems it appropriate to actualize the by-law for the licensing of dogs and the regulating of the keeping of dogs.

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

1. DEFINITIONS:

- a) **Corporation** means the Corporation of the City of Clarence-Rockland;
- b) **Dog** means a male or female dog member of the species *Canis familiaris*.
- c) **Kennel** means any building or structure which is used to maintain, board, breed, or train pure-bred dogs registered in the Canadian Kennel Club Incorporated or any other lawfully established kennel club.
- d) **Municipal Law Enforcement Officer** means a Peace Officers for the purpose of enforcing municipal by-laws.
- e) **Muzzled** means to have securely affixed around the snout or the mouth and the nose of a dog a device commonly known as a muzzle manufactured by a recognized manufacturer of muzzles for dogs such that the dog when muzzled will be prevented from biting a person or animal;
- f) **Owner of a dog** includes any person who owns, possesses, harbours or has the care and control of a dog and the words "owns" and "owned" have a corresponding meaning, where the owner is a

minor, the person responsible for the custody of the minor;

- g) Person** means an individual, a partnership, or a corporation, to whom or to which the context can apply;
 - h) Residential Zone** means those areas designated as residential in the zoning by-laws of the Corporation of the City of Clarence-Rockland of the City of Clarence-Rockland;
 - i) Vicious dog** means any dog which has bitten another domestic animal or person without provocation.
- 2.** Every owner of a dog shall annually, not later than March 31 of each year or within seven (7) days of becoming an owner of a dog, cause the dog to be licensed with the Corporation. If the last day of registration falls on a Saturday, Sunday, or a Holiday, the next working day shall be the last day of registration.
 - 3.** All licences and tags issued pursuant to this by-law shall be serially numbered and a record of their issue shall be kept by the municipal law enforcement officer. Such record shall set out the name and address of the owner.
 - 4.** At the time of registration, the owner\applicant shall be required to pay to the Corporation the required licence fee as established in current fee by-law.
 - 5.** On payment of the licence fee for a dog, the owner shall be furnished with a dog tag from the Corporation which shall bear the serial number relating to the application, the name and address of the owner and the year in which the tag is valid.
 - 6.** The owner of a dog shall:

 - a)** keep the dog tag securely affixed on the dog for which it was issued at all times until renewed or replaced but the tag may be removed while the dog is being lawfully used for hunting in the bush; and
 - b)** not use the tag upon a dog other than the one for which it was issued.
 - 7.** The set fee for the replacement of lost dog tags shall be that set out as established in current fee by-law.

- 8.** Every person operating a kennel shall annually and not later than March 31 in each year obtain a licence from the Corporation to operate a kennel and shall pay the licence fee as established in current fee by-law.
- 9.** Every licence for a dog issued hereunder is personal to the owner thereof and may not be transferred.
- 10.** No person shall keep or allow to be kept in a residential zone of the Corporation more than three (3) dogs.
- 11.**
 - a)** No person shall permit a dog owned by him or under his care and control to run at large within the limits of the Corporation.
 - b)** For the purposes of this section, a dog shall be deemed to be running at large when found elsewhere than on the property of the owner and not under the control of a competent and responsible person and is not on a leash securely attached to the owner and having a length of less than 2.4 metres (8 feet).
- 12.**
 - a)** Any dog found to be running at large may be seized and impounded by the municipal law enforcement officer or any person acting under his or her authority;
 - b)** The municipal law enforcement officer or any person acting under his or her authority may kill any dog found running at large if:
 - i)** he\she reasonably believes that the dog is likely to cause imminent harm to any person or animal; or
 - ii)** the dog is injured or should be destroyed without delay for humane reasons;and no damage or compensation shall be recovered on the account of such disposition.
- 13.** Any dog seized pursuant to section 12 a) of this by-law, shall be taken to the municipal pound. Whether the dog is claimed or not, the owner shall be liable for the pound and maintenance fee prescribed, and shall pay all fees on demand by the Municipal Law Enforcement Officer.
 - (i)** Where, at the end of the said three (3) days, possession of the dog

has not been restored to the owner, the Municipal Law Enforcement Officer may destroy the dog in a humane manner.

- (ii)** the Municipal Law Enforcement Officer may sell the dog for such price as established in current fee by-law, and no damages or compensation shall be recovered on account of its killing or other disposition.
- 14.** A release form can be obtained by the owner upon payment of the fee established in current fee by-law. However if the dog does not have a valid and subsisting licence, the owner shall be required to pay in addition to the release fee, the licence fee as established in current fee by-law.
- 15.** The owner of a vicious dog shall at all time, when it is not in the owner's dwelling but otherwise within the boundaries of the owner's lands, be secured in the following manners:
 - a)** the dog shall be muzzled so as to prevent it from biting a person or animal.
- 16.** The owner of a vicious dog shall at all times when the dog is outside the boundaries of the owner's lands keep the dog muzzled so as to prevent it from biting a person or animal and securely leashed to the owner of the dog.
- 17.**
 - a)** Every owner of a dog shall remove forthwith and dispose of any excrement left by the dog on any property located in the corporation.
 - b)** The provision of Subsection 17 a) of this by-law does not apply to a blind person accompanied by a dog used as a guide or lead dog.
- 18.** No person shall obstruct, interfere or hinder the Municipal Law Enforcement Officer or any person acting under his\her authority in the lawful performance of his\her duties.
- 19.** Every person who contravenes any provisions of this by-law is guilty of an offence and is subject to the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, and amendments thereto.
- 20.** Where any provision of this by-law is contravened and a conviction entered, the court in which the conviction has been entered and any court

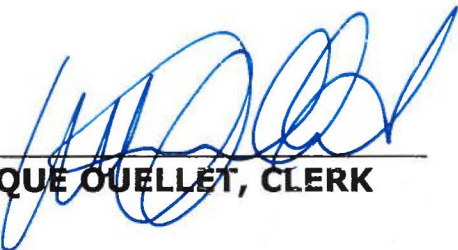
of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

- 21.** It is declared that if any section, subsection or part(s) thereof be declared by any court of law to be bad, illegal or ultra vires, such section, subsection or part(s) shall be deemed to be separate and independent and enacted as such.
- 22.** By-law 1998-04, 2002-21, 2011-211 and amendments are hereby repealed.
- 23.** This by-law shall come into effect upon its adoption.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 21ST DAY OF DECEMBER 2015.



GUY DESJARDINS, MAYOR



MONIQUE OUELLET, CLERK

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

**BEING A BY-LAW TO AMEND BY LAW NO. 2015-180,
BEING A BY-LAW FOR THE LICENSING OF DOGS AND
TO REGULATE THE KEEPING OF DOGS**

WHEREAS Council adopted by-law 2015-180 on the 21ST day of December 2015; and

WHEREAS it is deemed expedient to amend the said By-law no. 2015-180, in order to allow for the keeping of service dogs;

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

1. **THAT** By-law No. 2015-180 be amended by replacing adding the following definitions, in alphabetical order and renumbering the section accordingly;
 - a. **Certified medical service dog** means a dog that has been certified by a reputable medical service dog trainer.
 - b. **Medical service dog** means a dog that is required, as attested by a note from a medical doctor, by a person with a disability for assistance and is certified, in writing, as having been trained by a professional service animal trainer to assist a person with a disability;
 - c. **Medical service dog in training** means a dog that is being trained by or in consultation with a professional service animal trainer to assist a person with a disability;
 - d. **Running at large** means a dog not on its owner's property, that is off leash and not under the control of a professional dog trainer or a handler of a certified medical service dog;
2. **THAT** Section 4.1 be added immediately after Section 4, and shall read as follows:
 - a. **Section 4.1** – Notwithstanding section 4, medical service dogs shall be exempt of licensing fees.

3. **THAT** Section 10.1 be added immediately after Section 10, and shall read as follows:

- a. **Section 10.1** – Notwithstanding section 10, the number of medical service dogs shall not be calculated within the set limit; and the number of medical service dogs in training shall be set at a maximum of 5.

4. **THAT** all other sections of By-Law 2015-180 remain in full force;

5. **THAT** this by-law shall come in full force and effect on the date of its adoption.

READ, DONE AND PASSED IN OPEN COUNCIL THIS ____th DAY OF _____ 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



Date	07/05/2018
Submitted by	Marie-Eve Bélanger and Claire Lemay
Subject	PURCHASE AND INSTALLATION OF A LEVEL 2 CHARGING STATION FOR CITY HALL
File N°	C00 – Comité Environnement

REPORT N°

INF-2018-008

1) **NATURE/GOAL :**

The purpose of this report is to approve the purchase and installation of a level 2 charging station for electric vehicles at 1560 Laurier St (Rockland City Hall).

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT the Committee of the Whole recommends that Council approves the purchase and installation of a level 2 charging station at City Hall in Rockland.

BE IT FURTHER RESOLVED THAT the Committee of the Whole hereby recommends that Council authorize the transfer of \$2,700 from the Building Reserve Fund to the operating budget for the purchase and installation of an electric vehicle charging station.

QU'IL SOIT RÉSOLU QUE le Comité plénier recommande au Conseil d'approuver l'achat et l'installation d'une borne de chargement de niveau 2 à l'hôtel de ville à Rockland.

QU'IL SOIT ÉGALEMENT RÉSOLU QUE le comité plénier recommande au conseil d'autoriser le transfert de 2 700\$ du fonds de réserve des bâtiments au budget d'opération 2018 afin de défrayer les coûts de l'achat et de l'installation d'une borne de chargement pour véhicule électrique.

4) **BACKGROUND :**

The Clarence-Rockland Environmental Advisory Committee brought forward the idea of having charging stations for electric vehicles as a method of promotion for residents to purchase electric vehicles. The charging station is also a great opportunity to stimulate the local

economy, as travellers that stop at local charging stations will visit local shops and restaurant while waiting for their vehicles to charge.

The location of 1560 Laurier St (City Hall) had been initially proposed by an organisation promoting the use of electric vehicles in 2015, however it was initially assessed that this location could be problematic because of the lack of a parking space available for this type of use in proximity to the building would increase costs for installation. However, the relocation of the day care in late 2017 lowered the required number of accessible parking spaces at 1560 Laurier, allowing for the possibility of a charging station to be installed on the outer wall of the City Hall building.

At the February 8th 2018 meeting, the Clarence-Rockland Environmental Advisory Committee voted to have an employee of the Infrastructure and Planning Department present a report to council analysing the purchase and installation of a level 2 charging station at City Hall.

5) **DISCUSSION :**

The use of plug-in electric vehicles has increased sharply in recent years, with sales doubling every year between 2011 and 2015. Charging infrastructures for electric vehicles (EV) consists of three possible charging stations:

- Level 1: EV is charged using a typical power outlet. Charging time to fully recharge an EV will average 12 hours and can exceed 24 hours depending on the model.
- Level 2: EV is charged using a level 2 power station, which is hardwired on a standard 220V circuit. Charging time to fully recharge an EV will average 3 hours, but can exceed 6 hours depending on the model.
- Fast Charge: EV is charged on a ChaDeMo power station using DC current. Charging time will vary between 20 minutes and 1 hour to fully recharge the vehicle.

While Level 1 and 2 charging stations can cost between a few hundred to few thousand dollars with installation, Fast Charge stations are much more expensive and the price can easily exceed \$25,000 per station.

The exact use of an EV charging station will vary significantly based on the location and number of EV owners in a given area. The City of Vancouver compiled the use of its 75 EV level 2 charging stations. The average time of use per station per day was of 4 hours and 44 minutes. The more popular stations were used in excess of 12 hours a

day, while the least popular ones were used less than 1 hour per day.

6) **CONSULTATION:**
N/A

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

The Infrastructure and Planning department recommends the installation of a level 2 charging station as a demonstration of support for the electrification of transportations. A strong commitment has been made by the federal and provincial governments to electrifying transportation systems. Occasionally, requests have been made by partners (UCPR) to plug an electric vehicle at City Hall.

The Environmental Advisory Committee recommends the installation of a level 2 charging station at the City Hall in Rockland in order to promote electric vehicle use and to promote economic development.

The Environmental Advisory Committee discussed the possibility of making use of the Government of Ontario incentive program for workplaces to provide charging stations for electric vehicles for employees and the public at the meeting of February 8th, 2018. The Committee decided to recommend to Council the installation of a charging station without making use of the incentive program. The charging station required to be eligible for the incentive program is significantly more expensive than a standard charging station which does not collect information (and cannot charge a user fee for the electricity used). Committee members based their decision on the following factors:

There is less risk involved with installing the cheaper charger. There are no ongoing maintenance costs. The incentive program gives priority to employees over the public during working hours. This is not the goal of the Committee in recommending the installation of an EV charging station at City Hall. The difference in estimated cost to the municipality is only about \$400 between the two options, and that the option which does not use the incentive program would not require staff to write an annual report on the use of the station. The option without the incentive program would allow for an earlier installation date. The installation of any charging station has a base cost, and that, should the Committee or Council decide in the future to change to a different type of charging station in order to be able to charge users for the electricity, part of that cost would already have been paid with the initial installation of a cheaper type of charging station.

Comparison for the purchase and installation of a charging station with and without a grant

Item	Without a grant	With a grant
Type of station	Bosch Level II 16A 208V	FLOCoRe + PS 30A
Cost of the station	\$700.00	\$4,150.00
Installation costs*	\$1,546.00	\$2,746.00
Administrative costs**	0\$	\$500.00
Grants	0\$	\$-5516.80
Total after grant	\$2,246.00	\$1,879.20

*A cement base is required for the FLOCore, which is estimated at \$1,200.

**An annual report is required to be submitted to the government.

It is to be noted that the grant program includes a few restrictions:

- The charging station must serve the employees first during the work hours;
- The charging station must be installed for a minimum of 5 years, if not the costs will need to be reimbursed.
- The grant is not guarantee and is offered on a first come first serve basis.

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

An estimate was obtained for the installation of a level 2 charging station in one of the parking spaces adjacent to the wall of the City Hall for \$2,246.00.

With an average use of 8kWh per day, as determined in the Vancouver study, and an electricity price of 0.11\$ per kWh, yearly operation costs are estimated at \$321 per year for electricity.

The cost for the purchase and installation of the charging station will be taken from the Building Reserve Fund, while the yearly costs in electricity will be paid by the building operations fund.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

Presence of a level 2 charging station at a central municipally owned location would demonstrate leadership from the City of Clarence-Rockland in the greening of transportation infrastructure.

12) **SUPPORTING DOCUMENTS:**

N/A



REPORT N° AMÉ-18-14-R

Date	16/03/2018
Submitted by	Claire Lemay
Subject	Tree-Cutting By-law
File N°	E04

1) **NATURE/GOAL :**

This report aims to explain the present situation regarding regulation of tree cutting and to present for re-adoption the City's Tree-Cutting By-law, with minor modifications.

2) **DIRECTIVE/PREVIOUS POLICY :**

The City of Clarence-Rockland By-law 2005-102 was adopted by Municipal Council in July 2005 to prohibit or regulate the destruction or damage of trees in the front yards of properties, on significant woodland, and for subdivision agreement.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS a Tree-Cutting By-law was adopted by Council in 2005, and

WHEREAS the United Counties of Prescott and Russell have recently adopted a by-law delegating the authority to municipalities to pass a by-law regulating the destruction or damage of trees in woodlands, and

WHEREAS Section 8 of the Tree-Cutting By-law places an undue burden on farmers who seek to clear-cut the woodlands on their properties for the purpose of cultivating the land as it requires that an environmental impact assessment be completed,

THAT the Committee of the Whole recommends that Council adopts the newly proposed Tree-Cutting By-law, being annexe 1 of Report No. AMÉ-18-14-R, which basically contains the same wording as the existing By-law No. 2005-102, with the exception of Section 8 which has been deleted in its entirety and a clause that makes reference to the delegated authority of the United Counties of Prescott and Russell has been added.

ATTENDU QUE le Conseil municipal a adopté un règlement sur la coupe d'arbres en 2005 , et

ATTENDU QUE les Comtés Unis de Prescott et Russell ont adopté un règlement déléguant l'autorité aux municipalités d'adopter un règlement pour réglementer la destruction ou l'endommagement des

arbres dans les boisés afin de permettre la rectification de la question de la validité de ce règlement, et

ATTENDU QUE la Section 8 du Règlement sur la coupe d'arbres impose un fardeau indu sur les fermiers qui veulent faire de la coupe à blanc pour cultiver leur terrain puisque celui-ci exige qu'une étude d'impact environnemental soit complétée;

QUE le Comité plénier recommande au Conseil d'adopter un nouveau Règlement sur la coupe d'arbres, soit l'annexe 1 du rapport no. AMÉ-18-14-R, qui comprend le même verbatim que le règlement no. 2005-102 existant, à l'exception de la Section 8, qui a été éliminée dans son ensemble et une clause faisant référence à l'autorité déléguée des Comtés unis de Prescott et Russell qui a été ajoutée.

4) **BACKGROUND :**

A By-law to regulate the destruction or damage of trees within Clarence-Rockland was prepared and passed by Municipal Council in 2005. This by-law regulates the cutting of trees in three contexts:

- In the front yards of properties along the mains streets of each village as well as Laurier Street in Rockland;
- In areas designated as Significant Woodland in the Official Plan of the United Counties of Prescott and Russell; and
- Prior to the approval of a draft plan of subdivision.

In 2016, it came to the attention of staff at the City of Clarence-Rockland and the United Counties of Prescott and Russell that portions of this by-law regulating the destruction or damage of trees in significant woodlands and on larger properties outside of the urban and community boundaries were in fact not valid because the authority to create such a by-law rested with the upper tier municipality and not with the local municipality. Following consultation with all of the local municipalities under its jurisdiction, the United Counties ultimately adopted By-law 2018-08 to delegate authority to pass a by-law respecting the destruction or injuring of trees in woodlands to those local municipalities which requested this power, including the City of Clarence-Rockland.

5) **DISCUSSION :**

The Tree-Cutting By-law drafted and approved in 2005 requires significant updates and improvements. Staff has encountered difficulties in the interpretation and enforcement of various aspects of the by-law. The restrictions on tree-cutting in urban and village areas and the permit requirements are not effective in protecting urban tree cover.

The Environmental Advisory Committee has begun the research process in order to prepare a new Tree-Cutting or Tree Conservation

by-law. The process to research and develop this new by-law will take many months, and is unlikely to be completed before the municipal elections in October 2018. Staff from the Department of Infrastructure and Planning will work with the Committee and will make the preparation of a draft new Tree-Cutting or Tree Conservation by-law a priority for 2019, and a new by-law will be brought to Municipal Council for adoption in 2019. This new draft by-law will be based on current best practices and the recommendations of the Environmental Advisory Committee and members of Council.

It is recommended that Council re-approve the previous by-law as a stop-gap measure in order to allow staff to enforce the by-law until such time as a new and better by-law is prepared and ultimately adopted by Municipal Council next year.

A new version (Version 1) of the previous by-law has been prepared with the addition of a paragraph referencing the delegated authority granted to the City of Clarence-Rockland by the United Counties of Prescott and Russell and also with Section 8 deleted.

An alternative version (Version 2) of the by-law has been prepared, with the addition of a reference to the delegated authority, and with Section 8 included.

Enforcement of the provisions of the Tree-Cutting By-law relating to clear-cutting in Significant Woodland areas has become difficult for staff because the requirements of Section 8 of the Tree-Cutting By-law adopted by Municipal Council in 2005 are excessive. Section 8 requires that an Environmental Impact Study be prepared and submitted along with a permit application in order to demonstrate that there will be no negative impacts on the natural features or on the ecological functions for which the area is identified in order to allow staff to issue a permit authorizing clear-cutting within an area identified as Significant Woodland. This process can be time consuming and costly. In most cases, clear-cutting in Significant Woodlands is practiced by farmers who intend to use the land for cultivation (plowing, seeding, harvesting of crops, etc.). The process required by the Tree-Cutting By-law, which adds the cost of paying an engineering firm to conduct the study and a delay of up to a few months for the study to be completed and reviewed, places a significant burden on farmers.

The City receives numerous complaints and reports from residents regarding clear-cutting activities. In many cases, clear-cutting activities have already been commenced without a permit and the City is notified of the activity by neighbours. Alternatively, where a permit is sought, it is not uncommon for farmers inquire whether a permit is required within only a few days of the date they intend to start clear-cutting. Allowing City staff to quickly issue a permit to farmers without

any costs or conditions would significantly improve the rapidity and ease of responding to such complaints and inquiries.

The *Farm and Food Production Protection Act*, 1998, Section 6 (1) indicates that: "No municipal by-law applies to restrict a normal farm practice carried on as part of an agricultural operation." What exactly can be considered normal farm practice depends on the site specific circumstances, however, it could be argued that clear-cutting woodlands in order to prepare the land for cultivation is a normal farm practice in this region. City staff is not currently aware of any decision made by the Normal Farm Practices Protection Board regarding clear-cutting in this region. It is possible that the City may not be able impose any restrictions on this practice. There is no reason to require that an Environmental Impact Study be prepared if the City does not have the power to enforce its recommendations. In the absence of a decision by the Board, it is not clear to what extent, or in what circumstances, the provisions of the 2005 Tree-Cutting By-law apply to the clear-cutting of land for agriculture. However, The Normal Farm Practices Protection Board has, made decisions regarding municipal by-laws in other jurisdictions, indicating that the requirement to obtain a permit from a municipality is not considered a restriction.

Furthermore, Section 12 allows the Director to "impose special conditions to a permit relating to evidence, in the form of pictures or of a study undertaken by a Qualified Practitioner to justify the application for a permit [or] environmental impact assessments..." This means that, should staff be of the opinion that the preparation of an Environmental Impact Study is necessary, for example, if development is proposed or will be proposed within the area to be clear-cut, or if the property is designated in the City's Zoning By-law as being in a zone which does not permit agriculture, a study can nonetheless be required to be submitted along with a permit application, at the discretion of the Director of Infrastructure and Planning.

Under this scenario, the process for applying for a permit for clear-cutting rural and agricultural properties for the purpose of cultivation would be quick (less than 1 week from date of application to date of issuance of the permit, except in exceptional circumstances) and cost-free (since there is no fee charged for a tree-cutting permit). This would improve the clarity and efficiency with which staff in By-law Enforcement and Planning can respond to complaints or reports of clear-cutting activities and inquiries regarding permits for clear-cutting in rural and agricultural areas. Additionally, staff would still be able to regulate clear-cutting in order to prevent property owners from clear-cutting their land, in order to avoid having to conduct the required environmental studies and tree conservation plan, prior to applying for development approval.

The Infrastructure and Planning Department therefore recommends that the Tree-Cutting by-law be re-approved by Council without Section 8, so that staff have the discretion to determine under which circumstances an Environmental Impact Study would be required to support a permit application, rather than requiring one for all applications for clear-cutting permits.

6) **CONSULTATION:**

A legal opinion regarding the validity of the by-law was obtained from Greg Meeds of Vice Hunter LLP.

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

N/A

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

N/A

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Version 1 Tree-Cutting By-law

Version 2 Tree-Cutting By-law

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-XX

A by-law to prohibit or regulate the destruction or damage of trees located in the front yard of a built property or on any part of a vacant property, on significant woodland and for subdivision agreement.

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, s. 135, allows that by-laws be passed by the Council of local municipalities in order to prohibit or regulate the destruction or damage of trees.

AND WHEREAS the Corporation of the United Counties of Prescott and Russell passed by-law 2018-08 delegating its power to pass a by-law respecting the destruction or injuring of trees in woodlands to the City of Clarence-Rockland.

AND WHEREAS it is considered desirable to regulate the destruction or damage of trees on the territory of Clarence-Rockland.

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

1. SHORT TITLE

This by-law may be cited as the Tree Cutting By-law.

2. SCOPE

- a) The provisions of this by-law shall prohibit the destruction or damage of trees located in the front yard of a built property or on any part of a vacant property along:
 - i) Laurier Street (Annex A)
 - ii) Landry Road, Labonté Road or Champlain Road within the limits of the Community Policy Area of Clarence Creek (Annex B)
 - iii) St-Pascal Road or Du Lac Road within the limits of the Community Policy Area of St-Pascal (Annex C)
 - iv) Laval Road or Champlain Road within the limits of the Community Policy Area of Bourget (Annex D)
 - v) Lacroix Road, Gagné Road or Gendron Road within the limits of the Community Policy Area of Hammond (Annex E)
 - vi) Indian Creek Road, Drouin Road or Russell Road within the limits of the Community Policy Area of Cheney (Annex F).
- b) The provision of this By-law shall regulate the clear cutting within the limits of:
 - i) The significant woodland designation of the Official Plan of the United Counties of Prescott and Russell.

- c) The provisions of this by-law shall preserve trees on site subject to:
 - i) A subdivision approval (see clause 9).
 - ii) An existing subdivision (regulated by the applicable subdivision agreement).

3. DEFINITIONS:

In this by-law:

“Building” means any structure used or intended for sheltering any uses or occupancy;

“Built property” means a part of land on which there is a building;

“By-law Enforcement Officer” means a person duly authorized to carry out the enforcement of this by-law;

“Circumference” means the measurement of the perimeter of the stem or of the tree with such measurement including the bark of the stem;

“City” means the City of Clarence-Rockland;

“Clear-cutting” means the harvesting of all merchantable trees from area of forested land representing the lesser of 4,047 square meters (1 acre) or 20% of the total area of the lot, within a 3 years period.

“Council” means the Council of the City;

“DBH” means the diameter of the stem of a tree measured at a point that is 1.3 meter above the ground (diameter breast height);

“Dead” deprived of life; - opposed to alive and living; reduced to that state of a being in which the organs of motion and life have irrevocably ceased to perform their functions as a dead tree;

“Destroy” means any action which causes or results in the irreversible injury or death to a tree;

“Diameter” means the diameter of stem of a tree measured outside the bark at a specified point of measurement;

“Director” means the Director of the Planning Department for the City;

“Emergency work” includes work associated with drain repairs, utility repairs and structural repairs to a building or any other work of an emergency nature;

“Front yard” means the space extending across the full width of a lot between the front line and the nearest part of any main building or structure on the lot;

“Good forestry practice” means the proper implementation of harvest, renewal, and maintenance activities known to be appropriate for the forest and environmental conditions under which they are being applied and that minimize detriments to forest values including significant ecosystems, important fish and wildlife habitat, soil and water quality and quantity, forest productivity and health and the aesthetics and recreational opportunities of the landscape;

And good forestry practices permit the destruction or injuring of trees that:

- Have been damaged by disease, insects, wind, ice, fire, lighting, or other natural causes to an extent that the health of such trees is likely to further deteriorate;
- Should be cut or removed to prevent disease or insects from spreading to other trees;
- Are cut in accordance with the provincial Silvicultural Guidelines as referred to in the Forest Operations and Silviculture Manual and its revisions prepared under the authority of the Crown Forest Sustainability Act, S.O. 1994, c. 25.

“Harvest” means the removal of a tree or trees by cutting which results in destruction of a tree by design for the purposes of extraction of some type of product;

“Owner” means a person having any right, title, interest or equity in land;

“Permit” means the written authorization from the Director;

“Person” means an individual, association, partnership, corporation, farming business as defined in the Farm Registration and Farm Organization Funding Act, 1993, S.O. 1993, c. 21, as amended, a municipal, provincial or federal agency, or an agent or employee thereof;

“Qualified practitioner” means someone who is operating within the generally accepted scope of practice of a natural resources technician, a certified tree marker or an urban forester or an arborist or a landscape architect or a Managed Forest Plan Approver certified under the Assessment Act, S.O. 1990, c. 31, as amended, or the regulations thereto;

“Significant woodland” means treed areas that provide environmental and economic benefits such as erosion prevention, water retention, provision of habitat, recreation and the sustainable harvest of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significant;

“Silviculture” means the theory and practice of controlling forest establishment, compositions, growth and quality of forests to achieve the objectives of management;

“Tree” means any species of woody perennial plant, including its root system, which has reached or can reach a height of at least 4.5 meters at physiological maturity;

“Vacant property” means a part of land on which there is no building;

“Watercourse” means the natural channel for a perennial or intermittent stream of water.

4. PERMIT REQUIRED

Properties identified in clause 2a)

- a) No person shall cut or damage a tree that is 50 cm or more in circumference (15 cm in diameter) measured at 1.3 meter above ground (DBH) and is located in the front yard of a built property or on any part of a vacant property without first obtaining a permit from the Director.

Properties identified in clause 2b)

- b) No person or Corporation shall clear-cut on a property identified in clause 2b) without first obtaining a permit from the Director.

5. NO PERMIT IS REQUIRED FOR PROPERTIES IDENTIFIED IN CLAUSE 2a) UNDER THE FOLLOWING CIRCUMSTANCES:

- a) the tree is located in the rear yard, side yard or external side yard of a built property.
- b) the tree is of less than 50 cm in circumference (15 cm in diameter) measured at 1.3 meter above the ground (DBH).
- c) the tree intended for removal is dead;
- d) the tree intended for removal represents a potential health hazard for the property owner and the general public;
- e) the tree is a species of willow (“Salix”), a poplar (“Populus”), a silver maple (“Acer saccharinum”), an American elm (“Ulmus americana”), a Manitoba maple (Acer negundo), and is located less than 10 meters from each property line, unless the property line abuts to a water course;
- f) the tree is damaging a public or private property (perforated or obstructed pipe, cracked foundation etc.);
- g) the tree constitutes an inevitable obstacle to the realization of a construction project on a property that is not subject to Site plan control or to the development of a parking area for which a permit was already issued;
- h) the purpose of the tree removal is for the thinning within a woodlot to promote the growth of the remaining standing trees and where the selective thinning has been authorized by a qualified practitioner and/or is part of an approved Forest Management Plan for the woodlot;
- i) emergency work;

- j) activities or matters undertaken by a municipality or a local board of a municipality;
- k) the injuring, destruction or harvesting of trees is intended to prevent disease or insects from spreading to other trees;
- l) an individual or farm business owner of a site carrying on the injuring, destruction or harvesting of trees for fuel wood or own uses purposes;
- m) orchards, Christmas tree plantation or tree nurseries;
- n) routine maintenance and tree cutting activities within established golf course.

6. REPLACEMENT TREE

- a) A permit to destroy or injured a tree on a property identified in clauses 2a) shall be subject to the following requirement:
 - i) replacement trees shall be planted and maintained to the satisfaction of the Director.

7. PROTECTION AND MAINTENANCE OF TREES

- a) Any actions or works likely to have a negative effect on the health of trees, particularly backfilling, are prohibited. However, if backfilling or other works are necessary, the owner shall have to provide a document to the Director providing a list of protective measures proposed to avoid damage to trees that should be preserved on the property (e.g. protection cage)

9. PRELIMINARY TREE CONSERVATION AND PLANTING PLAN FOR LAND SUBJECT TO SUBDIVISION APPROVAL

- a) No tree shall be cut prior to the submission of the subdivision application.
- b) All applications for subdivision shall be supported by a tree conservation and planting plan.
- c) The tree conservation and planting plan shall be prepared by a qualified practitioner.
- d) Where the subdivision is within a designation requiring an environmental impact assessment, much of this work could be done as part of that study.
- e) The tree conservation and planting plan shall be prepared in accordance with “Annex H” of this by-law.

10. ADMINISTRATION

- a) This by-law shall be administered by the Director.

11. ENFORCEMENT

- a) This by-law shall be enforced by the By-law Enforcement Officer.

12. CONDITIONS IMPOSED WHEN ISSUING A PERMIT

- a) The Director may impose special conditions to a permit relating to:
 - i) evidence, in the form of pictures or of a study undertaken by a Qualified Practitioner to justify the application for a permit.
 - ii) environmental impact assessments in accordance with provision 3.3.7 of the Official Plan of the United Counties of Prescott and Russell, for clear-cut activities on a property identified in clause 2 b) i) of this by-law.

13. FACTOR TO BE CONSIDERED

- a) The Director shall have regards to good forestry practices as defined in the *Forestry Act*. 2001, c. 25. 135 (5); 2002, c. 17, shed. A, p. 27 (1).

14. APPEAL TO THE ONTARIO MUNICIPAL BOARD

- a) An applicant for a permit as required by section 5 of this by-law may appeal to the Ontario Municipal Board:
 - i) if the Director refuses to issue a permit, within 30 days after the refusal;
 - ii) if the Director fails to make a decision on the application, within 45 days after the application is received; and
 - iii) if the applicant objects to a condition in the permit, within 30 days after the issuance of the permit.

15. APPLICATION FOR A PERMIT

- a) An application for a permit shall be accompanied by the required information as set out in “Annex H” of this by-law.

16. FEES

No fees are required (Annex G).

17. OFFENCES ON A PROPERTY IDENTIFIED IN CLAUSE 2a) OF THIS BY-LAW

- a) Any person who contravenes the by-law is guilty of an offence and is liable:
 - i) on a first contravention, to a written or a verbal warning and must replace the tree. The replacement tree shall be planted and maintained to the satisfaction of the City;
 - ii) on any subsequent conviction, to a fine of not more than \$10,000.00 or \$1,000.00 per tree, whichever is the lesser;
 - iii) on any subsequent conviction, to a fine of not more than \$25,000.00 or \$2,500.00 per tree, whichever is lesser.

18. OFFENCES ON A PROPERTY IDENTIFIED IN CLAUSE 2b) OF THIS BY-LAW

- a) Any person who contravenes the by-law or an order issued under paragraph 137(3) of the *Municipal act* is guilty of an offence and is liable:
 - i) on a first conviction, to a fine of not more than \$10,000.00 or \$1,000.00 per tree, whichever is the lesser;
 - ii) on any subsequent conviction, to a fine of not more than \$25,000.00 or \$2,500.00 per tree, whichever is lesser.

- 19. If a person to whom the order is directed is not satisfied with the terms of the order, the person may appeal via the Council within thirty (30) days after the date of the order. The Council may confirm, alter or revoke the order and the decision of the Council shall be final.

- 20. By-law 2005-102 is hereby repealed.

- 21. This by-law shall come into force and effect on the date on which its adoption becomes complete.

ENACTED AND PASSES IN OPEN COUNCIL, THIS 16TH DAY OF APRIL 2018.

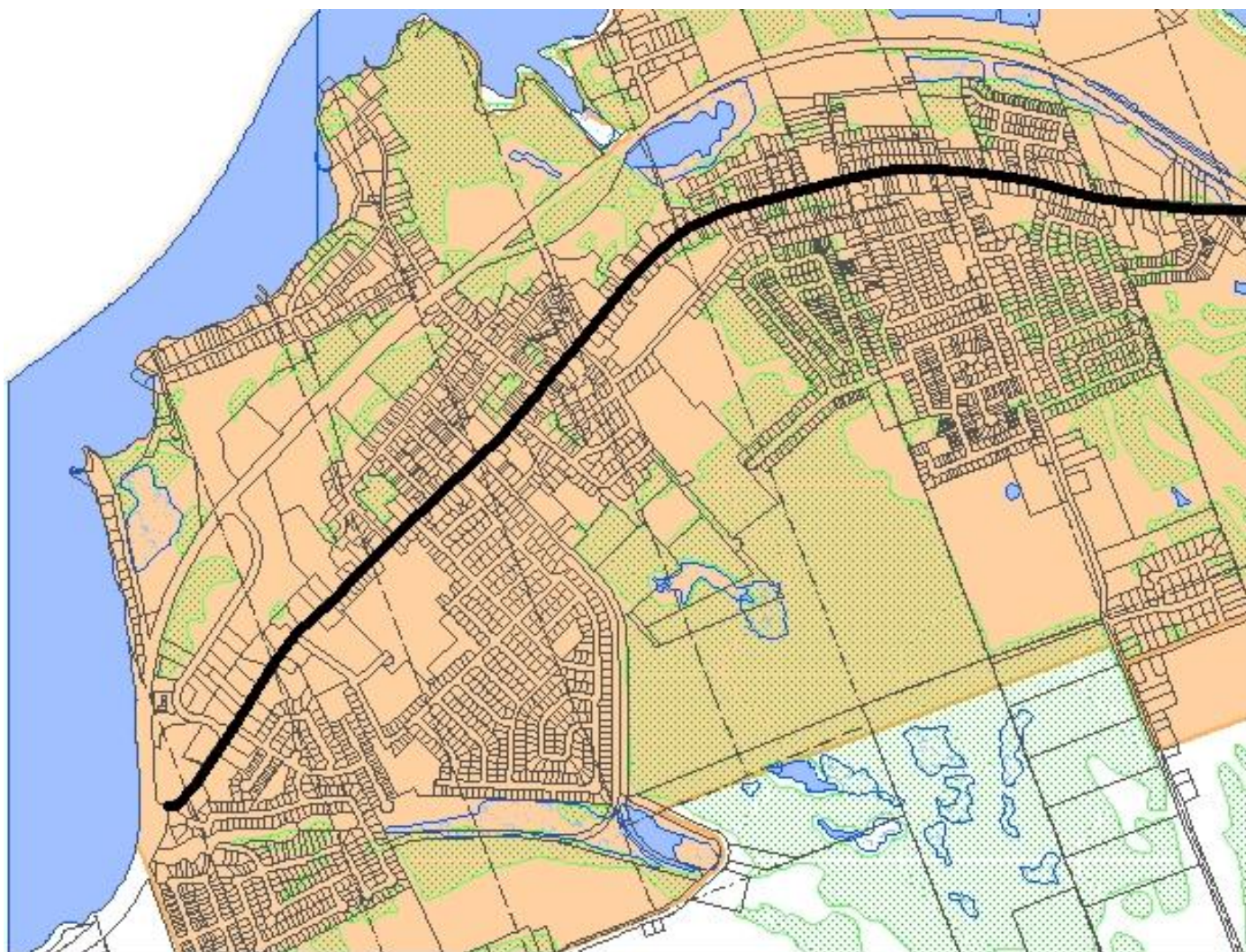
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Guy Desjardins, Mayor

Monique Ouellet, Clerk

Annexe / Annex A

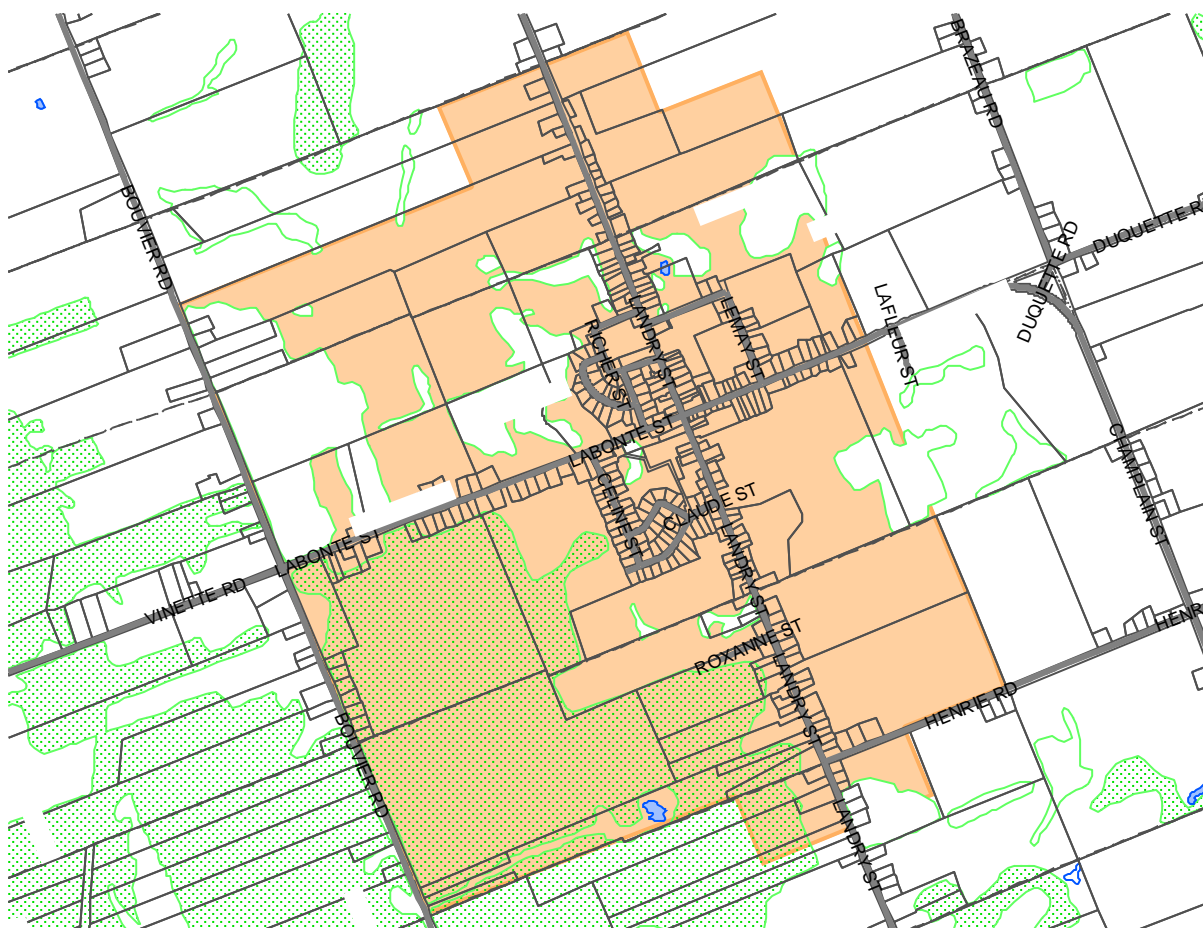
Sur la rue Laurier / On Laurier Street



Annexe / Annex B

Chemins Landry, Labonté et Champlain dans les limites du secteur des politiques communautaires de Clarence Creek (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

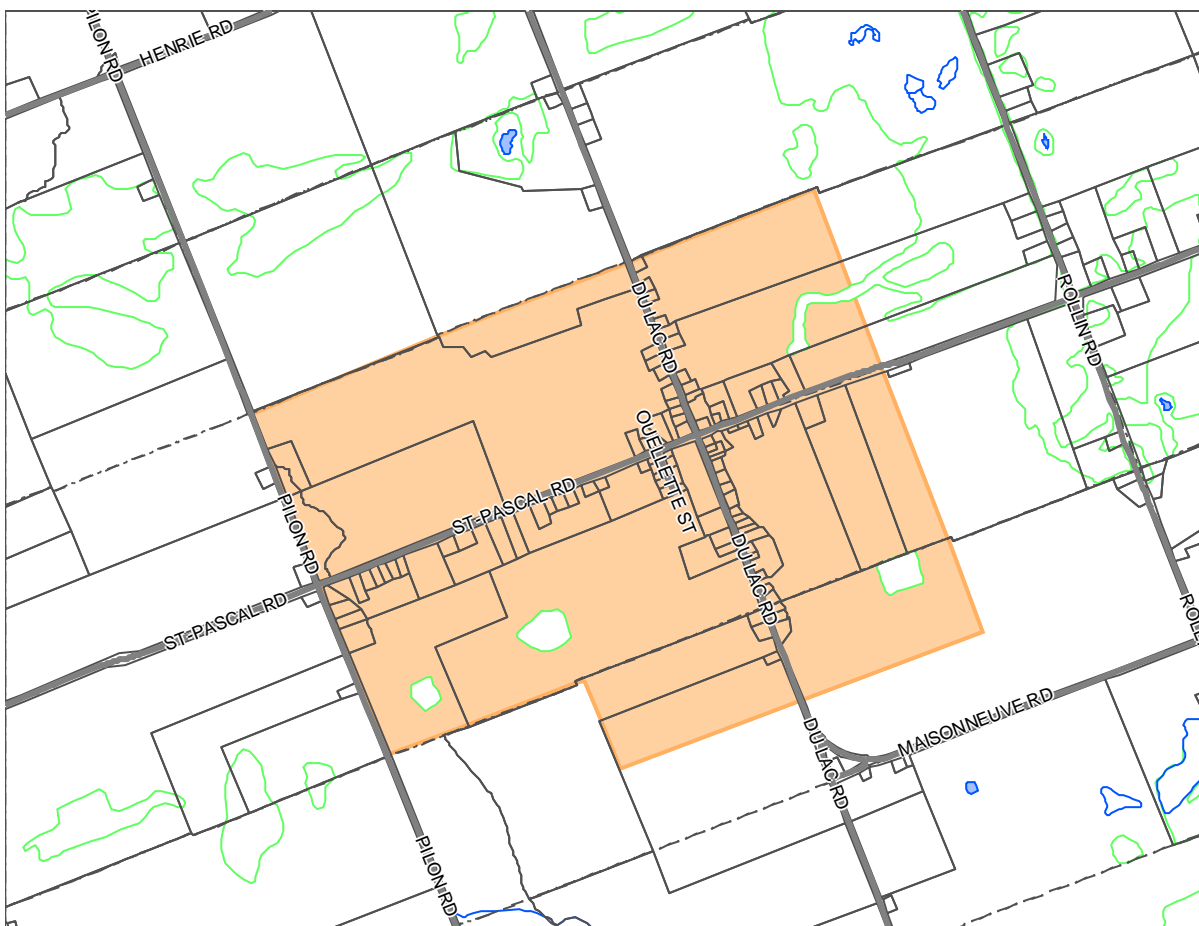
Landry Road, Labonté Road and Champlain Road within the limits of the Community Area of Clarence Creek (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex C

Chemins St-Pascal et du Lac dans les limites du secteur des politiques communautaires de St-Pascal (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

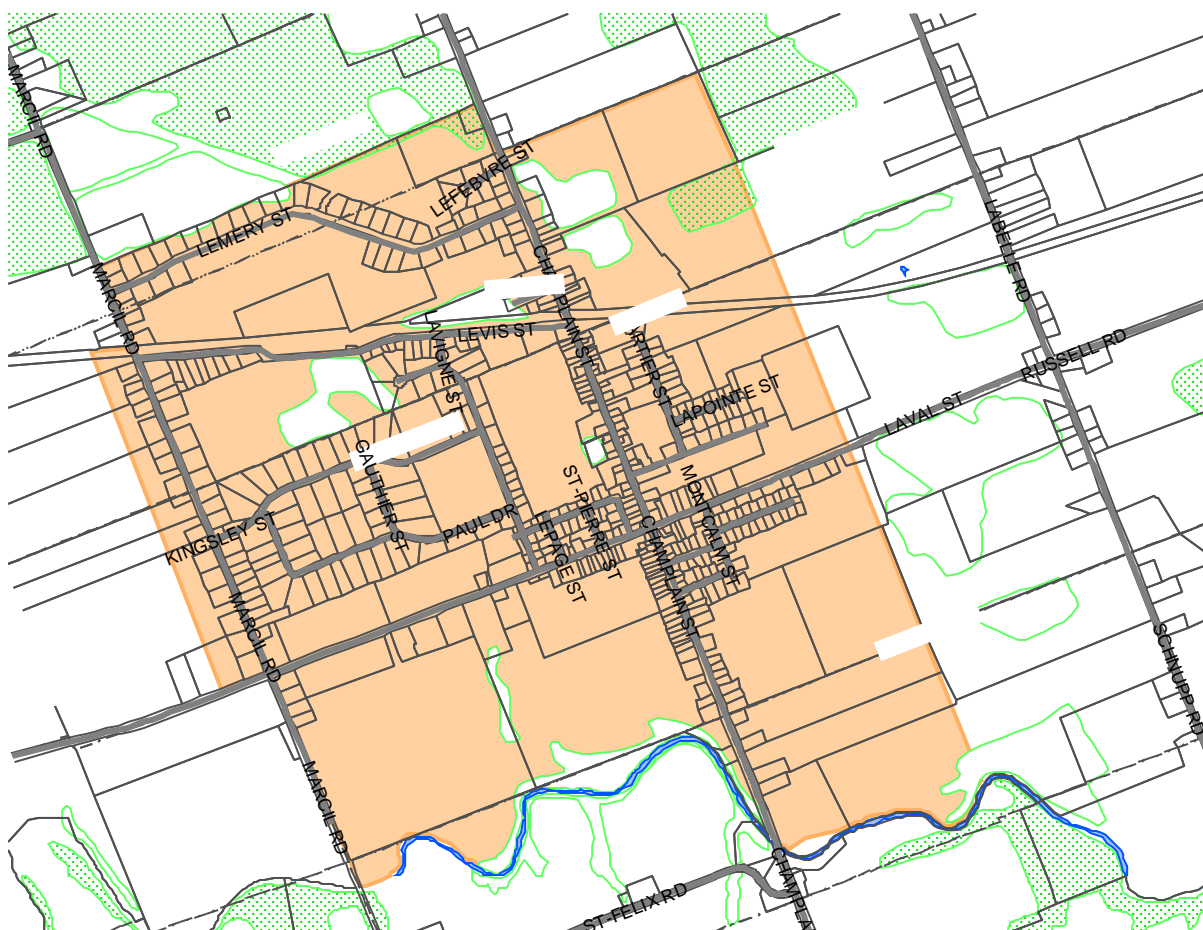
St-Pascal Road and du Lac Road within the limits of the Community Policy Area of St-Pascal
(as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex D

Chemins Laval et Champlain dans les limites du secteur des politiques communautaires de Bourget (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

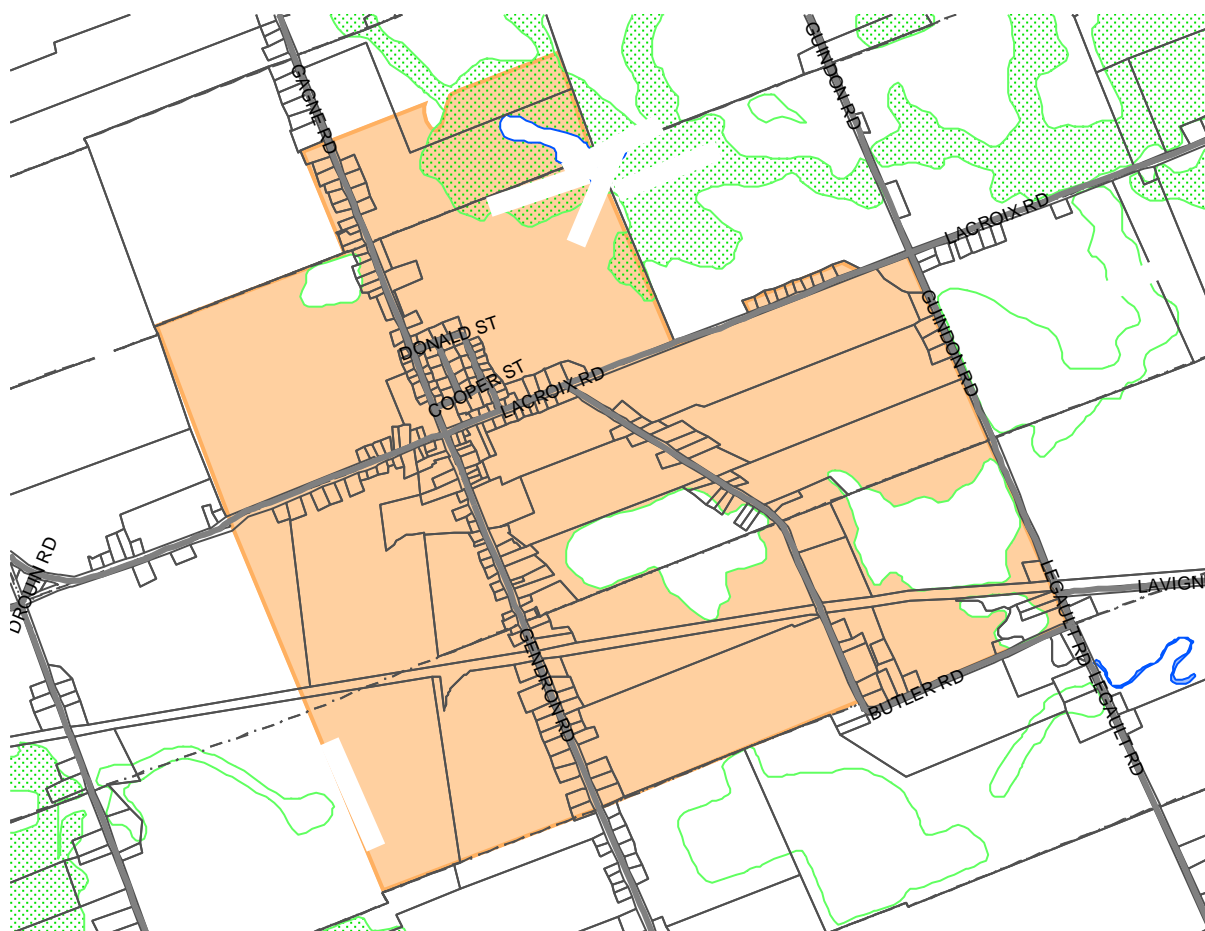
Laval Road and Champlain Road within the limits of the Community Policy Area of Bourget
(as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex E

Chemins Lacroix, Gagné et Gendron dans les limites du secteur des politiques communautaires de Hammond (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

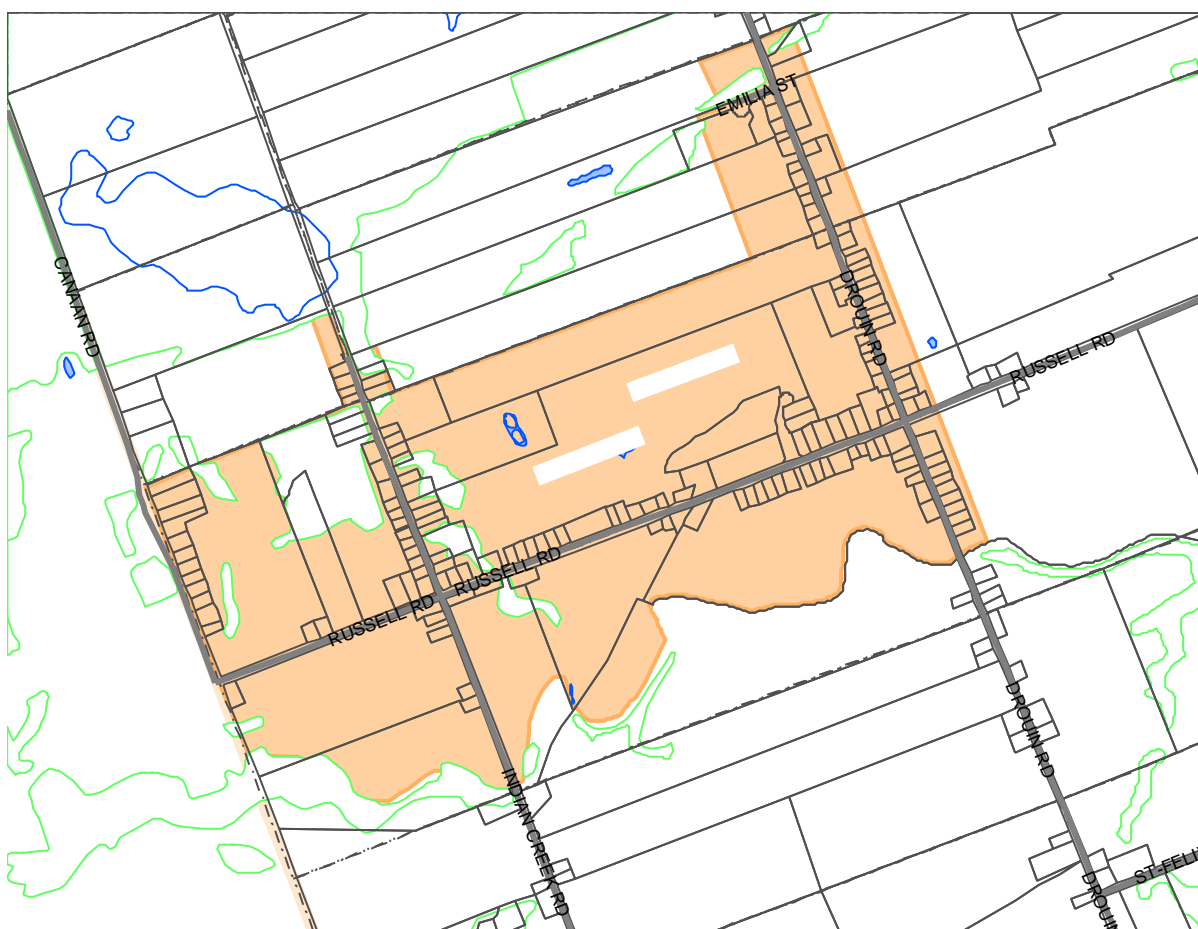
Lacroix Road, Gagné Road and Gendron Road within the limits of the Community Policy Area of Hammond (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex F

Chemins Indian Creek, Drouin et Russell dans les limites du secteur des politiques communautaires de Cheney (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

Indian Creek Road, Drouin Road and Russell Road within the limits of the Community Policy Area of Cheney (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



*Annexe / Annex G**Demande de permis*

Application for a permit

Permis d'abattage d'arbres
Cutting tree permit

sans frais
no charge

Renouvellement de permis d'abattage d'arbres
Cutting tree permit renewal

sans frais
no charge

Annex **H**

Application for a permit

1. Registered Owner of the affected property: _____
2. Mailing address of owner: _____
City:_____ Postal code:_____ Phone#:_____
3. Legal description of affected property:_____
4. Existing land use(s):_____
5. Official Plan designation:_____ Existing Zoning:_____
6. Purpose of proposed tree cutting activity:_____
7. Commencement / Completion date:_____
8. Description of proposed activity and description of the replacement tree:

9. Contracted (if different from the owner):_____
10. It is necessary to attach a plan of the affected area drawn to scale, accurately delineating:
 - a) property boundaries, buildings and structures;
 - b) localization/dimension of the proposed tree cutting or removal activities (including the location of access roads or other associated works).
11. Time required to do the work:_____

 Signature of Owner or authorized agent

 Date (day/month/year)

Annex I

Preliminary Tree Planting and Conservation plan

Stage 1: Preliminary Tree Planting and Conservation Plan (Submit with Application Form)

Stage 1 is intended to ensure that the layout and design of the proposed subdivision incorporates the best advice with regard to conserving the existing vegetative cover. In some circumstances there will be few opportunities to save trees and emphasis will be placed on Stage 2 (Planting).

Stage 1 consists of two elements:

- a plan identifying the vegetative cover on the site prior to development; and
- a professional opinion with regard to tree saving.

It is intended that this work be limited to two to three pages of description and opinion. Specifically, it will consist of:

1. *A plan at the same scale as the draft plan of subdivision, showing the existing vegetative cover on the site.* This would include wooded areas and smaller tree stands as well as major groupings of other natural vegetation. Such a plan would be prepared with reference to an aerial photograph, any background data already on hand at the City and a site visit.
2. *A brief description of the species composition, age and condition of the wooded areas.* This is a visual assessment based on a site visit. If there are any unusual species or particular specimens that due to their size/age are worthy of note, these should be included. Otherwise, this is intended to focus on clusters of vegetation.
3. *A professional opinion as to the priority that should be given to the conservation of each wooded area/stand.* This section of the report should include an assessment of what existing vegetation is likely to be left on the site once it is developed. It should consider such matters as:
 - the existing health and quality of the wooded area
 - its degree of sensitivity to grade changes, drainage disruption, changes in the water table and so on
 - opportunities for tree planting to mitigate loss of wooded area.
4. An indication of how the preliminary assessment of vegetative cover will influence the design of the subdivision. This may include:
 - the location of parkland dedication to protect woodlands;
 - the location of road alignments to increase the opportunity for tree preservation;
 - recommendations to be applied during construction: e.g. snow fencing during construction, areas for stockpiling and storage of construction debris which will not affect tree preservation;
 - modifications to preliminary lot structures to increase the opportunity for tree preservation;

- recommendations regarding storm water management on the site; and
- strategic planting recommendations (e.g. along stream corridors).

Any recommendations of Stage 1 of this work will be implemented as follows:

1. Some may be reflected in the subdivision design submitted for circulation (e.g. roads, lot layout, parkland location)
2. Some may be translated into conditions of draft plan approval (e.g. grading of the lots, advice during construction (although this should be transmitted to the contractor before any site preparation begins))
3. Some will be incorporated into a specific condition of draft plan approval concerning tree planting and saving (The owner shall prepare a tree planting and conservation plan in accordance with the preliminary tree planting and conservation plan.)

Stage 2: Detailed Plan (Prepare as a Condition of Draft Approval)

The condition of draft plan approval will require a detailed tree planting and conservation plan. It will be in accordance with the preliminary plan and will include:

1. an analysis of any individual trees to be conserved in and around development envelopes or infrastructure with recommendations to ensure their survival such as dry welling or root feeding.
2. a description of measures designed to ensure the health of wooded areas such as selective removal for edge preparation.
3. a tree planting plan that:
 - implements any planting recommendations of the preliminary plan (e.g. along slopes, along watercourses, to screen the development in the rural area)
 - identifies specifies tree and shrub species and locations.
 - includes a recommendation concerning monitoring of tree health (when to monitor, indicators of stress or vigor etc.)
4. a tree conservation plan in everyday language to assist the property owner in maintaining trees on private property (anticipated to be the back and front of one sheet of paper). This should include such information as:
 - a description of the species and why it was selected (native species, hardiness, specific site limitations and so on)
 - any pruning, watering, staking, mulching advice etc.
 - common pests with this species, or due to the location, and how to manage them (e.g. tree collars, spraying, companion planting etc)
 - indicators of stress and vigor of the vegetation.

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-XX

A by-law to prohibit or regulate the destruction or damage of trees located in the front yard of a built property or on any part of a vacant property, on significant woodland and for subdivision agreement.

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, s. 135, allows that by-laws be passed by the Council of local municipalities in order to prohibit or regulate the destruction or damage of trees.

AND WHEREAS the Corporation of the United Counties of Prescott and Russell passed by-law 2018-08 delegating its power to pass a by-law respecting the destruction or injuring of trees in woodlands to the City of Clarence-Rockland.

AND WHEREAS it is considered desirable to regulate the destruction or damage of trees on the territory of Clarence-Rockland.

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

1. SHORT TITLE

This by-law may be cited as the Tree Cutting By-law.

2. SCOPE

- a) The provisions of this by-law shall prohibit the destruction or damage of trees located in the front yard of a built property or on any part of a vacant property along:
 - i) Laurier Street (Annex A)
 - ii) Landry Road, Labonté Road or Champlain Road within the limits of the Community Policy Area of Clarence Creek (Annex B)
 - iii) St-Pascal Road or Du Lac Road within the limits of the Community Policy Area of St-Pascal (Annex C)
 - iv) Laval Road or Champlain Road within the limits of the Community Policy Area of Bourget (Annex D)
 - v) Lacroix Road, Gagné Road or Gendron Road within the limits of the Community Policy Area of Hammond (Annex E)
 - vi) Indian Creek Road, Drouin Road or Russell Road within the limits of the Community Policy Area of Cheney (Annex F).
- b) The provision of this By-law shall regulate the clear cutting within the limits of:
 - i) The significant woodland designation of the Official Plan of the United Counties of Prescott and Russell.

- c) The provisions of this by-law shall preserve trees on site subject to:
 - i) A subdivision approval (see clause 9).
 - ii) An existing subdivision (regulated by the applicable subdivision agreement).

3. DEFINITIONS:

In this by-law:

“Building” means any structure used or intended for sheltering any uses or occupancy;

“Built property” means a part of land on which there is a building;

“By-law Enforcement Officer” means a person duly authorized to carry out the enforcement of this by-law;

“Circumference” means the measurement of the perimeter of the stem or of the tree with such measurement including the bark of the stem;

“City” means the City of Clarence-Rockland;

“Clear-cutting” means the harvesting of all merchantable trees from area of forested land representing the lesser of 4,047 square meters (1 acre) or 20% of the total area of the lot, within a 3 years period.

“Council” means the Council of the City;

“DBH” means the diameter of the stem of a tree measured at a point that is 1.3 meter above the ground (diameter breast height);

“Dead” deprived of life; - opposed to alive and living; reduced to that state of a being in which the organs of motion and life have irrevocably ceased to perform their functions as a dead tree;

“Destroy” means any action which causes or results in the irreversible injury or death to a tree;

“Diameter” means the diameter of stem of a tree measured outside the bark at a specified point of measurement;

“Director” means the Director of the Planning Department for the City;

“Emergency work” includes work associated with drain repairs, utility repairs and structural repairs to a building or any other work of an emergency nature;

“Front yard” means the space extending across the full width of a lot between the front line and the nearest part of any main building or structure on the lot;

“Good forestry practice” means the proper implementation of harvest, renewal, and maintenance activities known to be appropriate for the forest and environmental conditions under which they are being applied and that minimize detriments to forest values including significant ecosystems, important fish and wildlife habitat, soil and water quality and quantity, forest productivity and health and the aesthetics and recreational opportunities of the landscape;

And good forestry practices permit the destruction or injuring of trees that:

- Have been damaged by disease, insects, wind, ice, fire, lighting, or other natural causes to an extent that the health of such trees is likely to further deteriorate;
- Should be cut or removed to prevent disease or insects from spreading to other trees;
- Are cut in accordance with the provincial Silvicultural Guidelines as referred to in the Forest Operations and Silviculture Manual and its revisions prepared under the authority of the Crown Forest Sustainability Act, S.O. 1994, c. 25.

“Harvest” means the removal of a tree or trees by cutting which results in destruction of a tree by design for the purposes of extraction of some type of product;

“Owner” means a person having any right, title, interest or equity in land;

“Permit” means the written authorization from the Director;

“Person” means an individual, association, partnership, corporation, farming business as defined in the Farm Registration and Farm Organization Funding Act, 1993, S.O. 1993, c. 21, as amended, a municipal, provincial or federal agency, or an agent or employee thereof;

“Qualified practitioner” means someone who is operating within the generally accepted scope of practice of a natural resources technician, a certified tree marker or an urban forester or an arborist or a landscape architect or a Managed Forest Plan Approver certified under the Assessment Act, S.O. 1990, c. 31, as amended, or the regulations thereto;

“Significant woodland” means treed areas that provide environmental and economic benefits such as erosion prevention, water retention, provision of habitat, recreation and the sustainable harvest of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significant;

“Silviculture” means the theory and practice of controlling forest establishment, compositions, growth and quality of forests to achieve the objectives of management;

“Tree” means any species of woody perennial plant, including its root system, which has reached or can reach a height of at least 4.5 meters at physiological maturity;

“Vacant property” means a part of land on which there is no building;

“Watercourse” means the natural channel for a perennial or intermittent stream of water.

4. PERMIT REQUIRED

Properties identified in clause 2a)

- a) No person shall cut or damage a tree that is 50 cm or more in circumference (15 cm in diameter) measured at 1.3 meter above ground (DBH) and is located in the front yard of a built property or on any part of a vacant property without first obtaining a permit from the Director.

Properties identified in clause 2b)

- b) No person or Corporation shall clear-cut on a property identified in clause 2b) without first obtaining a permit from the Director.

5. NO PERMIT IS REQUIRED FOR PROPERTIES IDENTIFIED IN CLAUSE 2a) UNDER THE FOLLOWING CIRCUMSTANCES:

- a) the tree is located in the rear yard, side yard or external side yard of a built property.
- b) the tree is of less than 50 cm in circumference (15 cm in diameter) measured at 1.3 meter above the ground (DBH).
- c) the tree intended for removal is dead;
- d) the tree intended for removal represents a potential health hazard for the property owner and the general public;
- e) the tree is a species of willow (“Salix”), a poplar (“Populus”), a silver maple (“Acer saccharinum”), an American elm (“Ulmus americana”), a Manitoba maple (Acer negundo), and is located less than 10 meters from each property line, unless the property line abuts to a water course;
- f) the tree is damaging a public or private property (perforated or obstructed pipe, cracked foundation etc.);
- g) the tree constitutes an inevitable obstacle to the realization of a construction project on a property that is not subject to Site plan control or to the development of a parking area for which a permit was already issued;
- h) the purpose of the tree removal is for the thinning within a woodlot to promote the growth of the remaining standing trees and where the selective thinning has been authorized by a qualified practitioner and/or is part of an approved Forest Management Plan for the woodlot;
- i) emergency work;

- j) activities or matters undertaken by a municipality or a local board of a municipality;
- k) the injuring, destruction or harvesting of trees is intended to prevent disease or insects from spreading to other trees;
- l) an individual or farm business owner of a site carrying on the injuring, destruction or harvesting of trees for fuel wood or own uses purposes;
- m) orchards, Christmas tree plantation or tree nurseries;
- n) routine maintenance and tree cutting activities within established golf course.

6. REPLACEMENT TREE

- a) A permit to destroy or injured a tree on a property identified in clauses 2a) shall be subject to the following requirement:
 - i) replacement trees shall be planted and maintained to the satisfaction of the Director.

7. PROTECTION AND MAINTENANCE OF TREES

- a) Any actions or works likely to have a negative effect on the health of trees, particularly backfilling, are prohibited. However, if backfilling or other works are necessary, the owner shall have to provide a document to the Director providing a list of protective measures proposed to avoid damage to trees that should be preserved on the property (e.g. protection cage)

8. SIGNIFICANT WOODLANDS

- a) Clear-cutting is authorized on property designated “significant woodlands” or on adjacent lands within 50 meters, only if it has been demonstrated through an environmental impact assessment, in accordance with provision 3.3.7 of the Official Plan of the United Counties of Prescott and Russell, that there will be no negative impacts on the natural features or on the ecological functions for which the area is identified.
- b) Notwithstanding paragraph 8a) above, agricultural activities including plowing, seeding, harvesting, grazing, animal husbandry and minor expansions to existing buildings and structures associated with farming operations are permitted on adjacent lands without an environmental impact assessment.
- c) Notwithstanding paragraph 8a) above for significant woodlands, agricultural activities such as maple syrup production and the harvesting of mature trees, and works such as recreational trails are considered appropriate in woodlots and therefore are permitted without an environmental impact assessment. Such activities are to be carried out and

such works shall be constructed in an environmentally sensitive manner so as to preserve the overall woodlot function.

9. PRELIMINARY TREE CONSERVATION AND PLANTING PLAN FOR LAND SUBJECT TO SUBDIVISION APPROVAL

- a) No tree shall be cut prior to the submission of the subdivision application.
- b) All applications for subdivision shall be supported by a tree conservation and planting plan.
- c) The tree conservation and planting plan shall be prepared by a qualified practitioner.
- d) Where the subdivision is within a designation requiring an environmental impact assessment, much of this work could be done as part of that study.
- e) The tree conservation and planting plan shall be prepared in accordance with “Annex H” of this by-law.

10. ADMINISTRATION

- a) This by-law shall be administered by the Director.

11. ENFORCEMENT

- a) This by-law shall be enforced by the By-law Enforcement Officer.

12. CONDITIONS IMPOSED WHEN ISSUING A PERMIT

- a) The Director may impose special conditions to a permit relating to:
 - i) evidence, in the form of pictures or of a study undertaken by a Qualified Practitioner to justify the application for a permit.
 - ii) environmental impact assessments in accordance with provision 3.3.7 of the Official Plan of the United Counties of Prescott and Russell, for clear-cut activities on a property identified in clause 2 b) i) of this by-law.

13. FACTOR TO BE CONSIDERED

- a) The Director shall have regards to good forestry practices as defined in the *Forestry Act*, 2001, c. 25. 135 (5); 2002, c. 17, shed. A, p. 27 (1).

14. APPEAL TO THE ONTARIO MUNICIPAL BOARD

- a) An applicant for a permit as required by section 5 of this by-law may appeal to the Ontario Municipal Board:
 - i) if the Director refuses to issue a permit, within 30 days after the refusal;
 - ii) if the Director fails to make a decision on the application, within 45 days after the application is received; and
 - iii) if the applicant objects to a condition in the permit, within 30 days after the issuance of the permit.

15. APPLICATION FOR A PERMIT

- a) An application for a permit shall be accompanied by the required information as set out in “Annex H” of this by-law.

16. FEES

No fees are required (Annex G).

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 - ii) on any subsequent conviction, to a fine of not more than \$10,000.00 or \$1,000.00 per tree, whichever is the lesser;
 - iii) on any subsequent conviction, to a fine of not more than \$25,000.00 or \$2,500.00 per tree, whichever is lesser.

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- 20. By-law 2005-102 is hereby repealed.
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ENACTED AND PASSES IN OPEN COUNCIL, THIS 16TH DAY OF APRIL 2018.

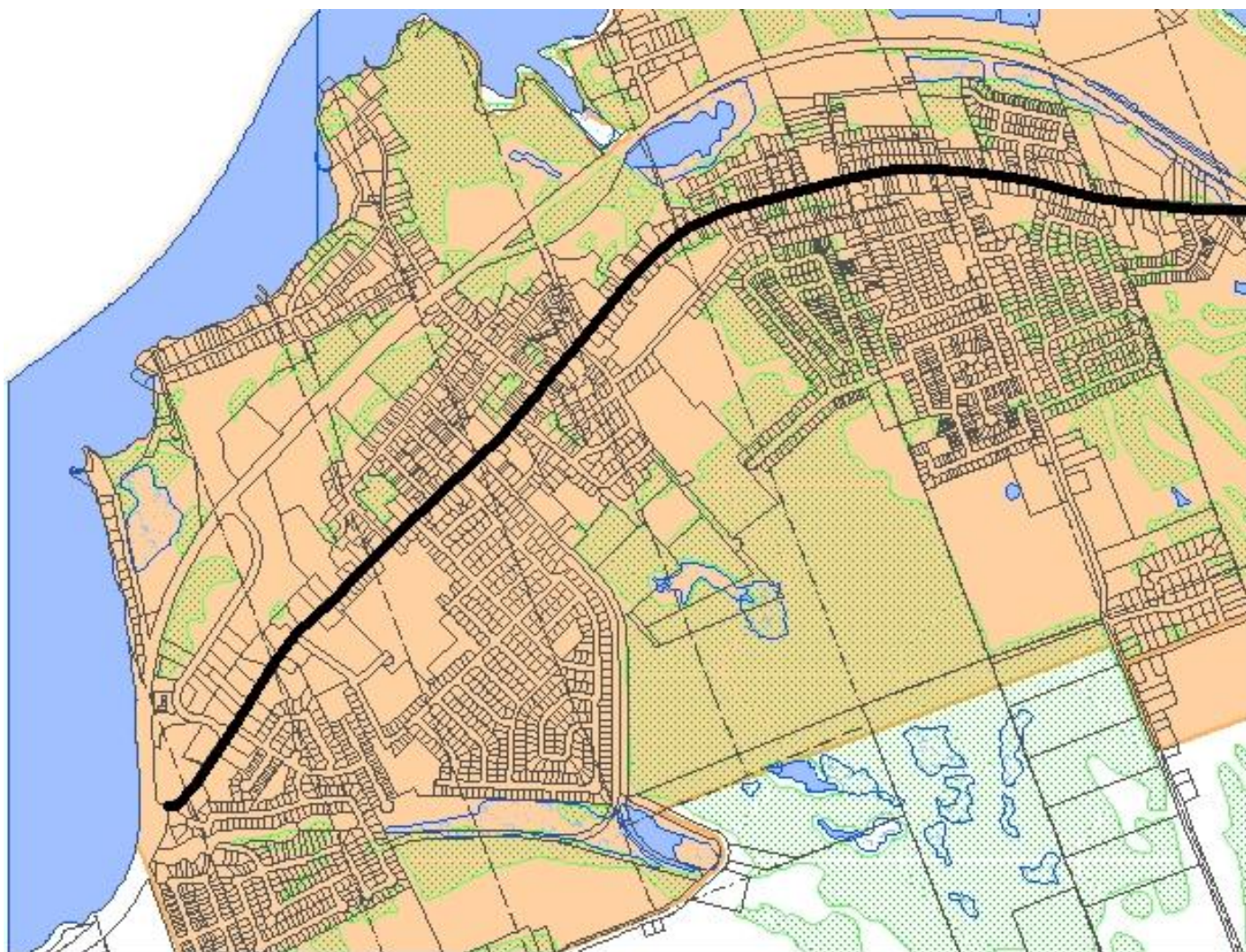
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Guy Desjardins, Mayor

Monique Ouellet, Clerk

Annexe / Annex A

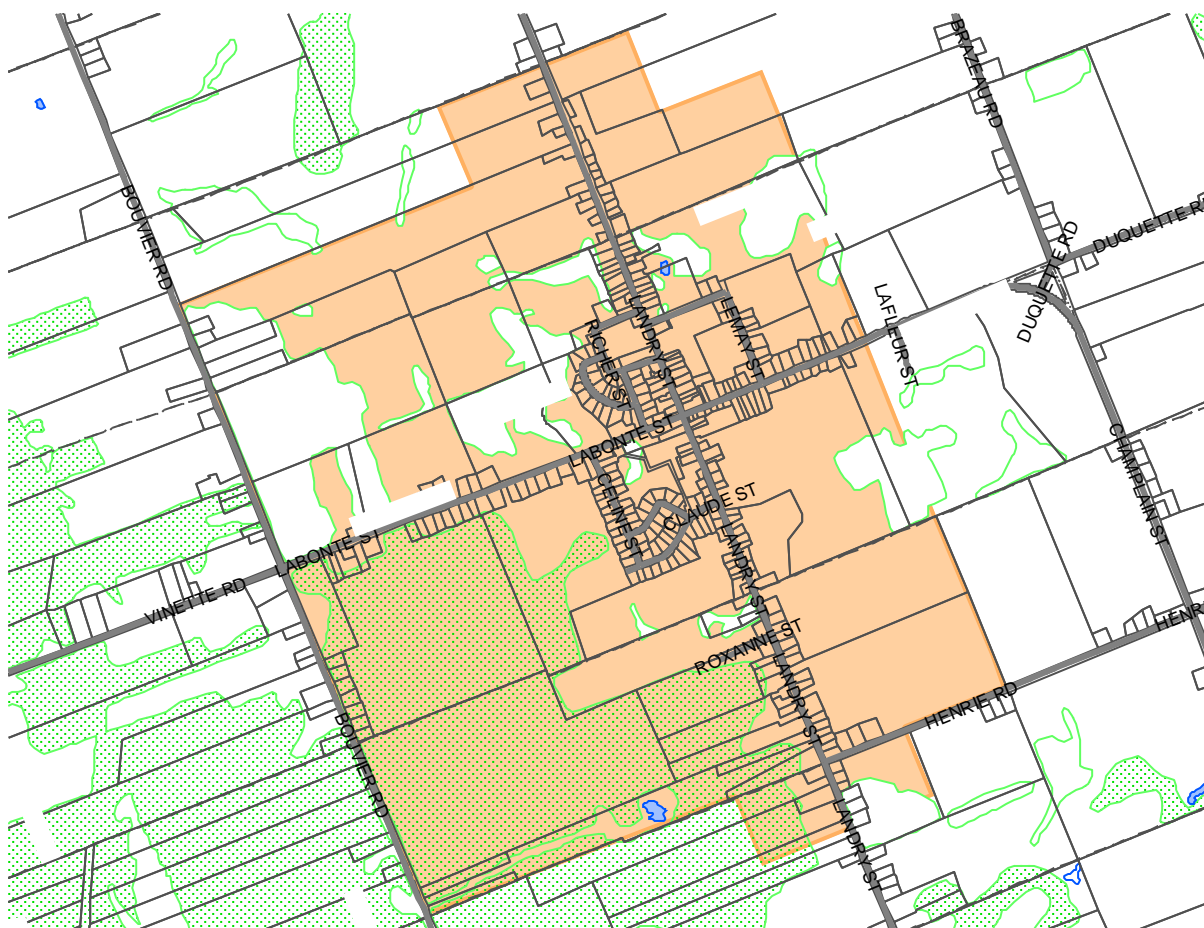
Sur la rue Laurier / On Laurier Street



Annexe / Annex B

Chemins Landry, Labonté et Champlain dans les limites du secteur des politiques communautaires de Clarence Creek (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

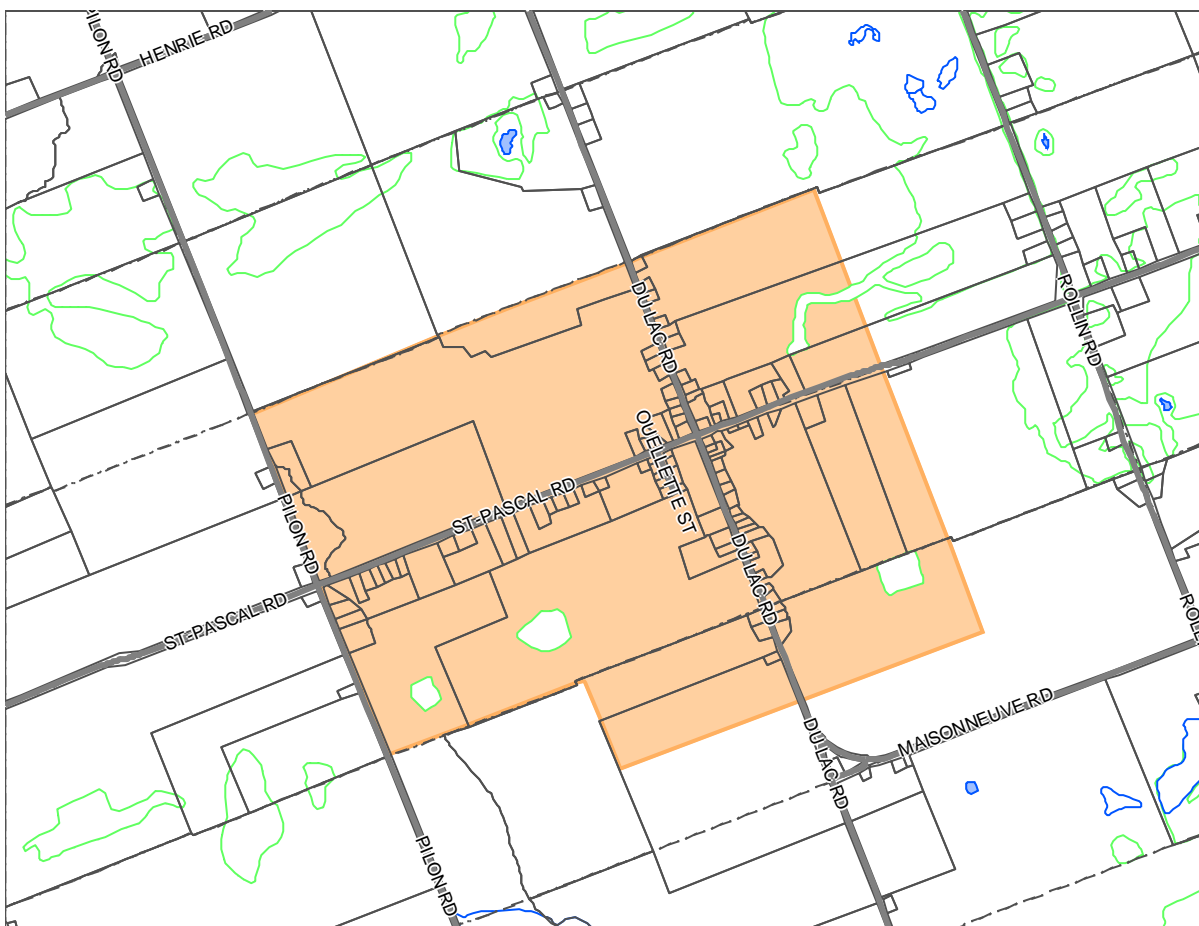
Landry Road, Labonté Road and Champlain Road within the limits of the Community Area of Clarence Creek (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex C

Chemins St-Pascal et du Lac dans les limites du secteur des politiques communautaires de St-Pascal (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

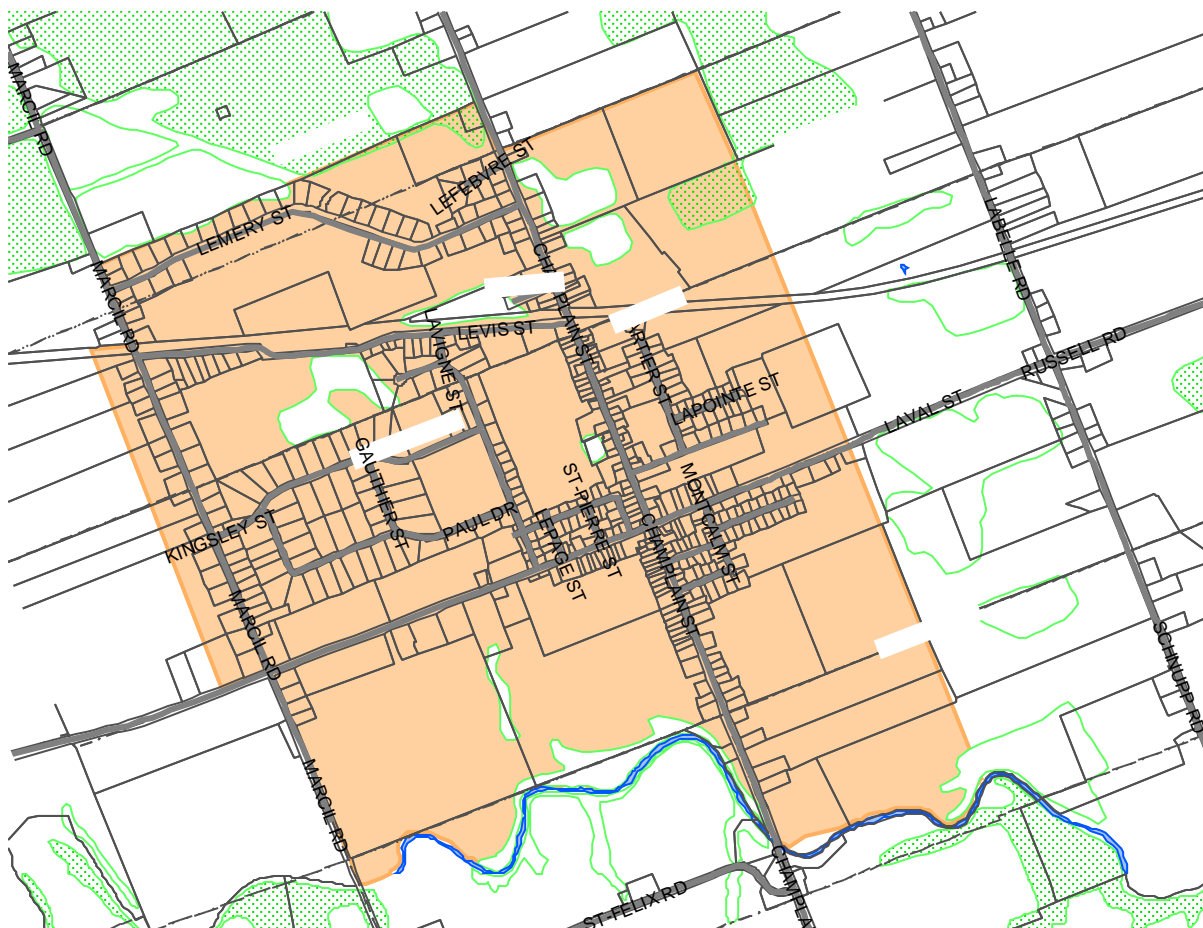
St-Pascal Road and du Lac Road within the limits of the Community Policy Area of St-Pascal
(as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex D

Chemins Laval et Champlain dans les limites du secteur des politiques communautaires de Bourget (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

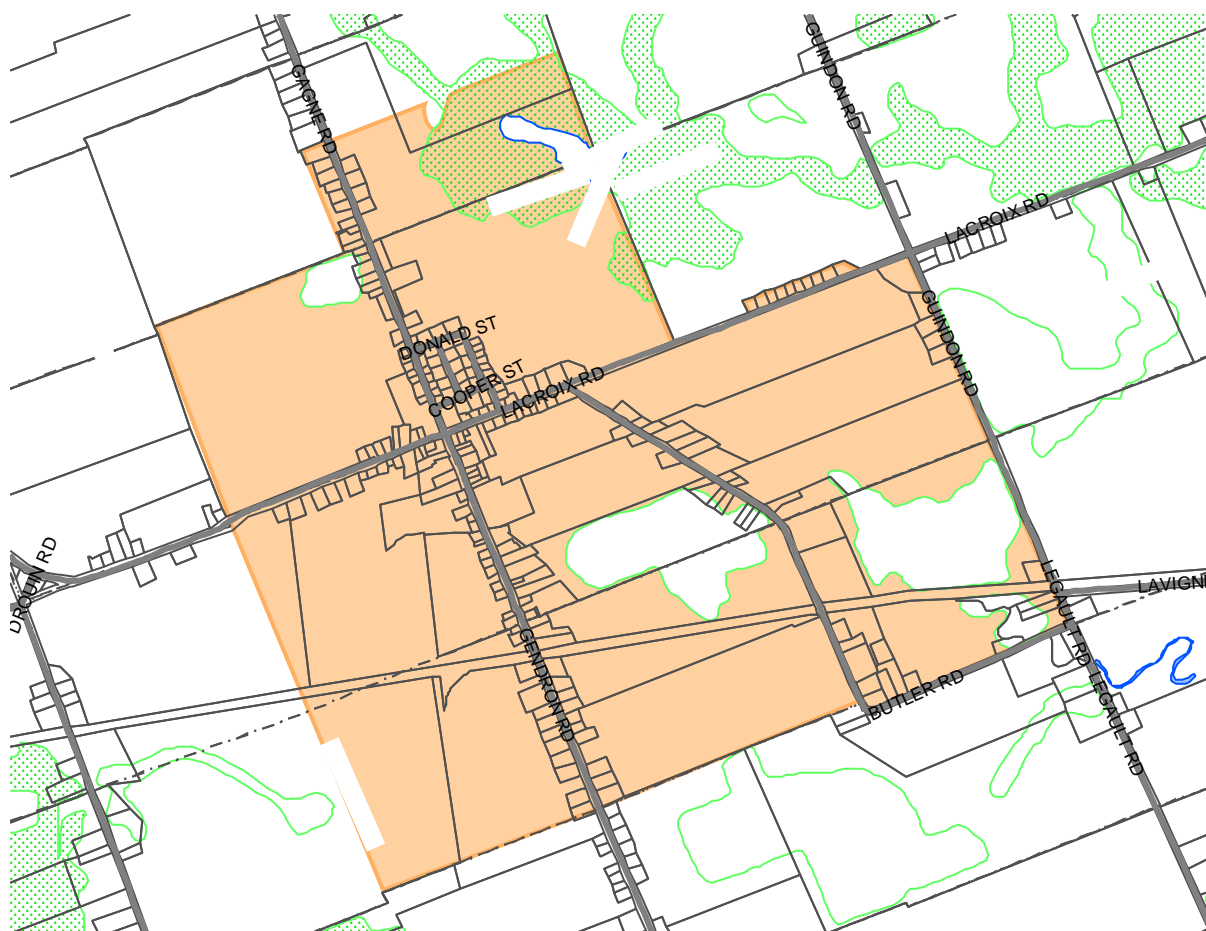
Laval Road and Champlain Road within the limits of the Community Policy Area of Bourget (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex E

Chemins Lacroix, Gagné et Gendron dans les limites du secteur des politiques communautaires de Hammond (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

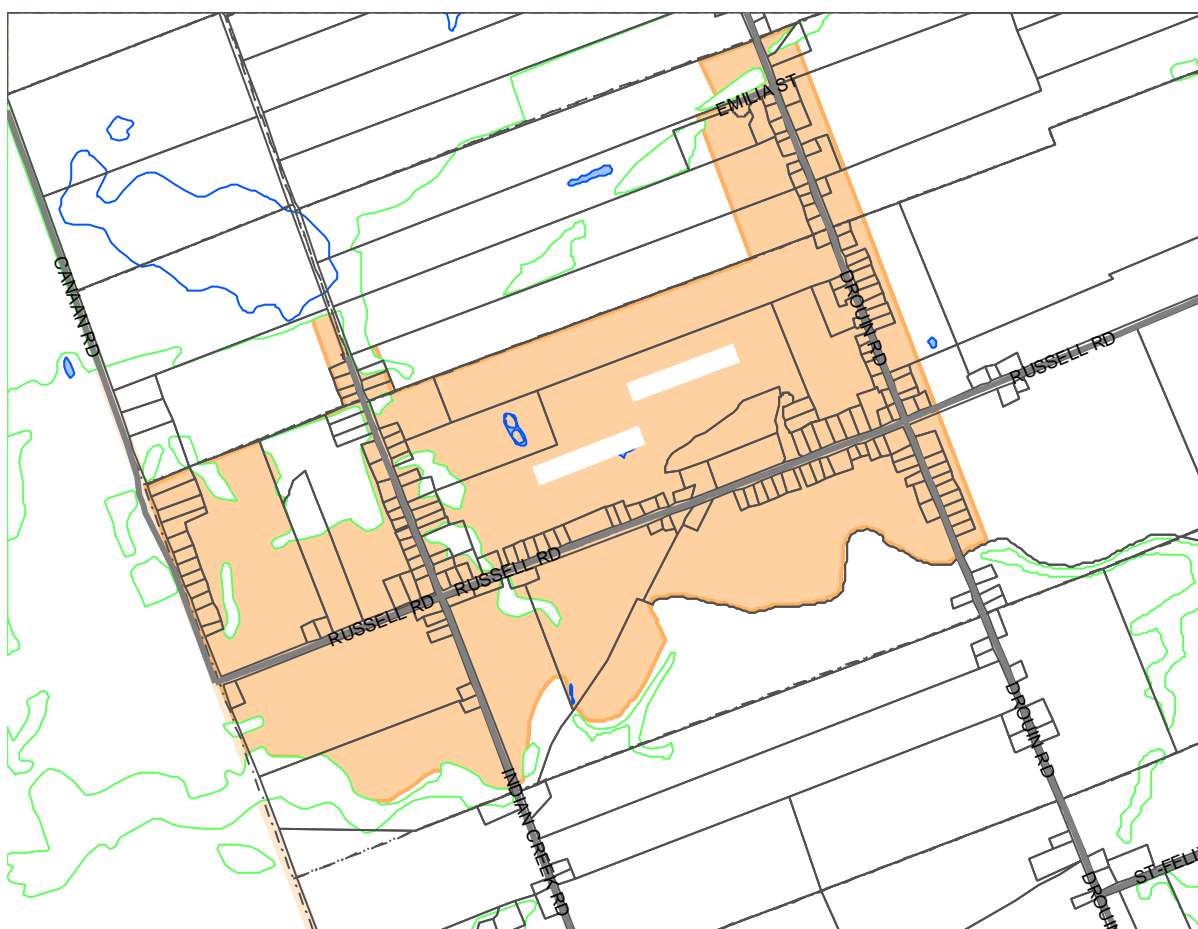
Lacroix Road, Gagné Road and Gendron Road within the limits of the Community Policy Area of Hammond (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



Annexe / Annex F

Chemins Indian Creek, Drouin et Russell dans les limites du secteur des politiques communautaires de Cheney (tel que défini à l'annexe A du Plan officiel des Comtés unis de Prescott et Russell)

Indian Creek Road, Drouin Road and Russell Road within the limits of the Community Policy Area of Cheney (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



*Annexe / Annex G**Demande de permis*

Application for a permit

Permis d'abattage d'arbres
Cutting tree permit

sans frais
no charge

Renouvellement de permis d'abattage d'arbres
Cutting tree permit renewal

sans frais
no charge

Annex **H**

Application for a permit

1. Registered Owner of the affected property: _____
2. Mailing address of owner: _____
 City:_____ Postal code:_____ Phone#:_____
3. Legal description of affected property:_____
4. Existing land use(s):_____
5. Official Plan designation:_____ Existing Zoning:_____
6. Purpose of proposed tree cutting activity:_____
7. Commencement / Completion date:_____
8. Description of proposed activity and description of the replacement tree:

9. Contracted (if different from the owner):_____
10. It is necessary to attach a plan of the affected area drawn to scale, accurately delineating:
 - a) property boundaries, buildings and structures;
 - b) localization/dimension of the proposed tree cutting or removal activities (including the location of access roads or other associated works).
11. Time required to do the work:_____

 Signature of Owner or authorized agent

 Date (day/month/year)

Annex I

Preliminary Tree Planting and Conservation plan

Stage 1: Preliminary Tree Planting and Conservation Plan (Submit with Application Form)

Stage 1 is intended to ensure that the layout and design of the proposed subdivision incorporates the best advice with regard to conserving the existing vegetative cover. In some circumstances there will be few opportunities to save trees and emphasis will be placed on Stage 2 (Planting).

Stage 1 consists of two elements:

- a plan identifying the vegetative cover on the site prior to development; and
- a professional opinion with regard to tree saving.

It is intended that this work be limited to two to three pages of description and opinion. Specifically, it will consist of:

1. *A plan at the same scale as the draft plan of subdivision, showing the existing vegetative cover on the site.* This would include wooded areas and smaller tree stands as well as major groupings of other natural vegetation. Such a plan would be prepared with reference to an aerial photograph, any background data already on hand at the City and a site visit.
2. *A brief description of the species composition, age and condition of the wooded areas.* This is a visual assessment based on a site visit. If there are any unusual species or particular specimens that due to their size/age are worthy of note, these should be included. Otherwise, this is intended to focus on clusters of vegetation.
3. *A professional opinion as to the priority that should be given to the conservation of each wooded area/stand.* This section of the report should include an assessment of what existing vegetation is likely to be left on the site once it is developed. It should consider such matters as:
 - the existing health and quality of the wooded area
 - its degree of sensitivity to grade changes, drainage disruption, changes in the water table and so on
 - opportunities for tree planting to mitigate loss of wooded area.
4. An indication of how the preliminary assessment of vegetative cover will influence the design of the subdivision. This may include:
 - the location of parkland dedication to protect woodlands;
 - the location of road alignments to increase the opportunity for tree preservation;
 - recommendations to be applied during construction: e.g. snow fencing during construction, areas for stockpiling and storage of construction debris which will not affect tree preservation;
 - modifications to preliminary lot structures to increase the opportunity for tree preservation;

- recommendations regarding storm water management on the site; and
- strategic planting recommendations (e.g. along stream corridors).

Any recommendations of Stage 1 of this work will be implemented as follows:

1. Some may be reflected in the subdivision design submitted for circulation (e.g. roads, lot layout, parkland location)
2. Some may be translated into conditions of draft plan approval (e.g. grading of the lots, advice during construction (although this should be transmitted to the contractor before any site preparation begins))
3. Some will be incorporated into a specific condition of draft plan approval concerning tree planting and saving (The owner shall prepare a tree planting and conservation plan in accordance with the preliminary tree planting and conservation plan.)

Stage 2: Detailed Plan (Prepare as a Condition of Draft Approval)

The condition of draft plan approval will require a detailed tree planting and conservation plan. It will be in accordance with the preliminary plan and will include:

1. an analysis of any individual trees to be conserved in and around development envelopes or infrastructure with recommendations to ensure their survival such as dry welling or root feeding.
2. a description of measures designed to ensure the health of wooded areas such as selective removal for edge preparation.
3. a tree planting plan that:
 - implements any planting recommendations of the preliminary plan (e.g. along slopes, along watercourses, to screen the development in the rural area)
 - identifies specifies tree and shrub species and locations.
 - includes a recommendation concerning monitoring of tree health (when to monitor, indicators of stress or vigor etc.)
4. a tree conservation plan in everyday language to assist the property owner in maintaining trees on private property (anticipated to be the back and front of one sheet of paper). This should include such information as:
 - a description of the species and why it was selected (native species, hardiness, specific site limitations and so on)
 - any pruning, watering, staking, mulching advice etc.
 - common pests with this species, or due to the location, and how to manage them (e.g. tree collars, spraying, companion planting etc)
 - indicators of stress and vigor of the vegetation.



REPORT N° FIN2018-021

Date	28/05/2018
Submitted by	Rob Kehoe
Subject	Information Technology 2018/19 Work plan
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To explain the methodology used to develop the 2018/19 Information technology work plan.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/a

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. FIN2018-021, outlining the Information Technology work plan, be received for information.

QUE le rapport No. FIN2018-021, énonçant le plan d'action du département de l'informatique, soit reçu à titre d'information.

4) **BACKGROUND :**

The Information Technology service has a long history of ensuring that the City has the appropriate technological capabilities to meet departmental requirements.

Prior to the major \$500k infrastructure upgrade in 2016-17, IT mostly focused on a « break/fix » reactive approach. The service was staffed by one Manager with support external technical consultants where required. This organizational model worked well when the City was smaller with a less complex technology environment. However, even back then, the IT Manager position worked significant overtime. In 2016 the Council provided the resources to hire an IT Analyst. This hire went a long way in creating more effective and responsive front line helpdesk environment for the City. With the infrastructure upgrade project nearing completion, the City needs to find an effective approach to deal with the pent up IT demands from the departments.

5) **DISCUSSION :**

During the 2018 budget process, Council committed an additional \$113,000 for software and licensing requirements to support the \$500k hardware investment the City made in 2016. In addition, Council approved the addition of an additional technical position in IT, called Senior Network Administrator. This position was intended to provide additional technical capacity to the IT team as well as provide

an avenue to downstream some of the daily operational work that the Manager was doing. It was intended to provide some capacity to the Manager to focus on future projects and provide some knowledge redundancy for the City.

As well, in late 2017, the Director of Finance and Economic Development, who is the executive responsible for IT, undertook a review of IT with the object of answering two questions :

1. Now that the infrastructure upgrade is nearing completion, what comes next?
2. Is IT structured to meet what comes next?

To assist in the review, an external Senior I.T. Advisor with considerable municipal IT experience was contracted on a part time basis.

What comes next?

The Advisor met with each member of the senior management team to capture their IT requirements as well as gauge their view of the services provided by the IT team.

As expected, the list of IT requirements from the departments is large and when combined with the on-going lifecycle IT activities, it surpasses the available capacity to deliver.

To deal with the expansive list and answer the question « what comes next? », the Senior Management team adopted a simple IT project prioritization approach, based on scales of importance and urgency. Short business cases were developed for most of projects on the list. The director secured the help of a process consultant that went through the business case approach with each business owner. In the end, 12 business cases were developed. Attached is an example of the output of a business case for Construction Inspections project.

Using this information from this prioritization methodology, the Senior Management was able to create an achievable 2018 IT work plan, consisting of a mix of departmental (business) projects and IT lifecycle activities. It is expected that this planning approach will be done on a yearly basis, tied to the annual budget development cycle. The business related and IT related projects are attached for information.

Is IT properly structured?

The Advisor met with each member of the IT team (3 staff members) to get an understanding of their roles and responsibilities. As well, each job description was reviewed. Based on the information

obtained, a detailed list of IT roles and responsibilities was developed and right-sized to ensure proper distribution of assignments. Then, based on the details, each of the three (3) job descriptions were reconstructed to reflect the updated roles and responsibilities. This information will also serve to support Human Resource's strategic priorities as identified in the City's strategic plan, *Destination Clarence-Rockland*.

As part of the implementation process related to the IT plan, the City will retain a Senior IT Advisor to provide strategic and best practice advice to the Director and Manager of IT, in terms of IT project management oversight and IT operations improvements.

The existing IT Manager continues to focus on technology, ensuring that future investments in IT solutions are aligned and compatible with the City's IT ecosystem. He is the technical subject matter expert, in all matters of IT, including cyber security, and leading the provision of its critical, day-to-day operations with support from subordinate staff and technical subject matter experts.

6) **CONSULTATION:**

IT Advisor met with each senior management member separately to understand their IT requirements and their impression of the service level from the City's IT services. As well, he met with the IT services staff separately to better understand their roles and responsibilities.

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

N/a

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

There are no direct financial implications from this report.

9) **LEGAL IMPLICATIONS :**

N/a

10) **RISK MANAGEMENT :**

N/a

11) **STRATEGIC IMPLICATIONS :**

Information technology services is a key strategic activity of the City that must be adequately resourced in order to meet the existing information technology requirements and, as importantly, to deal with the future growth requirements of the City. Most of the initiatives identified in the City's Strategic Plan depend on strong support and guidance from Information Technology services.

12) **SUPPORTING DOCUMENTS:**

Information Technology 2018-2019 Work plan

- Business projects
- IT projects

Construction project business case

Information Technology Workplan 2018
(as at 28/05/2018)

By Business projects sorted by year

ID	Stat	Project Name	Project Objective/Rationale	High Level Milestones	Importance of Project	Scale of Urgency	Total	Project Readiness	Decision
01	18	Construction Inspections (SCOPING)	Automate the manual process.	See business case	4	2	6	High	Department to move ahead
02	18	On-Line Payments (SCOPING)	Implement on-line payments on the City's web site for 2 selected City services.	See business case	4	3	7	High	Business lead to prepare a plan to pilot business licensing module.
03	18	Online timesheets	Mitigate the need for hardcopy printouts of timesheets, manual processing, etc..	See business case	4	3	7	Med	2019
04	19	HR Module for Vadim	Automate HR services	See business case	5	5	10	Med	On hold with HR
05	18	WorkTech Improvements (SCOPING)	Review departmental needs, assess current implementation and usage of modules, prepare a project management plan (go-forward plan)	See business case	5	5	10	Low	2019
06	18	Fire Services Management (SCOPING)	Review deficiencies with current system (FirePro) and prepare a go-forward plan.	See business case	5	4	9	Low	Business lead to get 3 quotes and proceed with module 1.
07	18	Bylaw Services Management (SCOPING)	Review deficiencies with current system (WorkTech) and prepare a go-forward plan.	See business case	5	4	9	Low	Business lead to contact Vadim concerning cost of module to purchase and train staff.
08	18	Facility booking and online payments	Automate the existing booking process and facilitate online payments	See business case	4	4	8	High	Busines lead to prepare workplan to purchase and use booking software to replace existing spreadsheets
09	18	Bourget Landfill Weigh Scale	Automate the manual process.	<ul style="list-style-type: none">• Purchase Geoware software.• Confirm PCI requirements.• Deploy.• Define Roles and Resp for Business and IT for go forward support model.					Business lead to prepare workplan

Information Technology Workplan 2018
(as at 28/05/2018)

By Business projects sorted by year

ID	Stat	Project Name	Project Objective/Rationale	High Level Milestones	Importance of Project	Scale of Urgency	Total	Project Readiness	Decision
10	18	Pay Stubs	To provide for electronic delivery of paystubs and stop printing them.	Quite a bit of analysis has been complete to date and the team is requesting direction on potential options in order to direct the team. Issue resides with using corporate or personal e-mails.					Business lead to prepare work plan with options to use personal or business e-mail or manual e.g. existing)
11	18	Document Management	Implement an electronic document mgmt. system, enterprise wide to meet the mandate of the City Clerk.	<ul style="list-style-type: none">• Approved scope by Mgmt. team.• Draft and issue RFP, award contract.• Assign a SharePoint system admin.• Prepare detailed implementation plan with chosen vendor.• Deploy as per implementation plan.					Business lead to continue with work plan
12	18	Revamp City's Web Site (sub project to Document Mgmt.)	Update site information, improve user-friendliness to enhance the visitors' online experience, meets corporate image	<ul style="list-style-type: none">• Phase 1 Minor modifications/improvements to actual site until Phase 2 electronic document mgmt. system is implemented• Implement an online payment option for last-minute ice rentals (trial for all City services) part of another project					Business lead to continue with work plan
13	18	Intranet (sub project to Document Mgmt.)	Implement an Intranet website for employee collaboration and in effort to remove ambiguous and convoluted Shared drive mappings (i.e. N drive, S drive, etc..)	Should be aligned with the Document Management project using SharePoint (with Monique)					Business lead to continue with work plan
14	18	Municipal Elections	Succesfully conduct the Municipal Election in November 2018 as per legistlative requirements.	<ul style="list-style-type: none">• Scope IT's role early.					Business lead to continue with work plan
15	18	Electronic Bidding	Automate tender bidding process	<ul style="list-style-type: none">• Procure and install standalone solution.• Update policies, procedures and training of the supplier base					2019
16	18	Restructuring Municipal Garage for Public Works	Additional Employees moving to the Municipal Garage (Clarence-Creek) once renovated	<ul style="list-style-type: none">• Determine voice-data cabling and infrastructure requirements• Determine integration requirements• Obtain quotes for requirements• Deploy solution					Business lead to provide update

Information Technology Workplan 2018
(as at 28/05/2018)

By IT projects sorted by year

ID	Stat	Project Name	Project Objective/Rationale	High Level Milestones	Importance of Project	Scale of Urgency	Total	Project Readiness	Decision
01	18	BMC I.T. Software Patch Management	Implement, configure, and maintain software patch management	See business case	5	5	10	High	Business lead to continue with work plan
02	19	BMC I.T. Asset Management	Help budget forecasting, software license mgmt and compliance and security patching for non Microsoft products.	See business case	5	4	9	High	Defer to 2019 if not complete
03	18	Fire Suppresion System	Mitigate the impact of a fire at the Data Centre. NO fire suppression in place now.	See business case	5	4	9	High	Business lead to continue with work plan
04	18	Remote IT Assistance	Develop a system that allows I.T. to provide client facing assistance remotely	See business case	4	2	6	High	2019
05	19	Vadim Upgrade (RIM)	Improve financial reporting	• Training required IT and End user training					Complete
06	18	Distributed File System (DFS)	Replicate folders across the two 2 data centres to improve file access performance at the Clarence location. DFS Replication is an efficient, multiple-master replication engine that you can use to keep folders synchronized between servers across limited bandwidth network connections.	• Perform pre-implementation tests (measure file access speed). • Implement replication. • Perform post-implementation tests (measure file access speed). • Prepare plan to deal with "Users" folders. • Clean up map drivers, remove logon scripts.					Business lead to continue with work plan
07	19	Mobile Device Management	Review existing BlackBerry Enterprise Server and associated Server (i.e. Good Server) to AirWatch Server Services. We need to assess whether one product can eliminate the need for the other (because of administrative overhead and elevated costs with potentially owning redundant products). AirWatch \$4K per year, BES \$7.2K per year.	• Perform research. • Prepare recommendations report.					2019
08	19	Active Directory OU cleanup and re-org.	Reflect the new org structure and align with group policy mgmt.	• Prepare plan • Roll out the plan					Possibly delay

Information Technology Workplan 2018
(as at 28/05/2018)

By IT projects sorted by year

ID	Stat	Project Name	Project Objective/Rationale	High Level Milestones	Importance of Project	Scale of Urgency	Total	Project Readiness	Decision
09	18	I.T. Infrastructure Upgrade	Modernize the I.T. Infrastructure.	<ul style="list-style-type: none">Disaster Recovery Site testingKnowledge transfer for the following are required: HPE Networking, and FirewallsAll project documentation needs to be updated and finalized (currently all existing documents are in draft state)Specific to 415 Lemay (Clarence-Creek):<ul style="list-style-type: none">Intermittent disconnections (Phones, Outlook, FirePro [Pervasive SQL errors])Sluggish performance and intermittent service outages (WorkTech, Vadim [iCity], FirePro)HP iLO not operationalVeeam replication WAN useKnowledge transfer					Business lead to continue with work plan
10	19	MS-Office 2016 Deployment	Microsoft Office 2010 Service Pack 2 was at end of mainstream support as of 10/13/2015. Must be upgraded prior to end of extended support10/13/2020 to ensure the availability of security patches.	<ul style="list-style-type: none">Perform compatibility tests in lab.Deploy to a 5-10 pilot user group.Prepare implementation plan - look for alignment with SharePoint.Deploy as per implementation plan.User training /technical training.					2019 since have until Oct 2020
11	18	IT Infrastructure Management (SCOPING)	Implement controls and monitoring of High Availability systems and devices to move IT operations into a pro-active response approach.	<ul style="list-style-type: none">Determine infrastructure components that require monitoring.Review the available of on-premise products vs outsource services.Report on recommendations.					Possibly delay
12	19	Data Archiving	CommVault Archiving implementation (sub project to I.T. Infrastructure Upgrade	<ul style="list-style-type: none">Install the core technology<ul style="list-style-type: none">CommserveDR Commserve					Possibly delay and wait for Sharepoint project
13	19	Windows 10 Professional Security Hardening	We will likely be deploying Windows 10 when issuing new laptops or desktops in 2018. The Windows 10 system will need to be locked down as much as possible to mitigate exploits and attack vectors	<ul style="list-style-type: none">Test lock down features in lab.Replace 10 production units with Windows 10.					2019
14	19	MS Exchange 2016 Deployment	Exchange Server 2010 Service Pack 3 was at end of mainstream support as of 1/13/2015. Must be upgraded prior to end of extended support 1/14/2020 to ensure the availability of security patches.	<ul style="list-style-type: none">Perform compatibility tests in lab.Confirm licenses and infrastructure requirements.Prepare implementation plan - look for alignment with SharePoint.User technical training. Some user training.Deploy as per implementation plan.					2019 since have until Jan 2020
15	19	Bell Canada - City-Wide telephony accounts and costs	Audit billings / services to ensure payment on lines used only and migrate to provider for cost savings. Once complete expect savings of \$30K in operating expenses.	Review Bell Canada lines to make sure they are in use and migrate confirmed ones from Bell to Selectcom. A portion of the work has been completed, yielding \$15K in savings for far.					2019

Information Technology Workplan 2018
(as at 28/05/2018)

By IT projects sorted by year

ID	Stat	Project Name	Project Objective/Rationale	High Level Milestones	Importance of Project	Scale of Urgency	Total	Project Readiness	Decision
16	19	Policies	Needed a BYOD policy. IT Committee (now disbanded) agreed that other policies were required.	<ul style="list-style-type: none">• BYOD and Password policies are implemented.• To be done: Change Management policy, Security policy, Acceptable Usage policy, etc.					2019

2018 IT Business Case Template (000's)



Department	Infrastructure et urbanisme/ Infrastructure and Planning		
Project name	#01 - Construction Inspections (SCOPING)		Assessment
Start date	February	Completion	out of Five
Business lead	Chantal Begin	Info. Tech. Danny Petrillo	Self Team
Project Description			
Automate the manual process for construction inspections.			
Project Objective			
The main objective of this initiative is to make the construction inspection process easier and more efficient, while reducing liability stemming from incomplete/inaccurate reporting. The project also aims to improve overall reporting consistency by increasing inspector accountability.			
High Level Milestones			
1 Confirm business process of status quo (complete, see current process tab) and draft detailed business process for new software solution - Noratech			
2 Find a solution for the software integration with Vadim (there is currently a conflicting project categorization structure) - Consultant, TBD			
3 Purchase the application from the software provider and confirm implementation schedule - Business Lead			
4 Complete new business process and staff training requirements - Software Provider/ Business Lead			
Stakeholders			
Internal: Project lead (Chantal) Construction Inspectors (2), Data entry clerk, Legal Department External: Builders, Homeowners, Software provider & Implementation Consultants			
Viable Options			
1 Identify Status Quo and determine key business processes (refer to current process tab)			
2 Noratech Solution: Purchase tablets and software solution that can be entered on site and integrated with VADIM			
3 PDF option: complete electronic PDF forms at inspection site and upload to Vadim. Can also be completed via a mobile device or tablet			
Outsourcing			
Project Management outsourcing will be required, key project milestones and timeframes to be determined by software provider (a request for a detailed breakdown of the implementation process was sent to Noratech Feb 8th, 2018)			High
Strategic Plan, Council Approval and Funding			
This is an operational initiative for Construction. Construction is a self-financing activity so the cost of this project will be absorbed through the fees of the construction division. No additional barriers present with regards to council approval.			High

2018 IT Business Case Template (000's)



Department	Infrastructure et urbanisme/ Infrastructure and Planning		
Project name	#01 - Construction Inspections (SCOPING)		Assessment
Start date	February	Completion	out of Five
Business lead	Chantal Begin	Info. Tech. Danny Petrillo	Self Team
Importance of Project (See Kitchener scale)			
<p>This project will reduce operating expenditures by minimizing overall man hours spent on non-critical activities (filing paperwork). It also integrates directly with key internal software (VADIM) without the need to scan and upload the written inspection form. All inspections will now be digitized, reducing the risk of misinterpreting another inspector's handwritten report. This reduction in risk also extends to the legal liability involved in publishing incomplete or inaccurate reports. Finally, the software improves inspector accountability and reporting consistency, as the user is forced to complete each part of a pre-designed form in sequence. To summarize, the project is likely to reduce present/future costs, legal liability, non-critical man hours, while enabling improved enterprise wide efficiency. For this reason, the project is rated 4/5 on the scale of project importance.</p>			4
Scale of Urgency (See Kitchener scale)			
<p>Although the current process is labor intensive and outdated, there are no problems currently present to justify an urgent and immediate solution. This is also reflected in the length of the current decision making process and reiterated during an interview with Chantal (business lead).</p>			2
Project Readiness			
<p>Funding is in place and the business lead is committed to the small amount of internal hours required for project execution. Overall consulting hours required are minimal as key milestones will be carried out by the software vendor at no additional cost to the municipality. It is worth noting that the Municipality of Georgina has implemented the Noratech solution and have confirmed that the project 1) works as stated and 2) solves the key pain points involved with maintaining status quo. Prior to moving forward with this solution, it is recommended that the Business Lead hire a consultant to identify the necessary changes required to convert existing inspection categorization structure into one that is supported by the Noratech Solution (VADIM and Noratech have also agreed to coordinate with an intermediary to discuss in more detail). Once this recommendation has been satisfied, project is ready for implementation.</p>			High
Staff Recommendation			
<p>Proceed with further analysis of options 2 & 3 and move forward with most viable option - Approval authority: Director of Infrastructure and Engineering</p>			



2018 IT Business Case Finance Template (000's)

Department	Infrastructure et urbanisme/ Infrastructure and Planning
Project name	#01 - Construction Inspections (SCOPING)

Expenses (000's)	One-time	Recurring			
Consulting	4,400		Hours	40	Rate \$ 110.00
Coordinate with Nortech and VADIM to Identify the necessary changes required to convert existing					
IT staff	640		Hours	16	Rate \$ 40.00
Ongoing support during implementation process (given software vendors necessary access and permissions etc.)					
Business Lead	3,600		Hours	80	Rate \$ 45.00
Time involved developing the forms required for each unique construction category					
Software	4,560	4,360			
Initial cost plus of Noratech software plus \$4,360 annual licensing fee					
Hardware	1,250				
Android tablets for 2-4 users (assuming 4 purchased at project and 1 replacement throughout the					
Training	230				
Assuming it will take 3 users (2 inspectors and Business Lead) 2 hours each to learn new software.					
Other	-				
N/a					
Total Expenditures	\$ 14,680	\$ 4,360			

Savings (000's)					
Labour	21,000	21,336	Hours	600	Rate \$ 35.00
It is expected that Inspector will save about 15min per inspection from implementing the automated process. Total annual inspection quantity estimated at 2400 reports					
Materiel	1,000	1,000			
Reduced paper and copier expenses					
Other	-				
N/a					
Total savings	\$ 22,000	\$ 22,336			

Savings/(Cost)	\$ 7,320	\$ 17,976
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Operating Budget	2018	2019	2020
Savings/(Cost)	\$ 7,320	\$ 17,976	\$ 18,264



2018 IT Business Case Template (000's)

Project name **Construction Inspections (SCOPING)**

Existing inspection Process

Step 1

Owner/builders call to book inspections with clerk. She puts it in her Outlook calendar where all department members have access

Step 2

Inspection volume is then divided between the 2 inspectors every morning

Step 3

Both inspectors gather the necessary documents pertaining to their inspections for the day

Step 4

After they have arrived on site, they refer to the appropriate construction file and begin completing the form to the best of their abilities. The forms include blueprints/specifications of the location.

Step 5

They begin the inspection starting from the basement and moving up towards the top floor, recording deficiencies on the paper copy as they are observed;

Step 6

If they need to take a photo, they do so and back at the office download it to the proper file or print it to file in construction file;

Step 7

They then file all documents in the construction file and store it for the next inspection.



REPORT N° AMÉ-18-47-R

Date	04/06/2018
Submitted by	Malcolm Duncan
Subject	Amendment to the Signs By-law
File N°	D-14-113

1) **NATURE/GOAL :**

The purpose of the proposed amendment is to modify and insert a section in the Signs By-law 2015-160, which will require sign permits for the alteration of existing signs and allow registered non-profit organizations to erect a permanent sign in an area other than the premises of the organization to which it relates.

2) **DIRECTIVE/PREVIOUS POLICY :**

Council approved the current Sign By-law 2015-160 with amendments in 2016 and 2017. Council passed a resolution on May 23rd, 2018 in order to amend the Signs By-law 2015-160 to exempt the application of Section 9.14 for registered non-profit organizations.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole recommend that Council approve By-law 2018-67, being a by-law to amend the Signs By-law 2015-160.

QUE le comité plénier recommande au Conseil d'approuver le règlement 2018-67, étant un règlement pour modifier le règlement 2015-160 sur les enseignes.

4) **BACKGROUND :**

The Signs By-law 2015-160 was adopted in January 2016 following a review of the previous by-law and public consultation. The by-law has been amended three times since its approval by Council in 2016.

The first amendment which was adopted in August 2016 re-inserted sections of the by-law which were accidentally deleted and provided further clarifications on the restrictions for mobile signs and temporary signs.

The second amendment was approved in May 2017 in order to exempt unilingual schools and churches from having bilingual signs.

The third amendment which was approved in December 2017 added restrictions for temporary election signs pertaining to municipal, county, provincial and federal elections.

The following amendment will require sign permits to be issued for the alteration of a sign including the sign face, and will allow registered non-profit organizations to have signs in an area other than the premises of the

organization.

5) **DISCUSSION :**

The proposed amendments to the Signs By-law 2015-160, enclosed as supporting documentation as By-law 2018-67, would have the following effects:

- The definition of “substantial alteration” will be removed
- Sign permits will be required for all alterations of existing signs
- Registered non-profit organizations will be allowed to erect a permanent sign in an area other than the premises of the organization

6) **CONSULTATION:**

N/A

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

N/A

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

N/A

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

By-law 2018-67

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW 2018-67

BEING A BY-LAW TO FURTHER AMEND BY-LAW 2015-160, BEING A BY-LAW FOR GOVERNING PERMANENT SIGNS, TEMPORARY SIGNS AND BILLBOARDS INSTALLED ON THE TERRITORY OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

WHEREAS the Municipal Act 2001, S.O., Chapter 25, Section 11 (3) (7), provides that municipalities may pass by-laws respecting advertising devices, including signs;

AND WHEREAS By-law 2015-160 was adopted in January 2016 and amended by By-law 2016-100 in August 2016, amended by By-law 2017-66 in April 2017 and amended by By-law 2017-162 in December 2017;

AND WHEREAS By-law 2015-160 is a By-law for governing permanent signs, temporary signs and billboards installed on the territory of the Corporation of the City of Clarence-Rockland;

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

- 1. THAT** By-law 2015-160 be amended by removing section 3.42
- 2. THAT** By-law 2015-160 be amended by modifying section 4.4 to read as follows:
 - 4.4** This by-law does not apply to a sign that was lawfully erected or displayed before the day the by-law came into force if the sign is not altered and the maintenance and repair of the sign shall be deemed not in itself to constitute as an alteration
- 3. THAT** By-law 2015-160 be amended by adding section 9.14.1 immediately following section 9.14, which shall read as follows:
 - 9.14.1** Registered non-profit organizations shall be exempt from conforming to section 9.14 of this by-law.
- 3. THAT** this by-law shall come into force on the day of its adoption and shall remain in force until it is repealed.

READ AND PASSED IN OPEN COUNCIL, THIS 4th DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



RAPPORT N° AMÉ-18-51-R

Date	04/06/2018
Soumis par	Marie-Eve Bélanger
Objet	Enseigne représentative patrimoniale
# du dossier	Cliquez ici pour entrer du texte.

1) **NATURE / OBJECTIF :**

La nature de ce rapport est de présenter des lignes directrices pour l'approbation des enseignes pour souligner des gens ayant eu une importance dans la communauté.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

n/a

3) **RECOMMANDATION DU SERVICE:**

QUE le comité plénier recommande au conseil que le comité consultatif du patrimoine soit responsable d'évaluer les demandes d'installation pour des plaques/enseignes pour souligner des gens ayant eu une importance dans la communauté, et

QUE le directeur du département d'infrastructure et aménagement du territoire soit l'autorité approbatrice pour approuver ces demandes suite aux recommandations du comité consultatif du patrimoine, et

QUE le budget pour le comité consultatif du patrimoine soit utilisé pour de telle demande.

THAT the Committee of the Whole recommends to Council that the Heritage Advisory Committee be responsible to evaluate the requests for the installation of signs and plaques to commemorate members of the City that had an influence for the community, and

THAT the director of the Infrastructure and Planning Department be the approval authority for the approval of those types of requests, based on the recommendation of the Heritage Advisory Committee, and

THAT the budget for the Heritage Advisory Committee be used to pay for those request.

4) **HISTORIQUE :**

En mars 2017, le département a présenté un rapport au conseil afin de considérer l'installation d'une plaque au coin des rues Colette et Moïse-Gendron afin d'honorer le Dr. Moïse-Gendron. Le conseil a différé la

demande afin que le département et le comité consultatif du patrimoine établisse des lignes directives à ce sujet.

5) **DISCUSSION :**

Le département a rencontré le comité consultatif du patrimoine et après plusieurs discussions, il fut jugé que le comité a beaucoup de connaissance sur l'histoire de la Cité de Clarence-Rockland ainsi que de ses anciens résidents. Par conséquent, nous suggérons les lignes directives générales suivantes pour l'approbation de type de demande :

- Le comité consultatif du patrimoine recevra et évaluera toutes demandes reçu pour l'installation d'enseigne ou de plaques commémorant un ancien résident.
- L'évaluation des demandes sera effectuée en regardant l'historique de cette personne et le rôle que cette personne a joué dans la communauté.
- Une recommandation du comité sera faite au département au sujet de la plaque.
- Le directeur du département d'infrastructure et d'aménagement du territoire sera l'autorité approbatrice pour ce type de demande.
- Le budget du comité consultatif servira à défrayer les coûts pour la fabrication des plaques et des enseignes.

Puisque que la Cité ne reçoit pas beaucoup de demandes de ce genre, nous croyons qu'une politique officielle n'est pas nécessaire en ce moment.

6) **CONSULTATION :**

n/a

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

Le comité consultatif du patrimoine recommande que toutes les demandes reçu soient approuvé par le comité.

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

Le frais encourus pour l'installation de ce type de plaque est très minime et peut être pris du budget alloué par le comité.

9) **IMPLICATIONS LÉGALES :**

n/a

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

n/a

11) **IMPLICATIONS STRATÉGIQUES :**

n/a

12) **DOCUMENTS D'APPUI:**
n/a



REPORT N° CLERK2018-08

Date	4/06/2018
Submitted by	Monique Ouellet, Clerk
Subject	Amendment to the Environmental Advisory Committee Terms of reference
File N°	C12-ENV

1) **NATURE/GOAL :**

To bring forward an amendment to the Environmental Advisory Committee Terms of reference for Council's consideration.

2) **DIRECTIVE/PREVIOUS POLICY:**

Council adopted Resolution No. 2018-062 on March 21, 2018, to mandate the administration to review the mandate of the Environmental Advisory committee to better reflect the needs of the municipality.

3) **DEPARTMENT'S RECOMMENDATION:**

THAT the Committee of the Whole recommends that Council adopts a by-law to amend the Environmental Advisory Committee Terms of reference in order to add the fact that the Committee serves as the Liaison Committee for the municipal landfill site, and also to reduce the number of municipal councillors to be appointed to this Committee to one (1) instead of two (2).

QUE le Comité plénier recommande que le Conseil adopte un règlement visant à amender les termes de référence du Comité consultatif en environnement afin d'ajouter le fait que le Comité agit en tant que Comité de liaison pour le site d'enfouissement municipal, et aussi pour réduire le nombre de conseillers municipal devant être nommé pour siéger sur ce Comité à un (1) au lieu de deux (2).

4) **BACKGROUND :**

The Environmental Advisory Committee Terms of reference were last reviewed and adopted by by-law on August 24, 2015.

5) **DISCUSSION :**

Further to discussions with staff, it was determined that the Environmental Advisory Committee also serves as a Liaison Committee for the municipal landfill site which is mandatory under the Ministry of the Environment Certificate of Approval. It is therefore being recommended that the Committee's Terms of Reference be amended accordingly to reflect this.

6) **CONSULTATION:**

n/a

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

n/a

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

n/a

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

n/a

12) **SUPPORTING DOCUMENTS:**

- Proposed Amended Environmental Advisory Committee Terms of Reference



REPORT N°INF2018-004

Date	16/05/2018
Submitted by	Richard Campeau
Subject	Award for Purchase and Installation of Generators (C.C. Arena & Mun. Garage)
File N°	

1) **NATURE/GOAL:**

The purpose of this report is to authorize the purchase and installation of two (2) standby generators, one at the Clarence-Creek Arena and a second one at the municipal garage.

2) **DIRECTIVE/PREVIOUS POLICY:**

N/A

3) **DEPARTMENT'S RECOMMENDATION:**

THAT the Committee of the Whole recommends that Council adopts a by-law to authorize the Mayor and City Clerk to sign a contract with Lamarche Electric Inc. for the purchase and installation of two (2) standby generators for the amount of \$232,777.00 (excluding HST).

QUE le Comité plénier recommande que le Conseil adopte un règlement pour autoriser le Maire et la greffière de signer un contrat avec Lamarche Electric Inc. pour effectuer l'achat et l'installation de deux (2) génératrice pour une somme de 232 777.00 \$ (excluant la TVH).

4) **BACKGROUND:**

Clarence-Creek Arena:

The arena has been identified as a place of refuge in the event of a major disaster. Therefore, the second floor Community Hall and ground level lobby of the Clarence-Creek Arena must be accessible in case of such a disaster. Plans and specifications were prepared in 2017 in order to have the generator installed and operational by 2018.

Municipal Garage:

All municipal vehicles including emergency vehicles fuel at the Municipal Garage gas pumps. Electricity must be provided at all times during power outages or major disasters to allow emergency vehicles to refuel whenever needed.

5) **DISCUSSION:**

The Department published a call for tenders on the Merx and City websites that closed on May 16th, 2018. We received five (5) submissions and their financial offers are as follows:

CONTRACTORS	BID PRICES (excl. HST)
Lamarche Electric Inc.	\$232,777.00
Sega Electric	\$243,822.00
Duquette Electric	\$246,312.19
Gannon/Blackburn Electric	\$249,750.00
Genlet Electric	\$282,500.00

Lamarche Electric Inc. submitted the lowest bid at a price of \$232,777.00 (excluding HST). After verification, the Infrastructure and Planning department confirms that the bid complies with the requirements and recommends awarding the contract to Lamarche Electric Inc.

The detailed expenses incurred and planned as a result of the bidding process are presented in the tables below.

Budget 2018, Account: 2-4-1340-9159	
- Clarence-Creek Arena	\$150,000
- WIP 2017	<u>\$16,130</u>
Total budget	\$166,130
Items	Costs
Expenses previously incurred or committed	\$21,336.00
Price of construction contract (excl. HST)	\$123,365.00
Impact of the HST on the contract (1.8%)	\$2,221
Total costs	<u>\$146,922</u>
Balance / Deficit	\$19,208

Budget 2018, Account: 2-4-3110-9626	
- Municipal Garage	<u>\$137,000</u>
Total budget	\$137,000

Items	Costs
Expenses previously incurred or committed	\$19,958
Price of construction contract (excl. HST)	\$109,412
Impact of the HST on the contract (1.8%)	\$1,970
Total costs	<u>\$131,940</u>
Balance / Deficit	\$5,660

6) **CONSULTATION:**

N/A

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

N/A

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

The 2017/2018 Budget approved the financing of these projects as follows:

Arena

2018 Building Reserve	\$100,000
2018 Equipment Reserve	\$ 50,000
2017 General Reserve	\$ 16,130
Total	\$166,130

Municipal Garage

2017 Equipment Reserve	\$ 33,381
2015 Debt	\$ 10,362
2015 Development Charges	\$ 93,257
Total	\$137,000

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

The arena has been identified as a place of refuge in the event of a major disaster. Therefore, the second floor Community Hall and

ground level lobby of the Clarence-Creek Arena must be accessible and operational in case of such a disaster.

As for the municipal garage, in case of lengthy power outage, this will permit all operations to carry on as usual business.

11) **STRATEGIC IMPLICATIONS :**

The draft Strategic Plan supports that the Clarence Creek Community Hall is now designated as a refugee centre and that the municipal garage stays operational in case of major disaster. The generators will help keep these two (2) important buildings operational.

12) **SUPPORTING DOCUMENTS:**

- Award Letter
- Bylaw 2018-XX

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-XX

BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO LAMARCHE ELECTRIC INC.

WHEREAS Sections 8, 9, and 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25 and amendments thereto provides that every municipal Corporation may pass by-laws for the purpose of governing its affairs as it considers appropriate;

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to award a contract to Lamarche Electric Inc. for the purchase and installation of two (2) standby generators, in the amount of \$232,777.00 (excluding HST).

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

- 1. THAT** Municipal council authorizes the Mayor and the Clerk to sign an agreement with Lamarche Electric Inc. for the purchase and installation of 2 standby generators, one (1) for the Clarence-Creek Arena and one (1) for the Municipal Garage.;
- 2. THAT** the agreement be in the form hereto annexed and marked as Schedule "A" to this by-law;
- 3. THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS ____ DAY OF _____ 2018.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

Award Letter

Lamarche Electric Inc.
9374 County Road 17
Rockland, Ontario
K4K 1K7

May 17th, 2018

Attention: Mr. Shawn Lamarche

**Subject: Notice of Award: F18-INF-2018-021
(2 Standby Generators for the Clarence Creek Arena and Municipal Garage)**

We thank you for your Tender submitted on May 16th, 2018 and the subsequent discussions in connection with the above contract. I have been duly authorized by the City of Clarence-Rockland (hereafter referred to as the City), to award to you the contract for the captioned works.

The price for the works shall be in the amount of \$232,777.00 Canadian dollars excluding taxes. The price is deemed to include the cost of all works necessary for the timely and satisfactory completion of the works in their entirety.

The following letters and documents shall constitute integral parts of the contract hereby Awarded;

- Request for Tender Document dated, April 25th, 2018
- Addendum #1, dated May 7th, 2018
- Addendum #2, dated May 11th, 2018
- Contractor Tender Response, dated May 16th, 2018

When all of the works are properly completed or when each stage of the work described is properly completed, the Contractor shall give the City an invoice for the amount due. The works or each stage of works shall be considered as being properly completed only when they are free from obvious defects.

**THE CORPORATION OF THE CITY OF
CLARENCE ROCKLAND**

Per: _____

Guy Desjardins – Mayor

Date: _____

Per: _____

Monique Ouellet –Clerk

Date: _____

We have authority to bind the Corporation.

Please signify your acceptance of the terms and conditions of this award by signing and returning a duplicate copy to us immediately. The original of this Letter of Award is for your retention.

Signed for and on behalf of:

_____ Signature

_____ Print Name (Director/Authorized Signatory*)

_____ (Date) _____ (Place of signing)



RAPPORT N°INF2018-011 Octroi pour remplacement de ponceau sur le chemin Baseline

Date	16/04/2018
Soumis par	Richard Campeau
Objet	Octroi pour remplacement de ponceau sur le chemin Baseline
# du dossier	E02 BAS

1) **NATURE / OBJECTIF:**

L'objectif de ce rapport est d'octroyer le contrat à Synex Construction Limited afin qu'il puisse procéder avec les travaux de remplacement de ponceau sur le chemin Baseline.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE:**

N/A

3) **RECOMMANDATION DU SERVICE:**

QUE le Comité plénier recommande au Conseil d'adopter un règlement pour autoriser le Maire et la greffière à signer un contrat avec Synex Construction Limited pour effectuer les travaux de remplacement de ponceau sur le chemin Baseline pour une somme de 179 721,79\$, excluant la TVH.

THAT the Committee of the Whole recommends that Council approves a by-Law to authorize the Mayor and the City Clerk to sign a contract with Synex Construction Limited for the replacement of culvert on Baseline Road, in the amount of \$179,721.79 excluding HST.

4) **HISTORIQUE:**

Ce projet est en lien avec l'objectif du plan de travail pour la mise en œuvre de la phase 1 de la gestion des actifs du plan de 10 ans des projets capitaux.

En 2015, une firme d'ingénieurs-conseils en structure recommandait le remplacement des ponceaux lors de leurs inspections bisannuelles (au deux ans). De plus, à l'automne 2015 la firme d'ingénieurs-conseils, HP Engineering, a été mandatée de faire le suivi deux (2) fois par année de l'état critique du ponceau suite à un affaissement de l'accotement.

En 2016, des plans et devis ont été préparés en prévision d'aller en soumission pour la construction pendant l'été 2018.

5) **DISCUSSION :**

Le département a publié un appel d'offres sur les sites internet Merx et de la Cité. Cet appel d'offres se terminait le 15 mai 2018 et nous avons reçu sept (7) soumissions. Les offres financières ont été reçues telles que présenté dans le tableau suivants:

ENTREPRENEURS	PRIX DE SOUMISSION (excl. TVH)
Synex Construction Limited	179 721,79\$
Arnco Construction and Excavation	189 335,00\$
STP Excavation et Construction Inc.	228 691,00\$
Normand Excavation Inc.	248 658,10\$
Dalcon	273 000,00\$
Site Preparation Limited	330 700,00\$
Construction Lafleur	414 688,00\$

L'entrepreneur Synex Construction Limited est le plus bas soumissionnaire avec un prix de 179 721,79\$ (excl. la TVH). Après vérification par la firme d'ingénieur-expert HP Engineering ainsi que le département d'infrastructure et aménagement du territoire, la soumission est conforme aux exigences du document de soumission et nous recommandons d'octroyer le contrat à Synex Construction Limited.

Les dépenses détaillées encourues et prévues, suite au processus d'appel d'offre, sont présentées dans le tableau ci-dessous.

Budget 2017	272 750\$
Compte: 2-4-3240-9193	

Items	Coûts
Dépenses commises/déjà encourues	12 766\$
Prix du contrat de Construction (excl. TVH)	179 722\$
Impact de la TVH sur les contrats (1.8%)	3 235\$
Coût total	195 723\$
Balance / Déficit	77 027\$

Le département prévoit une économie budgétaire de 77 027\$. Inclus dans cette économie est une contingence de 10% (18 000\$) sera considéré pour la période de construction.

- 6) **CONSULTATION:**
S/O
- 7) **RECOMMANDATION OU COMMENTAIRES DU COMITÉ :**
S/O
- 8) **IMPACT FINANCIER (monétaire/matériaux/etc.):**
-Le budget de 2018 a approuvé la source de financement suivante pour ce projet:
 - 272 750\$ octroi du programme Federal Gas Tax (FGT)
- 9) **IMPLICATIONS LÉGALES :**
S/O
- 10) **GESTION DU RISQUE (RISK MANAGEMENT) :**
S/O
- 11) **IMPLICATIONS STRATÉGIQUES :**
S/O
- 12) **DOCUMENTS D'APPUI:**
- Règlement #2018-XX
- Lettre d'octroi

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-

BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO SYNEX CONSTRUCTION LTD.

WHEREAS Sections 8, 9, and 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25 and amendments thereto provides that every municipal Corporation may pass by-laws for the purpose of governing its affairs as it considers appropriate;

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to award a contract to Synex Construction Ltd for the amount of \$179,721.79 excluding HST .

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

- 1. THAT** Municipal council authorizes the Mayor and the Clerk to sign an agreement with Synex Constructions Ltd;
- 2. THAT** the agreement be in the form hereto annexed and marked as Schedule "A" to this by-law;
- 3. THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS _____TH DAY OF _____ 2018.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

Award Letter

Synex Construction
1280 Montée Poupart
Rockland, Ontario
K4K 1K9

June 19th, 2018

Attention: **Mr. Benoit Serrurier**

SUBJECT: **Notice of Award: F18-INF-2018-016 (Baseline Culvert)**

We thank you for your Tender submitted on May 15th, 2018 and the subsequent discussions in connection with the above contract. I have been duly authorized by the City of Clarence-Rockland (hereafter referred to as the City), to award to you the contract for the captioned works.

The price for the Works shall be in the amount of \$179,721.79 Canadian dollars excluding taxes. The price is deemed to include the cost of all works necessary for the timely and satisfactory completion of the works in their entirety.

The following letters and documents shall constitute integral parts of the contract hereby awarded;

- Request for Tender Document dated, April 16th, 2018
- Addendum #1 dated, April 26th, 2018
- Addendum #2 dated, May 8th, 2018
- Addendum #3 dated, May 10th, 2018
- Contractor Tender Response, dated May 15th, 2018

When all of the works are properly completed or when each stage of the work described is properly completed, the Contractor shall give the City an invoice for the amount due. The works or each stage of works shall be considered as being properly completed only when they are free from obvious defects.

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

Per: _____

Guy Desjardins – Mayor

Date: _____

Per: _____

Monique Ouellet –Clerk

Date: _____

We have authority to bind the Corporation

Please signify your acceptance of the terms and conditions of this award by signing and returning a duplicate copy to us immediately. The original of this Letter of Award is for your retention.

Signed for and on behalf of:

_____ Signature

_____ Print Name (Director/Authorized Signatory*)

_____ (date)_____ (place of signing)



Date	25/05/2018
Soumis par	Pierre Boucher
Objet	Renouvellement d'entente avec Leduc Bus Lines pour les routes 530 et 535
# du dossier	L04-CRT

1) NATURE / OBJECTIF :

Le renouvellement de l'entente avec Leduc Bus Lines pour le transport en commun.

2) DIRECTIVE/POLITIQUE ANTÉCÉDENTE :

Dans l'entente actuelle, nous avons l'option d'un renouvellement sur une base annuelle pour les prochains 3 ans à partir du mois de septembre 2018 à août 2021.

Les services suivants sont offerts;

- la route 530 Clarence Creek/Rockland à Ottawa/Gatineau
- la route 535 St-Pascal/Bourget/Hammond et Cheney à Ottawa/Gatineau prend fin le 30 août 2018.

3) RECOMMANDATION DU SERVICE:

ATTENDU que le comité consultatif du transport en commun supporte la recommandation des Services communautaires et recommande au conseil municipal de procéder avec le renouvellement d'entente avec Leduc Bus Lines pour le service de transport en commun pour la route 530 Clarence Creek et Rockland vers Ottawa / Gatineau et la route 535 St-Pascal / Bourget / Hammond / Cheney à Ottawa / Gatineau.

QU'IL SOIT RÉSOLU que le conseil municipal mandate les Services communautaires à procéder avec le renouvellement d'entente pour l'ajout d'une année supplémentaire avec une augmentation fixe de 3% tel que stipulé dans l'entente du 22 août 2016 entre Leduc Bus Lines et la Corporation de la Cité de Clarence Rockland pour le service de transport en commun.

QU'IL SOIT RÉSOLU que ce renouvellement soit préparé par les Services communautaires pour que l'entrée en vigueur de ladite entente soit effective en date du 1^{er} septembre 2018.

WHEREAS the Public Transit Advisory Committee supports the recommendation of the Community Services and recommends to Municipal Council to proceed with the renewal agreement with Leduc Bus Lines for the transport services for the route 530 Clarence Creek and Rockland towards Ottawa / Gatineau and the route 535 St-Pascal / Bourget / Hammond / Cheney to Ottawa / Gatineau.

BE IT RESOLVED that Municipal Council hereby mandates the Community Services to proceed with the renewal agreement for one additional year with a fix increment of 3% as stipulated in the agreement of August 22nd 2016 with Leduc Bus Lines for the services of Public Transit.

BE IT RESOLVED that this agreement be prepared by the Community Services in order that the said agreement be effective as of September 1st, 2018.

4) **HISTORIQUE :**

Nous avons une entente avec Leduc Bus Lines pour le transport en commun depuis 2003. Leduc Bus Lines a toujours fourni un service de qualité.

5) **DISCUSSION :**

Les Services communautaires ont rencontré M. Leduc de Leduc Bus Lines concernant le renouvellement de l'entente. M. Leduc serait d'accord de renouveler l'entente pour une autre année (pour le service qui répond aux besoins actuels) avec la clause à l'entente permettant à la Cité de modifier l'entente selon les besoins des deux autres années subséquentes.

Dans la prochaine année, les trajets actuels du CRT seront modifiés dus à l'arrivée du O-Train. Selon les plans actuels, le trajet du CRT aura lieu entre la Cité et l'arrêt d'autobus situés au chemin Blair à Ottawa. Ce changement diminuera significativement la longueur des déplacements des trajets des autobus.

Dû à l'incertitude des besoins futurs du service requis, nous croyons qu'il serait préférable d'allouer un renouvellement annuel afin de déterminer dans un avenir rapproché s'il serait à l'avantage de la Cité de procéder autrement.

Ceci dit, les dernières années de l'entente seront modifiées selon les nouveaux besoins du service.

6) **CONSULTATION :**

Le comité consultatif du transport en commun supporte la recommandation des Services communautaires et recommande au conseil municipal de procéder avec le renouvellement d'entente avec Leduc Bus Lines pour le service de transport en commun.

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

N/A

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

L'entente prévoit une augmentation selon le coût du diesel selon le Ministère des Transports et l'indice des prix à la consommation.

Le taux 2018 de l'entente proposée pour les routes 530 et 535 est d'une augmentation totale de **3 %** ce qui représente une augmentation d'environ 54 000\$ annuelle pour les deux trajets puisque celle-ci est basée sur les taux de septembre 2018.

Cette augmentation entrera en vigueur le premier septembre 2018 et sera compensée par des changements (réduction de route) au service offert.

9) **IMPLICATIONS LÉGALES :**

N/A

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

Le Service ainsi que le comité ont commencé à réduire le nombre de trajets afin de compenser pour les besoins réels du service et de minimiser les impacts négatifs au budget 2018.

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Annexe A – Entente 2016-2021

Annexe B - Lettre d'intention de Leduc Bus Lines

Annexe C -Tableau des comparaisons des taux

THIS AGREEMENT made this 22nd day of August, 2016

BETWEEN:

LEDUC BUS LINES LTD.

8467 Route 17
Rockland, Ontario
K4K 1K7

Hereinafter referred to as "**Leduc**"

AND:

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

1560 Laurier
Rockland, Ontario
K4K 1P7

Hereinafter referred to as the "**City**"

WHEREAS Leduc is a provider of commuter transit to Ottawa-Gatineau;

AND WHEREAS Leduc has submitted to the City a proposal dated January 15th 2016, to provide commuter transit services from the City to Ottawa-Gatineau;

AND WHEREAS the City is a municipal corporation and wishes to retain the services of Leduc so as to provide commuter transit services for its residents to and from the City to Ottawa-Gatineau;

AND WHEREAS Leduc has entered into an agreement dated August 23rd, 2015 with the City of Ottawa to use its Transitway for its intercity buses.

NOW THEREFORE Leduc and the City covenant and agree as follows:

1. **DEFINITIONS**

In this agreement:

- (a) "CVOR Certification" means the Commercial Vehicle Operator's Registration as established by Ontario's Ministry of Transportation.
- (b) "Commuter Transit Service" and "Service" means the services provided by Leduc pursuant to the terms of this agreement;

- (c) "Double Departure Bus" means a bus that makes two trips between the City and Ottawa and/or Gatineau in any direction per day;
- (d) "Double Departure/Single Run Return Bus" means a bus that makes two trip between the City and Ottawa and/or Gatineau in one direction and a single return trip between Ottawa and/or Gatineau to the City in the other direction per day;
- (e) "Intercity Bus" or "Bus" means a highway coach suitable for carrying no less than forty-eight passengers with signage on the outside indicating the Clarence-Rockland/Ottawa-Gatineau service with website for further information;
- (f) "Ottawa-Gatineau" means the City of Ottawa and the City of Gatineau;
- (g) "Proposal of services" means the proposal of services submitted by Leduc to the City dated January 15th, 2016;
- (h) "Single Departure bus" means a bus that only makes one trip between the City and Ottawa and/or Gatineau in any direction per day;
- (i) "Transitway" and "Transitway station" means the Ottawa Transitway as set out in the Agreement between Leduc and the City of Ottawa;
- (j) "Transitway Agreement" means the agreement dated August 23rd, 2015, between Leduc and the City of Ottawa;

2. TERM

- 2.1 Subject to Sections 2.2 and 14.1 below, this agreement shall be for a Term of two (2) years commencing, September 1, 2016 and ending August 31st, 2018.
- 2.2 The Parties acknowledge and agree that, in the event that the City of Ottawa LRT station proposed at Blair Road becomes operational prior to the expiry of the Term, the City shall have the option to terminate this Agreement prior to August 31, 2018 without penalty, or to require that the provisions of this Agreement be amended to reflect the new route termination at Blair Road (or such other location as the City of Ottawa LRT system will commence at that time), with such modifications to the fees as are appropriate to reflect the modified routes.

3. **SCHEDULES AND ROUTES**

- 3.1 From Monday to Friday inclusively, there shall be departures in the morning from the City to Ottawa-Gatineau. The number of departures is contained in Schedule "B" to this Agreement.
- 3.2 From Monday to Friday inclusively, there shall be departures in the afternoon from Ottawa-Gatineau to the City. The number of departures is contained in Schedule "B" to this Agreement.
- 3.3 Schedule "B" to this Agreement shall constitute the initial routes and schedules, and may be modified at the request of the City to accommodate such service changes as the City deems appropriate, including but not limited to changes resulting from the commencement of City of Ottawa LRT service at Blair Road (or elsewhere).
- 3.4 Subject to the routes and schedules agreed upon by the Parties, passengers shall only be able to embark and disembark at any Transitway station in accordance with the terms of the Transitway Agreement between Leduc and the City of Ottawa. The said agreement is annexed and marked as Schedule "A" to this Agreement.
- 3.5 Subject to the schedule attached as Schedule "B", passengers leaving the City each morning shall also be able to embark or disembark at the Place du Portage in the City of Gatineau in accordance with the terms of the "Permis de transport par autobus transport interurbain" attached as Schedule "C" to this Agreement.
- 3.6 The Parties acknowledge that there must be flexibility in relation to the routes and schedules so as to ensure that they meet the needs of the passengers of the service.
- 3.7 The Parties agree that they will consult each other regularly in relation to the routes and schedules so that they may be modified to best meet the needs of the passengers of the service. It is agreed that the City shall give final approval to the routes and schedules, acting reasonably.
- 3.8 The Parties agree that any changes to the routes and schedules shall be in writing and shall constitute an integral part of this Agreement.
- 3.9 Leduc undertake to put in effect the agreed modification to the routes and schedules fifteen (15) working days following any modification to allow both parties sufficient time to advertise and promote the new routes and schedules.

4. FINANCIAL CONSIDERATION

- 4.1 Subject to any amendments resulting from the commencement of operations of the City of Ottawa LRT system, and resulting changes to the routes, the City shall pay to Leduc all applicable fees for all required service as identified below:

Route 530

- (a) For each Single Departure bus the sum of \$ 18 072.28 plus applicable taxes per month;
- (b) For each Double Departure bus (coach bus) the sum of \$ 23 132.47 plus applicable taxes per month;
- (c) For each Double Departure/Single Return bus the sum of \$ 19 715.99 plus applicable taxes per month;
- (d) For each Double Departure bus employing a city bus (low floor) the sum of \$ 24 374.19 plus applicable taxes per month;
- (e) For each single mini departure bus the sum of \$ 7 047.40 plus applicable taxes per month;
- (f) For each morning or evening only single mini departure bus the sum of \$5 531.11 plus applicable taxes per month;

Route 535

- (g) For each Single Departure Coach bus the sum of \$ 15 478.58 plus applicable taxes per month;
- (h) For each single mini departure bus the sum of \$ 7 238.18 plus applicable taxes per month.

- 4.2 The City shall pay the amounts referred to in Paragraph 4.1 within thirty (30) days receipt of monthly invoices from Leduc in each and every consecutive month of this agreement commencing the 30th day of September 2016 and ending the 30th day of August 2018.

- 4.3 Payment by the City for the Commuter Transit Service shall be made following presentation of an invoice, which correctly corresponds with the services provided.
- 4.4 Invoices for amount due shall be delivered to the address shown in Paragraph 9 of this agreement. Payments may be deferred, without penalty or interest, at the City's discretion, if the following information is not shown on the invoice:
- (a) Amount for the total invoice;
 - (b) H.S.T. amount;
 - (c) Leduc's H.S.T. number;
 - (d) Date of invoice.
 - (e) Full description of service provided for the month invoiced.
- 4.5 In the event that the City wishes to introduce additional departures to and from the City to Ottawa-Gatineau other than those set out in Schedule B the Parties agree that the City shall pay to Leduc additional fees in accordance with Section 4.1 above.
- 4.6 The monthly payments provided for in paragraph 4.1 and 4.5, if applicable, of this Agreement will be increased annually in September of each year in accordance with the following:
- (a) 15% of the monthly payments provided for in paragraph 4.1 and 4.5, if applicable, of this Agreement will be considered as the fund related expenses and will be adjusted based on the Ministry of Transportation (M.T.O) diesel cost index recorded in the Ministry's monthly Contract Bulletin for fuel. The first increase will occur on the 1st of September 2017 and the percent increase will be determined by calculating the average monthly diesel fuel cost for the 12 months preceding the adjustment (September 2016 to August 2017) and comparing it to the September 2016 diesel fuel cost with a decrease of 18.79%. Thereafter, all future increases shall occur on the first day of September of each year and the percent increase will be determined by calculating the average monthly diesel fuel cost for the 12 months preceding the adjustment (September to August) and comparing it to the average monthly diesel fuel cost of the previous year.

- (b) 85% of the monthly payments provided for in paragraph 4.1 and 4.5, if applicable, of this Agreement will be adjusted in accordance with the increase in the Ontario Consumer Price Index (CPI) as published by Statistics Canada for the whole of Ontario under the heading "All Items" for the preceding year. The first increase will occur on the 1st of September 2017 and will be based on the average increase of the Consumer Price Index for the twelve month period ending August 2017. Thereafter, all future increases shall occur on the first day of September of each year and shall be based on the average increase of the Consumer Price Index for the twelve month period ending August published immediately prior thereto.

4.7 The City agrees that in addition to the amounts provided for in paragraphs 4.1 (initial contract), 4.5 (additional departures) if applicable, 4.6 (fuel adjustment and yearly CPI adjustment) of this agreement, the costs for each bus shall be increased, on September 1, 2017 to reflect the increase in the CPI index of the twelve applicable previous months.

4.8 The Parties hereto acknowledge and agree that the fees payable pursuant to this Agreement, and any renewal thereof, shall be adjusted subsequent to the change of services and route terminations which will be required as a result of the commencement of operations of the City of Ottawa LRT service.

5. LEDUC'S OBLIGATIONS

5.1 Leduc shall, throughout the Term of this Agreement, including any renewal or extension thereof:

- (a) Provide Commuter Transit on a daily basis from Monday to Friday each week, save and except on statutory holidays, between the City and Ottawa-Gatineau, at the times, and along the routes specified in Schedule "B" to this agreement or as agreed by the parties in accordance with Sections 3.3 and 3.7 of this agreement;
- (b) Provide ongoing training for its drivers and staff, including the training required for the use of the Transitway;
- (c) Maintain its existing C.V.O.R. registration, maintain the registrations of buses, ensure properly licensed and plated of buses and have regular maintenance of the buses;

- (d) Use its best efforts to maintain the schedule of the Commuter Transit Service in the event that it is prevented from using the Transitway as a result of fires, strikes, floods, acts of God, lawful acts or public authorities or other causes which cannot be reasonably foreseen or provided against;
- (e) Post schedule and fees information as provided by the City on its website at www.clarence-rockland.com and on Leduc's website at www.leducbus.com and provide information to the public by telephone;
- (f) Provide access to the City on the software **Access** in order for the City to compile appropriate statistics;
- (g) If required by the City, a requested report on the number of passengers it has transported, shall be provided;
- (h) Ensure that all accounts, records as well as any invoices, receipts and vouchers shall at all times during the agreement period be open to audit, inspection and examination by the City;
- (i) Shall fulfill all of its obligations in compliance with the Occupational Health and Safety Act for services provided under this agreement, and further agrees to take responsibility for any health and safety violation that may occur. Furthermore, if the city (or any of its council members or employees) shall be made a party to any charge under the Occupational Health and Safety Act in relation to any violation of the said Act by Leduc arising out of this agreement, Leduc shall indemnify and save harmless the City from any and all charges, fines, penalties, and costs that may be incurred or paid by the City except for those charges, fines, penalties, and costs which were the result of the negligence of the City;
- (j) Shall pay to the Workplace Safety and Insurance Board of Ontario all assessments and levies owing to the Board in respect to this agreement and any unpaid assessments or levies shall be the sole responsibility of Leduc;
- (k) Shall provide to the City evidence of compliance with the requirements of the Province of Ontario with respect to workers compensation insurance;

- (l) Shall comply with all laws applicable to the performance of this agreement;
- (m) Shall not subcontract any portion of the Commuter Transit Service, unless it obtains the written consent of the City prior to subcontracting, nor permit the subcontracting of any portion, which consent may be withheld at the City's sole discretion. In any subcontract Leduc shall, unless the City otherwise consents in writing, ensure that the subcontractor is bound by the terms and conditions of this agreement;
- (n) Shall not assign, in whole or in part, this Agreement nor the right to receive payment hereunder without the prior consent, in writing, of the City, which consent may be withheld in the City's sole discretion. Any purported assignment made without the City's written consent is void and of no effect. No assignment of this Agreement shall relieve Leduc from any obligation under this Agreement or impose any liability upon the City unless otherwise agreed to, in writing, by the City;
- (o) Shall ensure that passengers utilizing the Commuter Transit Service be required to refrain from smoking at all times while utilizing the said service.

6. CITY'S OBLIGATIONS

6.1 The City shall:

- (a) provide park and ride facilities, at its sole discretion.
- (b) maintain an advisory committee to provide oversight on the Commuter Transit Service. A representative from Leduc shall attend all committee's meetings to answer questions and provide information;
- (c) establish a minimum budget of \$5,000.00 annually to promote and market the Commuter Transit Service by placing

advertisements/announcements in local papers and relevant City guides/brochures and on the City's website;

- (d) give final approval routes and schedules;
- (e) establish the terms and conditions for the City's passengers transferring to the City of Ottawa's OTranspo service;
- (f) determine the price of monthly passes and daily passes, and
- (g) determine the outlets where monthly passes and daily passes will be available for sale.

7. TRANSITWAY AGREEMENT

The City hereby agrees and acknowledges that Leduc has entered into the Transitway Agreement with the City of Ottawa, a true copy of which is attached as Schedule "A" hereto. It acknowledges that the Commuter Transit Service provided by Leduc will be limited by the terms and conditions contained therein.

The City hereby agrees and acknowledges that Leduc has obtained a "Permis de transport par autobus transport interurbain" to transport passengers, in the Province of Quebec attached as Schedule "C" to this agreement. It acknowledges that the Commuter Transit Service provided by Leduc will be limited by the terms and conditions contained therein.

8. INSURANCE AND INDEMNIFICATION

- 8.1 Leduc agrees to indemnify and save harmless the City from any claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed upon the City or its property in respect of any loss, damage, or injury resulting in death, to any person or property directly or indirectly arising out of, resulting from, or sustained by reason of negligence or otherwise of Leduc, its officers and servants.
- 8.2 Leduc agrees to carry sufficient insurance coverage in an reasonable amount acceptable to the City to indemnify and save harmless the City from all suits, claims, losses, costs, charges, proceedings, causes of action and demands arising by reason of or connected to Leduc's operation of the commuter transit service.

8.3 Leduc shall obtain and maintain during the term of this agreement commercial general liability insurance acceptable to the City which shall be subject to limits of no less than five million (\$5,000,000.00) Dollars inclusive per occurrence for bodily injury, death and damage to property including loss thereof.

8.4 The commercial general liability insurance shall include coverage for:

- (a) Premises and operations liability;
- (b) Broad Form Products and completed operations with aggregate limit not less than \$5,000,000;
- (c) Blanket contractual liability;
- (d) Cross liability;
- (e) Personal injury liability;
- (f) Liability with respect to non-owned licensed motor vehicles - limit of at least \$2,000,000, include contractual non-owned coverage;
- (g) Occurrence property damage;
- (h) Broad from property damage;
- (i) Severability of interest;
- (j) City of Clarence-Rockland as additional insured;
- (k) Contingent employees liability;
- (l) Contractor's protection;
- (m) Waiver of subrogation in favour of the City of Clarence-Rockland.

This insurance shall be non-contributing with and apply as primary and not as excess to any other insurance available to the City.

8.5 Leduc shall provide and maintain during the term of this agreement in respect to owned licensed motor vehicles subject to a limit of no less than Ten Million (\$10,000,000.00) Dollars inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

In respect of Ontario Highway Transport Board, Leduc shall provide and maintain during the term of this agreement in respect to owned licensed motor vehicles the following limits:

A Motor Vehicle Liability, Policy as required by the **Public Vehicles Act** and the Regulations made thereunder, in full force and effect on date hereof and will not be cancelled during its term or allowed to expire except upon 30 days Loss or damage resulting from **bodily injury** to or death of one or more passengers: **(passenger hazard limits):** Limit of Leduc Bus Lines Ltd. 10,000,000\$

To others (3rd party) (road hazard)... In accordance with The motor vehicle liability insurance required by section 251 of the Insurance Act: limit of Leduc Bus Liens Ltd. 10,000,000\$

8.6 Leduc shall ensure that the City shall be designed as a named insured in all of the policies described herein.

8.7 The liability insurance policies shall contain an endorsement to provide all named insureds and additional insureds with prior notice of cancellation or of a material change that would diminish coverage, and the endorsement shall be in the following form:

"It is understood and agreed that the named insureds and additional insureds shall be given thirty (30) days prior written notice of cancellation or of a material change that would diminish coverage."

8.8 The insurance policies shall preclude subrogation claims by the insurer against anyone insured thereunder.

8.9 A copy of each insurance policy issued pursuant to this paragraph and evidence of payment shall be provided to the City within thirty (30) days of the commencement of the term of this agreement.

8.10 Leduc shall, for those vehicles operating pursuant to this agreement, obtain all necessary vehicle safety certificates and any other licenses required from any level of government of any licensing bodies and keep such certificates and licenses up to date.

9. NOTICES

9.1 Notices required under this agreement shall be considered to have been given three (3) days after having been posted by registered mail or the next business days when sent by facsimile or courier and addressed:

(a) The City:

Director of Community Services
City of Clarence-Rockland
1560 Laurier Street
Rockland, ON K4K 1P7

(b) Leduc:

Gilbert Leduc
Leduc Bus Lines Ltd.
8467 Route 17
Rockland, ON K4K 1K7

10. TERMINATION

- 10.1 The City may, upon giving Leduc five (5) days written notice, unilaterally terminate this Agreement if Leduc fails to carry out its duties and obligations or is in breach of its duties and obligations under this agreement, in any material respect, in the City's sole discretion acting reasonably and has neglected or failed to correct the said breach within ten (10) days of written notice by the City to Leduc setting out the said breach.
- 10.2 Upon giving the notice of termination provided above that Leduc shall have no claims for further payments and the City shall be relieved from any and all obligations owing to Leduc by the City whether as a result of this Agreement or otherwise.

11. CONTINGENCY PLANS

- 11.1 In the event of a mechanical breakdown of any bus providing service under this Agreement, Leduc undertakes to (subject to road conditions) have a suitable replacement (not necessarily a highway coach) available within thirty (30) minutes of the breakdown.
- 11.2 In the event that a bus driver becomes suddenly ill or incapacitated, Leduc undertakes to have a replacement driver in service within thirty (30) minutes.
- 11.3 In the event of either a mechanical breakdown of any bus providing service under this Agreement or sudden illness/incapacity of a bus driver, Leduc shall have someone available at its dispatch center to inform passengers of the service.

12. MISCELLANEOUS

- 12.1 The Parties agree that Leduc is an independent contractor and in no way shall be deemed to be an agent, servant or employee of the City for any

purpose.

- 12.2 The Parties agree that each of them shall, upon reasonable request of the other, do or cause to be done all further lawful acts, deeds and assurances whatever for the better performance of the terms and conditions of this Agreement.
- 12.3 This Agreement, including the Schedules attached hereto, constitutes the entire agreement between the two parties and cancels and supersedes any prior agreements or undertakings, written or verbal, in respect of it.
- 12.4 This Agreement may be amended only by written agreement between the two Parties, and no amendment of any of the terms or provisions of the Agreement shall be deemed valid unless in writing.
- 12.5 If and to the extent that either Party shall be prevented, delayed or restricted in the fulfillment of any obligation hereunder, because of any cause beyond the control of the Party affected thereby which prevents the performance by such Party of any obligation hereunder and not caused by its default and not avoidable by the exercise of reasonable effort including, without limitation, strikes, labor disturbances, civil disturbance, acts, orders, legislation, regulations or directives of any government or public authority, acts of a public enemy, war riot, sabotage, earthquake, fire, storm, hurricane, flood, explosion or act of God, it shall be deemed not to be a default in the performance of such obligation and any period for the performance of such obligation shall extended accordingly and the other party to this agreement shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned.
- 12.6 The City is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M-56, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the City in relation to this agreement, including the proposal of services, may be available to the public unless the party submitting the information requests that it be treated as confidential. All information is subject to MFIPPA and may be subject to release under the Act, notwithstanding a request to keep information confidential.
- 12.7 This Agreement shall ensure to the benefit of and be binding upon the parties, their respective successors, heirs and assigns, subject to the

restriction assignment by Leduc contained within this Agreement.

12.8 Any provision of this Agreement, which is or becomes prohibited or unenforceable in any jurisdiction, shall not invalidate or impair the remaining provisions of this agreement that shall be deemed severable from the prohibited or unenforceable provision and any prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable that provision in any other jurisdiction.

12.9 Leduc shall be deemed in default of this agreement if it:

- (a) Ceases to operate all or part of its business activities, is liquidated or dissolved or wound up, makes an assignment for the benefit of creditors or receivership, is bankrupt or the subject of an execution or distress, in material respect and fails to remedy the said breach within ten (10) days of the written notice from the City outlining the said breach.
- (b) Is in default of its obligations under this Agreement;
- (c) Changes the effective control of the corporation without the prior written consent of the City which consent shall not be unreasonably withheld.
- (d) Reorganizes or amalgamates without the prior written consent of the City which consent shall not be unreasonably withheld.

12.10 The failure by either party to exercise any of its rights under this Agreement upon the occurrence of any act or acts of default, or which justify, permit or allow either party to act, does not preclude or affect either party's ability subsequently to exercise its rights upon the same, or some further act of default.

12.11 Each of the Parties to this Agreement agree to execute any additional documentation or give such further assurances as may be required by either of them from time to time in order to give effect to the spirit and intent of this Agreement.

12.12 This Agreement shall be interpreted in accordance with the laws of the Province of Ontario and the laws of Canada, as applicable therein, and shall be all respects as an Ontario contract.

12.13 The Parties agree that the arbitration clause set out in Schedule "D" forms an integral part of this Agreement, and shall be applied, with such changes as maybe necessary, to the resolution of disputes arising from or out of this Agreement.

13. RIGHT OT SET-OFF


13.1 Should the City be required to pay to another party or service provider any amounts whatsoever required to be paid by Leduc pursuant to the provisions of this Agreement, as a result of the failure of Leduc to perform its obligations hereunder, the City shall be entitled at its discretion to deduct any such amount paid from the amounts otherwise payable to Leduc pursuant to Section 4 hereto. Leduc agrees that the City shall be entitled to deduct a further amount of twenty (20%) percent (not as a penalty) for administration costs from any amount of expenses not paid by Leduc pursuant to the provisions of this Agreement and which the City has either been requested to pay or has, in its unfettered discretion, determined to pay to ensure the uninterrupted continuation of the transportation service which is the subject of this Agreement. The City shall provide Leduc with notice allowing Leduc a period of five (5) days to pay the outstanding amount before it can proceed to exercise the right of set-off provided in this Section.

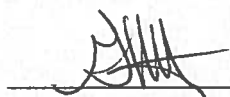
14. **RENEWAL**

- 14.1 The City shall have the option to renew this Agreement, on such terms and conditions as it determines are appropriate and necessary to reflect the transit service needs of the City at the time, and as may be negotiated and agreed to by Leduc, for up to three (3) additional one (1) year terms. If the City wishes to pursue such renewal, it shall provide Leduc with written notice of such intention no later than six (6) months prior to the expiry of the initial, or any subsequent term. Should the parties not reach an agreement with respect to the fees, routes and services to be provided during any renewal term prior to the end of the initial Term or any renewal period, this Agreement shall be at an end, and the City shall have no further obligations to Leduc.

IN WITNESS WHEREOF this agreement has been executed as of this
24th day of *August* 2016.

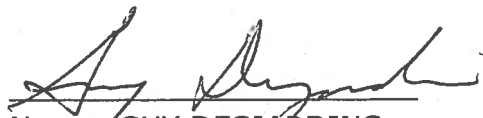
LEDUC BUS LINES LTD.

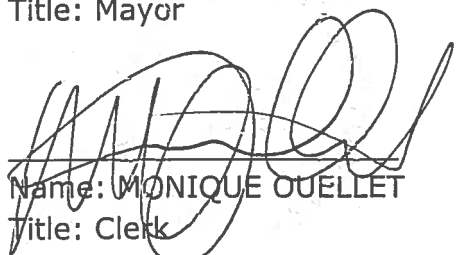
Per: 
Name: GILBERT LEDUC
Title: President

Per: 
Name: GHISLAIN LEDUC
Title: Secretary

We have authority to bind the corporation

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

Per: 
Name: GUY DESJARDINS
Title: Mayor

Per: 
Name: MONIQUE OUELLET
Title: Clerk



Le 24 mai 2018

M. Pierre Boucher
Directeur, Services communautaires
Cité de Clarence-Rockland
1560 rue Laurier
Rockland ON K4K 1P7

Sujet: Renouvellement du contrat de transport en commun de la Cité à Ottawa-Gatineau

M. Boucher,

L'objet de cette lettre est d'exercer l'option de renouvellement d'un (1) an du contrat de transport en commun de la Cité à Ottawa-Gatineau pour les routes 530 et 535 du 22 août 2016 et échéant le 31 août 2018 tel que permis à l'article 14 du contrat. Ce renouvellement couvrirait la période du 1er septembre 2018 au 31 août 2019.

Avec les données disponibles en date d'aujourd'hui, l'augmentation depuis septembre 2017 du prix du carburant est de 19% et de l'indice des prix à la consommation de 2%, et il est anticipé que le prix du carburant continuera à augmenter pour le reste de l'année calendrier 2018.

Ainsi, selon les articles 4.6 (a) et (b) du présent contrat, les augmentations anticipées dues aux changements du prix du carburant et de l'indice des prix à la consommation seraient de plus de 6% au 1er septembre 2018.

Cependant, nous vous offrons une augmentation fixe de 3% seulement pour ce renouvellement de contrat du 1er septembre 2018 au 31 août 2019. Nous absorberons toute augmentation supplémentaire permise aux articles 4.6 (a) et (b) dues aux changements du prix du carburant et de l'indice des prix à la consommation pour cette période seulement.

Les prix effectifs du 1er septembre 2018 au 31 août 2019 seraient les suivants:



Route 530 Rockland:

- a) pour chaque départ simple (Single Departure) la somme de 19 668.95\$ plus TVH par mois;
- b) pour chaque départ simple le matin ou le soir seulement (Morning or Evening Only Single Departure) la somme de 11 801.94\$ plus TVH par mois;
- c) pour chaque départ double (Double Departure) la somme de 25 176.21\$ plus TVH par mois;
- d) pour chaque départ double et retour simple (Double Departure Single Return) la somme de 21 457.89\$ plus TVH par mois;
- e) pour chaque départ double d'un autobus de ville (Double Departure City bus) la somme de 26 527.64\$ plus TVH par mois;
- f) pour chaque départ simple d'un mini autobus nolisé (Single Mini Departure) la somme de 7 670.04\$ plus TVH par mois;
- g) pour chaque départ simple d'un mini autobus nolisé le matin ou le soir seulement (Morning or Evening Only Single Mini Departure) la somme de 6 019.78\$ plus TVH par mois.

Route 535 Bourget:

- a) pour chaque départ simple (Single Departure) la somme de 16 846.10\$ plus TVH par mois;
- b) pour chaque départ simple d'un mini autobus nolisé (Single Mini Departure) la somme de 7 877.67\$ plus TVH par mois.

Nous reconnaissons que la venue du train léger sur rail de la Ville d'Ottawa changera le transport en commun par autobus. Ainsi, nous proposons que lorsque le train léger débutera ses opérations dans l'est d'Ottawa (station Blair possiblement) et que le transport en commun par autobus arrêtera à cette station, les prix seront négociés tel que décrits aux articles 2.2 et 4.8 du contrat original.

Tous les autres articles du contrat sont maintenus. Les articles 4.6 (a) et (b) seront considérés pour toute nouvelle négociation due au renouvellement du présent contrat ou à l'arrivée du train léger.



Nous vous remercions de la confiance que vous nous portez et sommes ouverts à toute discussion et question.

Nous vous prions d'agréer, M. Boucher, l'expression de nos sentiments les meilleurs.

Gilbert Leduc, Président

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-xxx

BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO APPROVE THE EXTENSION OF ONE YEAR OF THE AGREEMENT WITH LEDUC BUS LINES FOR THE PUBLIC TRANSIT SERVICES FOR THE CITY OF CLARENCE-ROCKLAND.

WHEREAS Sections 8, 9, and 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25 and amendments thereto provides that every municipal Corporation may pass by-laws for the purpose of governing its affairs as it considers appropriate;

WHEREAS the Corporation of the City of Clarence-Rockland deems it expedient to renew the agreement with Leduc Bus Lines for the public transit services for the City of Clarence-Rockland for an additional 1 year extension as stipulated in the agreement date August 22nd 2016, starting September 1st, 2018 until August 31st, 2019.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND ENACTS AS FOLLOWS:

1. **THAT** this by-law shall come into force on the day of its adoption and shall remain in force until it is repealed

**READ, PASSED AND ADOPTED BY COUNCIL THIS DAY OF JUNE
2018.**

Original signed by

Guy Desjardins, Mayor

Original signed by

Monique Ouellet, Clerk



REPORT N° INF2018-033

Date	04/06/2018
Submitted by	Marie-Eve Bélanger, Yves Rousselle
Subject	Engineering Guidelines
File N°	T05 ENG

1) **NATURE/GOAL :**

The nature of this report is to present the new engineering guidelines of the City.

2) **DIRECTIVE/PREVIOUS POLICY :**

- Town of Rockland engineering standards 1990.
- Town of Rockland, Amendment to engineering standards, Resolution # 1993-248
- City of Clarence-Rockland engineering standards 2010. Resolution # 2010-65

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole recommends that Council approves the engineering guidelines attached to Report No. INF2018-033.

QUE le comité plénier recommande que le Conseil adopte les directives d'ingénierie inclus au rapport no. INF2018-033.

4) **BACKGROUND :**

The City is currently using engineering standards that were approved in 1990 and 2010. However, because they are outdated, staff is currently using the City of Ottawa standards as well as the MOE guidelines.

5) **DISCUSSION :**

In November 2017, the City hired EVB Engineering to prepare engineering guidelines for the City. The design guidelines include the design requirements for sanitary sewers, storm sewers, watermain, roads, sidewalks, etc. This will provide guidance and clear directions to the public, developers and consultants submitting engineering drawings to the City. The standards will expedite the design and construction process as well as the review and approvals process of various development projects.

The Infrastructure and Planning Department met internally and with EVB a few times to review the draft guidelines and feedback provided by the development community. Staff believes that the design

guidelines address issues with consistency and predictability and are in line with the City's goals to improve development procedures and processes.

6) **CONSULTATION:**

The Draft Engineering guidelines were sent to the development community in December 2017 following the Developers meeting. The City allowed a total of 4 months to review the guidelines. On April 6th, comments from Novatech Engineering were received on the behalf of developers.

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

n/a

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

There is no financial impact associated with the adoption of the engineering guidelines.

9) **LEGAL IMPLICATIONS :**

City by-laws and policies will take precedence over the guidelines where there is conflict.

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

The adoption of the engineering guidelines will help the City to meet its mission and commitment to sustainability. The engineering guideline aligns with one of the four strategic pillars.

12) **SUPPORTING DOCUMENTS:**

Design guidelines for Site Plan and Subdivision

June
2018



SUBDIVISIONS AND SITE PLANS

CITY OF CLARENCE-ROCKLAND

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INTRODUCTION

PART 1 INTRODUCTION

1.1 GENERAL CONSIDERATIONS

The general intent of this document, along with various City By-Laws, is to provide guidance and clear directions for Owners, developers and Engineers seeking to pursue development opportunities in the City of Clarence-Rockland. This in turn should minimize surprises, allow for efficient and expedient design and construction of various projects, and promote consistency and quality in the design of infrastructure throughout the City.

This document will also identify design criteria considered as minimum guidelines by the City under typical conditions. Generally, no variance will be allowed for minimum guidelines contained in this document. Deviation from some guidelines may however be possible at the discretion of the City or Council through a special request. Onus will be on Owner to justify deviation from these guidelines.

This document is meant to be a 'living document' which may be amended or modified as required. Note that the City By-Laws and policies and other application regulations take precedence over this manual should there be a conflict.

City should be contacted if any section of this document is unclear or if additional information is needed.

1.2 DEFINITIONS & ABBREVIATIONS

"AODA" shall mean the "Accessibility for Ontarians with Disabilities Act";

"AWWA" shall mean the "American Water Works Association";

"CCTV" shall mean "Closed-Circuit Television" inspection of sewers;

"Chief Building Official (CBO)" shall mean the senior officer of the Construction Division of the Infrastructure and Planning Department or his/her designate;

"Conservation Authority (CA)" shall mean the "South Nation Conservation";

"City" shall mean the Corporation of the City of Clarence-Rockland and includes its successors and assigns and its officers, employees, agents, contractors and subcontractors;

"City Engineer" means the Director of Infrastructure and Planning of the Corporation of the City of Clarence-Rockland for the time being or such other person or persons designated;

"City Specifications or Standards" means the detailed description of construction materials, workmanship and standards of Works to be carried out by the Owner as prescribed by the City in this manual and its amendment from time to time by the City;

"City Treasurer" shall mean the Treasurer of the Corporation of the City of Clarence-Rockland for the time being or such other person or persons so designated;

"Council" shall mean the Council of the Corporation of the City of Clarence-Rockland;

"CSA" shall mean the "Canadian Standards Association";

"CUP" shall mean "Composite Utility Plan";

"Director, Infrastructure and Planning Department" shall mean the senior officer of the Infrastructure and Planning Department or his or her designate;

"Easement" shall mean the legal right acquired by contract to pass over, along, upon or under the lands of another;

"ECA" shall mean "Environmental Compliance Approval" as issued by the MOECC;

"Engineer" shall mean a professional holding a license or temporary license to practice engineering in the province of Ontario, holding a Certificate of Authorization from Professional Engineers Ontario, and having valid professional liability insurance;

"ESA" shall mean "Electrical Safety Authority";

"Final Acceptance" is achieved when passed as a By-law by Council;

"HDPE" shall mean "high density polyethylene";

"kPa" shall mean "kilopascal" (1,000 N/m²);

"LID" shall mean "Low Impact Development";

"Landscape Architect" shall mean a landscape architect in good standing with the Ontario Association of Landscape Architects or the Canadian Society of Landscape Architects;

"Letter of Credit" shall mean an irrevocable letter of credit provided by the Owner to the City, as issued by a bank or similar institution;

"LPAT" shall mean the "Local Planning Appeal Tribunal";

"Maintain" includes repair, replace, reinstate and/or keep operational;

"MAH" shall mean the "Ministry of Municipal Affairs and Housing";

"MOECC" shall mean the "Ministry of the Environment and Climate Change";

"MRD" shall mean "maximum relative density" of asphalt;

"MTO" shall mean the "Ministry of Transportation";

"NFPA" shall mean the "National Fire Protection Association";

"OCWA" shall mean "Ontario Clean Water Agency";

"OBC" shall mean the Ontario Building Code;

"OMAFRA" shall mean the "Ontario Ministry of Agriculture, Food and Rural Affairs";

"OPSD" shall mean "Ontario Provincial Standard Drawings" as published by the MTO (latest edition) available online at:

<http://www.raqsa.mto.gov.on.ca/techpubs/OPS.nsf/OPSHomepage>

"OPSS" shall mean "Ontario Provincial Standard Specifications" as published by the MTO (latest edition) available online at:

<http://www.raqsa.mto.gov.on.ca/techpubs/OPS.nsf/OPSHomepage>

"OTM" shall mean "Ontario Traffic Manual" as published by the MTO (latest edition) available online at: <http://www.mto.gov.on.ca/english/publications/mto-research-library-online-catalogue.shtml>

"Owner" shall mean the person or company proposing and undertaking the proposed project, its heirs, executors, administrators, successors and assigns or agents thereof or contractor or sub-contractor carrying out the Works for or on behalf of the Owner;

"PEO" shall mean "Professional Engineers Ontario";

"psi" shall mean "pounds per square inch";

"PVC" shall mean "polyvinyl chloride";

"SPMDD" shall mean "standard proctor maximum dry density";

"SNC" shall mean "South Nation Conservation";

"Subdivision" refers to the division of a parcel of land into three or more lots;

"Surveyor" shall mean a professional land surveyor designated as an Ontario Land Surveyor (OLS) by the Association of Ontario Land Surveyors (AOLS);

"TAC" shall mean the "Transportation Association of Canada";

"USGPM" shall mean "U.S. gallons per minute";

"Works" means those services, installations, structures, buildings and other works listed in and required for the proposed development;

"WSIB" shall mean "Workplace Safety and Insurance Board";

1.3 GENERAL RESPONSIBILITIES OF THE OWNER

At its own cost, the Owner will be required to employ competent Engineers in good standing with PEO and having valid professional liability insurance to design, supervise and construct any and all infrastructure required, which includes site-specific infrastructure and may also include off-site improvements.

Again at its own cost, the Owner will be responsible to obtain all necessary approvals from the City and all other relevant senior approving authorities, and pay for reasonable fees and disbursements incurred by the City, including but not limited to planning fees, legal fees, engineering/peer review fees, SNC review fees, inspections, testing, etc.

1.4 PRE-CONSULTATION

Early pre-consultation with the City and with the City's review team is mandatory for subdivision and site plan projects. Modifications to the drawings are to be anticipated, therefore detailed engineering drawings are not required nor expected at this stage.

Pre-consultation will help to identify requirements early in the process, expedite subsequent steps and will identify the nearest infrastructure, possible servicing options and available capacities.

1.5 RELEVANT LEGISLATION & DESIGN GUIDELINES

Applicable legislation, design guidelines and policies include, but are not limited to, the documents listed below. When this manual does not discuss a specific issue or section, refer to the application legislation, design guidelines and policies below.

Although the versions listed below were current at the time of writing this manual, updates may have occurred, and/or new documents may come into force or be published. The onus will be on the Owner to obtain and meet the requirements of the latest version of said documents.

1.5.1 Provincial Legislation

- Occupational Health and Safety Act and Regulations
- Ontario Building Code
- Ontario Planning Act
- Ontario Highway Traffic Act
- Ontario Water Resources Act
- Accessibility for Ontarians with Disabilities Act

1.5.2 Policies & Design Guidelines, MOECC

- Design Guidelines for Sewage Works, 2008 (MOECC)
- Design Guidelines for Drinking-Water Systems, 2008 (MOECC)
- Procedures to Govern Separation of Sewers and Watermains (MOE Procedure F-6-1)
- Stormwater Management Planning and Design Manual, 2003 (MOECC)

1.5.3 Policies & Design Guidelines, MTO

- Drainage Management Manual, 1995-1997
- Gravity Pipe Design Guidelines, 2007
- Ontario Provincial Standard Drawings (OPSD), latest version

- Ontario Provincial Standard Specifications (OPSS), latest version
- Ontario Traffic Manual, latest version
- Roadside Safety Manual, 1993

1.5.4 Policies & Design Guidelines, OMAFRA

- Minimum Distance Separation (MDS) Document (2017)

1.5.5 Policies & Design Guidelines, MAH

- Provincial Policy Statement (2014)

1.5.6 Policies & Design Guidelines, Others

- TAC Geometric Design Guide for Canadian Roads (1999)
- Ottawa Sewer Design Guidelines (2012)
- Ottawa Design Guidelines – Water Distribution (2010)

1.6 RELEVANT CITY POLICIES & BY-LAWS

Applicable City By-Laws and policies include, but are not limited to, the following as amended. Versions below were current at the time of writing this manual. Again, the onus will be on the Owner to obtain and meet the requirements of the latest version of said City By-Laws and policies.

- Civic Addressing By-Law (2005-74)
- Clearing of Land By-Law (2001-16)
- Construction of Private Entrances By-Law (2017-44)
- Development Charges By-Law (2015-13)
- Fence and Privacy Screens (2016-96)
- Fire Routes By-Law (2008-74)
- Noise By-Law (1999-55)
- Open Air Fire By-Law (2017-92)
- Parkland By-Law (2018-61)
- Road Cut By-Law (2002-29)
- Roadside Drainage Infill Policy (2005-165)
- Roadway Lighting Policy (2017)
- Security Deposit By-Law (2007-19, amended by 2010-99)
- Signs By-Law (2015-160)
- Site Plan Control By-Law (2013-05)
- Use and Care of Streets By-Law (2003-26)
- User Fees and Charges By-Law (2015-176)
- Waste Material By-Law (1998-57)
- Water Use By-Law (2000-43)
- Zoning By-Law (2016-10)

The latest City By-Laws and policies may be found on the City's website at:
<http://clarence-rockland.com/index.php/en/city-hall/municipal-by-laws>

1.7 RELEVANT OFFICIAL PLANS

There are three Official Plans which govern the development within the City. At the highest level is the Official Plan of the United Counties of Prescott and Russell, which directs the development of all areas of the City and is the only Official Plan in effect for the rural areas and villages of Clarence-Creek, Hammond, Cheney, Clarence Point and St-Pascal.

The City also has two Official Plans which direct development and growth for specific areas of the City. These are the Rockland Official Plan which directs the future development of the urban area of Rockland, and the Bourget Official Plan which directs the future development of the village of Bourget.

The Official Plans may be found on the following websites:

Rockland & Bourget:

<http://clarence-rockland.com/index.php/en/planning>.

Prescott-Russell:

http://www.en.prescott-russell.on.ca/services/planning_and_forestry/official_plan

SUBDIVISIONS

PART 2 GENERAL REQUIREMENTS

2.1 OFF-SITE IMPROVEMENTS

In some cases, off-site improvements may be required to support proposed development. These may consist of water or sewer extensions, upsizing or reconstruction of existing infrastructure, construction of new turning lanes, sidewalk and/or roadway extensions, new pumping stations, modifications to existing pumping stations, etc.

Additionally, the design of new sanitary sewers, storm sewers and/or watermains may need to consider the ultimate flows or demands permitted by the zoning expected from the tributary area. Cost sharing may be possible if the improvements benefit other parties or as part of a development charge study.

The need for off-site improvements will be evaluated on a case-by-case basis. Pre-consultation with the City will serve to establish what off-site improvements, if any, will be required to support the proposed project.

Owner may be required to complete capacity studies where information is not available, and Owner will be responsible for costs related to design, construction, inspection, etc.

2.2 APPROVALS & AGREEMENTS

The Owner is responsible to pay for and obtain all necessary approvals, such as:

- clearance letter or other approvals from CA (as required),
- Environmental Compliance Approval (ECA) from MOECC as required (for sanitary sewers, storm sewers, stormwater management facilities, ditch filling in rural subdivision, etc.),
- approvals from the County as required,
- all other necessary approvals from other approving authorities, such as, but not limited to utility companies (Bell, Vidéotron, Enbridge), Canada Post, etc. as may be required.

The Owner will also be required to enter into a Subdivision Agreement with City. In some cases, the United Counties of Prescott & Russell may also enter into the same agreement.

Note that City sign-off is required on ECA application. City will only sign-off once the drawings and reports have been reviewed and once review comments have been addressed.

2.3 DESIGN DRAWINGS

The Owner shall provide at its own cost all plans which may be required by the City and/or other senior approving authorities. General drawing requirements are as follows:

- Drawings must be in metric units and to scale,
- Printed on Architectural D (24" x 36"), A1 (594 mm x 841 mm) or other similar format. Drawings on Architectural E (36" x 48"), A0 format (841 mm x 1,189 mm) or similar large format will not be accepted.
- Must include legend, north arrow, street names, and name of Owner,
- Must include version/revision history,
- All final drawings must be stamped and signed by an Engineer,
- must be clear and concise.

More specifically, the following drawings are required for all subdivision projects:

- Cover sheet with key project information,
- Overall site plan showing entire project, easements, phasing, and legal boundary information,
- Plan & profiles for all roadways, scale of 1:250 or 1:500 (horizontal) and 1:50 (vertical) with finished grades at spacing of 12.5 m,
- Plan & profiles for all rear-yard catch basins, scale of 1:250 or 1:500 (horizontal) and 1:50 (vertical) – if applicable,
- Grade Control Plan at a scale of 1:500 or larger, showing:
 - Existing contours and final elevations at all lot corners,
 - Final elevations at the centre line of each road at a spacing of 12.5 meters or less,
 - Final elevations at all intersections,
 - Finished ground elevation at the building line,
 - Finished first floor elevation,
 - The finished elevation of all critical points such as catch basins, beyond the street line,
 - Finished elevation for top of foundation wall and underside of footing,
 - Existing elevation of the top of foundation wall and finished grading at neighbouring dwellings (if applicable),
 - Arrows indicating direction of flow of all surface water,
 - Location and details of all swales,
 - Location and details of all surface water outlets,
 - Detailed requirements shown on Drawings,
 - Details of all Works to be carried out upon the lands,
 - High groundwater water table elevation with date measured,
 - Temporary benchmarks.
- Ponding plan showing overland flow routes, and ponding water elevations for the major storm event,
- Storm & sanitary catchment area plan showing the respective infrastructure,
- Roadway line painting drawing including all relevant details, and showing all street signs,
- Details and OPSD's including all relevant details and enlargements as required
- Street lighting including location of street lights, wire routing and all relevant details & OPSD's,

- Composite utility plan (CUP) including location of servicing trenches, easements, location of transformers, pedestals, conduits, existing utility poles, etc.
- Landscaping plan prepared by a landscape architect.

2.4 DESIGN REPORTS & STUDIES

The Owner shall again provide at its own cost all design reports and studies which may be required by the City and/or other senior approving authorities. General report requirements are as follows:

- Must be clear and concise,
- Must include all necessary calculations and supporting information,
- Final reports and reports submitted as part of a Site Plan Control application must be stamped and signed by an Engineer,
- Include sketches as required.

2.5 SUBMITTALS

The Owner will be required to submit directly to senior approving authorities as required. The submittal requirements of the senior approving authority will apply for such submissions.

With regards to submissions for City review/approval, the following requirements will apply.

2.5.1 Draft Plan of Subdivision

Draft Plans of Subdivision are to be submitted to the City Planner and shall include the following:

- the original and 10 copies of the completed application form,
- application fees,
- cover letter or Planning Rationale describing the application and outlining reasons for its support and justification,
- a recent survey plan and/or reference plan,
- 30 folded copies of the draft plan,
- 1 copy of the draft plan on "mylar 8½" X 11" paper,
- a PDF copy of the draft plan and of all other documents submitted, on DVD or USB drive,
- 3 copies of any additional supporting information (see application form),
- a copy of the Deed of Land,
- a signed letter of Undertaking for a possible LPAT appeal.

2.5.2 Detail Design

Detail design drawings and reports for City review/approval are to be submitted to the Director, Infrastructure and Planning Department and shall include the following:

- 3 hard copies of all drawings and reports,
- a PDF copy of all drawings on DVD or USB drive,
- final PDF drawing approved for construction must include City stamp.

2.6 TYPICAL PROJECT & REVIEW PROCESS

The typical flow chart attached in Appendix "A" illustrates the typical project design & review process for subdivision projects. Note that this flow chart is intended as general guidelines and may vary from project to project.

2.7 CITY REVIEWS & PEER REVIEWS

City will review all drawings and reports submitted and will provide comments. In some cases, the review may also or instead include a technical peer review completed by an impartial third-party consulting firm selected by the City.

Owner will be responsible for all costs related to reviews and/or peer review.

In case of any disagreement between the Owner's Engineer and the consulting firm conducting the peer review, the City will be the final authority. The Owner is encouraged to submit high-quality and thorough documents to facilitate and expedite reviews. Incomplete submissions or submissions found to contain excessive omissions or errors may be returned without review or comments.

2.8 FINANCIAL REQUIREMENTS

Prior to the registration of the Draft Plan, the Owner will be required to pay to the City:

- anticipated expenses to the City for administrative, legal, planning and engineering staff for consideration of the proposed plan and to negotiation, execution and performance of the Subdivision Agreement, as per User Fees and Charges By-Law.
- All costs and expenses of the City relating to the preparation, processing and obtaining approval of any Zoning By-Law(s), of Official Plan and/or Zoning By-Law Amendment(s).
- any outstanding local improvement frontage charges, outstanding municipal property taxes or other charges.

Owner will also be required to pay the full cost and expense of the following items if the City incurs any cost:

- The full cost and expense of testing,
- The full cost and expense of restoration and reinstatement of Works,
- The full cost and expense of maintenance of the Works installed prior to final acceptance of the Works by the City,
- Any costs and expenses incurred by the City as a result of any damage to equipment (except for normal wear and tear) while engaged in providing maintenance or restoration of the Works.

It is the Owner's responsibility to verify which financial requirements are applicable to the proposed development. Refer to the User Fees and Charges By-Law for more information.

2.9 PERFORMANCE DEPOSIT

The Owner will also be required to provide a performance deposit prior to the signing of the Subdivision Agreement with the City. The purpose of this deposit is to ensure that the City is able to complete the Works in the event that the Owner is unable to proceed with the completion, or to address deficiencies.

Performance deposit must consist of cash, certified cheque or an irrevocable Letter of Credit issued by a bank will be required prior to the signing of the Subdivision Agreement. Bonding will not be accepted.

Performance deposit will be required for 100% of the value of the Works, based on the Engineer's estimate. Unit prices are to be reflective of current market conditions and the City reserves the right to review the estimate and unit prices.

Lastly, the performance deposit may be reduced as construction advances, subject to a Letter of Credit reduction application as discussed in Section 5.20.

PART 3 PLANNING REQUIREMENTS

The following section discusses planning requirements pertaining to subdivision projects. It is meant to summarize the common requirements of applicable Official Plans, and other applicable City By-Laws, such as the Zoning By-Law, and is by no means an exhaustive reference.

Where there are any conflicts, the applicable documents take precedence over this manual.

3.1 LOT SIZE & OTHER REQUIREMENTS

All new lots shall have frontage on a public road that is open and maintained year-round by either the City or a Condominium Corporation. Furthermore, the division of land must not result in the landlocking of any parcel of land.

Size and shape of any lot created will need to be appropriate for the proposed use and shall confirm to the provisions of the Zoning By-Law. Such requirements are too numerous to list in this manual - refer to the appropriate section of the Zoning By-Law for details.

Separation distances for land uses as set out in the Official Plans and Zoning By-Law must also be met.

The creation of a lot having access only to a County road will generally be discouraged and will be subject to the approval of the United Counties of Prescott & Russell.

Driveways for corner lots shall be located along the interior side lot line and will not be permitted in an exterior side yard.

At corner lots, provide sight triangles (daylight) based on intersecting roadway classification as per the requirements below:

- Public lanes to local roads: 3 m x 3 m,
- Local road to local road: 3 m x 3 m,
- Local road to collector road: 5 m x 5 m,
- Collector road to collector road: 5 m x 5 m,
- Collector road to arterial road: 5 m x 5 m,
- Arterial road to arterial road: 5 m x 5 m,
- Proposed roadways intersecting County Road 17: to be determined by UCPR.

3.2 SUPPORTING STUDIES & REPORTS

The Owner may be required to submit any of, but not limited to, the following supporting studies at the time of the submission of an application, in accordance with the policies outlined in the relevant Official Plan and/or accepted professional standards and/or guidelines as applicable:

- a) Retail Market Impact Study,
- b) Municipal Financial Impact Assessment,

- c) Urban Design Strategy,
- d) Land and/or Marine Archaeological Impact Assessment,
- e) Hydrogeological Study,
- f) Groundwater Impact Assessment,
- g) Environmental Impact Study (EIS),
- h) Record of Site Condition (RSC),
- i) Phase I Environmental Site Assessment (ESA),
- j) Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required,
- k) Noise and/or Vibration Study,
- l) Transportation Impact Study,
- m) Parking Study,
- n) Geotechnical Study,
- o) Servicing Options Report,
- p) Stormwater Management Plan,
- q) Planning Rationale Report,
- r) Heritage; Impact Assessment,
- s) Archaeological Assessment,
- t) Lighting Study,
- u) Architectural Design and Massing Drawings that address Signature Architecture and Tall Building Guidelines,
- v) Shadow Study, and/or
- w) Other studies relevant to the development and lands impacted by the proposed development approval application.

As previously mentioned, pre-consultation with the City and County is mandatory and will serve to establish which studies will be required to support the proposed project.

3.3 PARKLAND

Parkland is to be provided as per the requirements of the Parkland By-Law 2018-61.

3.4 PHASING

For larger projects, Owner is to determine phasing based on expected sales.

Phasing and any temporary Works such as cul-de-sacs, ditches, etc. are to be shown on design drawings. City will review proposed phasing to avoid temporary dead-ends as much as possible.

City reserves the right to require that Works of future phases be done as part of an earlier phase (for example, looping of a watermain or construction of a second vehicular access).

3.5 EASEMENTS

Temporary easements will be required for all other infrastructure constructed on property to be part of future phase(s) or to remain property of Owner.

Permanent easements will be required for infrastructure not located within right-of-ways. Generally, 2.4 m wide easements will be required along swales with subdrains, but only when the subdrain is equal to or larger than 200 mm in diameter.

Likewise, minimum 3.0 m wide easements are required for sewers, watermains and/or utilities not in right-of-way, or wider depending on the depth and/or diameter of the sewer. Geotechnical conditions may also require the use of a wider easement.

Minimum 6.0 m wide easements (or blocks) are required for access to stormwater management ponds, outlets & ditches of stormwater management facilities, pumping stations and similar infrastructure.

3.6 BLOCKS

Blocks will be required for parkland, road widenings, stormwater management facilities, walkways, accesses or other property to be transferred to the City.

Likewise, 0.3 m reserves will be required at dead-ends and open side(s) of a right-of-way.

3.7 STREET NAMES

Street names to be proposed by Owner and will be reviewed by City. Street names shall be shown on drawings.

Street names shall be in accordance with Prescott and Russell 9-1-1 Protocol (latest edition). Generally, the following standards shall be followed in naming streets:

- New street names shall not be identical or sound similar to existing street names within the United Counties of Prescott & Russell,
- Street names shall be short (under 12 letters, if possible), concise and preferably one word,
- Street names should have a simple spelling and easy pronunciation in both English and French,
- Special characters, such as hyphens, apostrophes, periods or commas should be avoided,
- Prefixes such as north, south, etc. should be avoided,
- Numbers or letters used as street names should be avoided,
- Incongruous, offensive names or names with a double-meaning shall not be used,
- Selection of street names of similar nature or category is encouraged within a subdivision or neighbourhood,
- Personal names of living individuals shall be avoided unless they have historical significance,
- Pluralized road names should be avoided,
- Suffixes shall be related to the type and importance of the street (i.e. the suffix,
- 'boulevard' should not be attached to a minor residential street),

- Advisory committee will recommend street names if Owner does not submit its preferred names.

3.8 VEHICULAR/PEDESTRIAN ACCESS REQUIREMENTS

All proposed roads must be connected to existing City or County roads.

Additionally, developments of 20 units or more must include a secondary access road or emergency access as per City detail R7, HDPE-reinforced grass or other as proposed by Owner, connected to a maintained municipal road.

3.9 CIVIC ADDRESSING / SIGN

Per By-law 2005-74, Owner must post or display a municipal civic number clearly visible from the traveled portion of the highway at its own cost. Generally, the numbers shall be a minimum of 100 mm in height, shall read horizontally, and be displayed in numerical form only.

Where the main building is located at less than 15 m from the front lot line, the number or number plate is to be attached to the building per the following requirements:

- On the right-hand side of the door, at height of not less than 1.2 m and not greater than 1.8 m above the door threshold,
- If the door does not face the road, on the right-hand side of the wall facing the traveled road at 1.5 m to 2.1 m above grade,
- New or replacement numbers are to be white or silver on a dark background.

Where the main building is located at a distance greater than 15 m from the front lot line, and in rural areas, the civic address number is to be placed on a separate sign post per the following requirements:

- number plate must be of a reflective material in white or silver on reflective blue background (on both sides),
- number plate must be installed perpendicular to the highway and shall be clearly visible from the traveled portion of the highway,
- height of not less than 1.2 m,
- located 1 m from the property line and 2 m from the driveway, or in other location approved by the City.

3.10 FENCING

Owner shall pre-consult with City to establish requirements for chainlink fencing and/or wood screen fencing. All new fencing to be to the requirements of By-Law 2016-96. Generally, the following requirements apply:

- Fencing greater than 0.75 m in height is not permitted within 6 m visibility triangle at intersections,
- Fencing greater than 0.75 m in height is not permitted within 2 m visibility triangle at driveways, walkways or bicycle pathway,

- Chainlink fence or similar that can be seen through is permitted within visibility triangle,
- Privacy screens may be done,
- Fence to be installed on private property,
- Finished side must be presented toward the public street and/or neighbouring property,
- May not be installed directly on a municipal infrastructure or within easements without the prior approval of the City, and setbacks are to be clearly identified.

Height restrictions are generally as follows:

- Residential, front yard: 1.00 m,
- Residential, any other yard: 2.13 m,
- Non-residential, any yard: 3.00 m,
- Gates and decorative caps on posts may exceed height restrictions by maximum of 0.30 m and 0.15 m respectively,
- Archways forming part of an entrance may exceed the height restrictions to a maximum of 2.50 m.

Also, note that a fence permit is not required.

3.11 TREES

Owner shall plant at least one shade tree in the front yard and two trees on a corner lot (1 in front yard and 1 in side yard) of a type required by the City. Trees shall be planted within private property and not within the sight triangle.

The following type of trees will not be allowed:

- Poplar
- Alder
- Aspen
- Willow
- Elm
- Ash
- Maple of the fast growing variety

Any tree which dies within one year of planting shall be replaced by the Owner at the Owner's expense and maintained until the tree survives a full year.

3.12 NOTICE TO PURCHASERS

The City may require that Purchase and Sale Agreements for the whole or any part of a lot/block within a Plan of Subdivision contain generic and/or specific clauses.

PART 4 DESIGN REQUIREMENTS

4.1 SANITARY SEWERS

The Owner will be required to construct new sanitary sewers to service the proposed development. Where sanitary sewers are not available, the Owner will be responsible to extend the closest sanitary sewer main and connect to it or construct private septic systems. Pre-consultation with the City will serve to establish these requirements.

In any case, new combined sewers and/or connection to an existing combined sewer will not be allowed.

4.1.1 Average Flows – Domestic

Sewers are to be designed per the general requirements of MOECC Design Guidelines for Sewage Works (2008). For residential developments, an average flow of 350 L/person/day is to be used in design, along with the per unit population given in the following table:

Table 4-1 Average Persons per Unit (Residential Uses)

Unit Type	Persons per unit
Residential, single family	3.4
Residential, semi-detached	2.7
Residential, duplex	2.3
Residential, townhouse (row)	2.7
Apartment, bachelor	1.4
Apartment, 1 bedroom	1.4
Apartment, 2 bedroom	2.1
Apartment, 3 bedroom	3.1
Apartment, average	1.8

Source: City of Ottawa Design Guidelines - Water Distribution

Commercial and industrial flows will vary greatly depending on the type of development and should be calculated based on the proposed use from the OBC Table 8.2.1.3.B. where possible, or from the City of Ottawa Appendix 4-A – Daily Sewage Flow for Various Establishments (see Appendix “B”) if the latter is more relevant.

If the exact type of development is not known, common allowances to be used for conceptual planning are given in the following table:

Table 4-2 Commercial & Industrial Flow Allowances

Development Type	Average Flow
Commercial, average	28 m ³ /ha per day
Industrial, light	35 m ³ /ha per day
Industrial, heavy	55 m ³ /ha per day

Source: City of Ottawa Design Guidelines - Water Distribution

4.1.2 Average Flows - Infiltration and inflow

Design of new sanitary sewers shall also include an allowance of 0.28 L/s/hectare for infiltration and inflow.

4.1.3 Peaking Factors

For residential developments, the peaking factor calculation shall be based on the Harmon formula as given below:

$$PF = 1 + \frac{14}{4 + P^{0.5}}$$

Where: PF is the peaking factor (minimum of 2.0, maximum of 4.0)
P is the population in thousands

For commercial or institutional developments, a peaking factor of 1.5 is to be used.

Industrial peaking factor shall be determined from City of Ottawa Appendix 4-B – Peaking Factor for Industrial Areas (see Appendix “B”).

4.1.4 Hydraulic Design

Sanitary sewers are to be sized using Manning formula, and a Manning roughness coefficient (n) of 0.013:

$$Q = \frac{1,000}{n} AR^{2/3} s^{0.5}$$

Where: Q is the flow capacity of the sewer (L/s)
n is the Manning roughness coefficient (0.013)
A is the flow cross-sectional area
R is the hydraulic radius (area of flow / wetted perimeter)
s is the slope (m/m)

The full flow velocity to be between 0.6 m/s to 3.0 m/s, and minimum slopes shall be as follows:

Table 4-3 Minimum Sewer Slopes

Nominal Sewer Size	Minimum Slope (%)
200 mm (8 inch)	0.32
250 mm (10 inch)	0.24
300 mm (12 inch)	0.186
375 mm (15 inch)	0.14
450 mm (18 inch)	0.111
525 mm and larger (21 inches and larger)	0.10

Source: City of Ottawa Sewer Design Guidelines

Oversized sewers may not be used to justify using flatter slopes, and flow is to be sub-critical where possible.

Lastly, the slope of the sanitary sewer section located at the upstream end(s) of a collection system is to be 0.65% or steeper on the first segment of pipe that serves 10 or less dwellings or units. Once that threshold has been met, a maintenance hole can be installed, and the pipe slope can be reduced.

4.1.5 Other Design Considerations

The following other general requirements apply for the design of sanitary sewers:

- Located in right-of-way per City detail X1 to X6, inclusively,
- Minimum 200 mm pipe diameter for main sewers,
- Minimum 2.5 m of cover or as demonstrated by Engineer to allow for gravity drainage of basements, where possible. Where gravity drainage of basement(s) is not possible for any given lot, Owner shall inform prospective purchasers through a clause in agreement of purchase and sale,
- Sewer and laterals to be insulated per City detail SW1 if not installed below Engineer's calculated frost depth.

The following requirements apply with regards to sanitary maintenance holes:

- Maximum spacing of 120 m for sewers smaller than 450 mm diameter,
- Maximum spacing of 150 m for sewers 450 mm diameter or larger,
- Any maintenance holes located outside of the road edge of asphalt shall be identified with a maintenance hole locator sign & post,
- Minimum drop between inlet/outlet inverts as follows:

Table 4-4 Minimum Drop Between Inverts at Maintenance Hole

Turn Angle Between Inlet/Outlet	Minimum Drop Between Inverts
0° (straight run)	Grade of sewer (0.03 m preferred)
1° - 45°	0.03 m
46° - 90°	0.06 m
Greater than 90°	Not recommended – calculate drop based on expected hydraulic losses

Source: MOE Design Guidelines for Sewage Works

4.1.6 Connection to Existing Infrastructure

All sanitary sewer mains are to be connected to existing sanitary sewers at a maintenance hole.

Where a maintenance hole exists, the connection shall be made by core drilling the existing structure to suit new sanitary sewer and making a watertight connection with a Link-Seal or hydraulic cement. The existing structure shall also be re-benched as required.

Where a maintenance does not exist, a “dog house” maintenance hole is to be installed on the existing sewer, complete with a cast-in-place base and benching.

4.1.7 Approved Materials

Sanitary sewer mains shall consist of either PVC DR 35 to CSA B182.2 (sewers 375 mm in diameter and smaller) or reinforced concrete to CSA A257.2 (sewers larger than 375 mm in diameter), minimum Class 65-D or greater as required.

Alternative pipe materials may be acceptable in some cases; pre-consult with City to review during the design stage.

Sanitary laterals are to be 125 mm in diameter PCV DR 28 to CSA B182.2, green in colour.

Rigid insulation shall have a minimum compressive strength of 275 kPa (40 psi) to ASTM C578 Type VI.

The following requirements apply for sanitary maintenance holes:

- Precast concrete to OPSS 1351 and OPSD 701.010 – 701.081 (inclusively),
- Diameter as required to suit proposed sewers and angles,
- Flat caps allowed for shallow structures only,
- Adjustment units: precast concrete to OPSD 704.010, garged or sealed per OPSS 407. Minimum of 1 and maximum of 3 adjustment units per structure
- Frame: standard frame to OPSD 401.010 with adjustment units, or self-adjusting frame (C-50M-ONT/AutoStable by Bibby-Ste-Croix or equivalent),
- Cover, located outside ponding areas: circular closed cover to OPSD 401.010 (Type A),
- Cover, located within ponding areas: circular watertight per OPSD 401.030,
- Benching to OPSD 701.021,
- Safety platform to OPSD 404.020, 404.021, or 404.022 where depth is greater than 5.0 m,
- Ladder rungs to OPSD 405.010,
- Exterior drop structure to OPSD 1003.010 where drop between inverts exceeds 600 mm,
- Interior drop structures may only be done in existing maintenance holes and will be reviewed on a case-by-case basis.

4.1.8 Servicing

The Owner will be responsible to install sanitary laterals to the right-of-way property line for each unit (except for high-rise buildings). Laterals are to be temporarily capped at property line with watertight cap, and a marker post extending a minimum of 1.0 m above finished grade is to be installed at termination of laterals.

Laterals are to be installed perpendicular to the main, as shown on City detail SW2 and per OPSD 1006.010 or 1006.020.

Laterals shall have a minimum diameter of 125 mm and be installed at a minimum slope of 1% and maximum slope of 8%. A vertical riser is to be installed where maximum slope would be exceeded.

Residential laterals shall not be connected directly into maintenance holes, except in cul-de-sacs. In such case, connection should be aligned within 15 degrees of the main sewer and a 100 mm drop should be provided between inverts.

Horizontal bends on laterals greater than 22.5 degrees will not be allowed, and a maximum of two bends will be allowed per service.

Smaller diameter services are to connect to new sanitary sewer mains using pre-manufactured tees or shall connect to existing sewer mains using strap-on saddles.

For larger diameter services, connection to the sanitary sewer main shall instead be made at a maintenance hole as described in Section 4.1.6 where the service is greater than 50% of the diameter of the mainline concrete pipe, or where the lateral is 200 mm in diameter or larger.

A monitoring maintenance hole shall be required just inside the property line for all non-residential and multi-residential buildings connections from a private sewer to a City sewer.

Sump pumps and rainwater leaders may not be connected to a sanitary lateral or sewer.

4.2 STORM SEWERS & CULVERTS

The drainage system is to consist of a minor system and a major system. The minor system will consist of sewers, culverts, ditches, etc. sized to accommodate smaller, more frequent storm events (5-year return period), while the major system is to be designed to convey larger, less frequent storm events (100-year return period) and will consist of overland flow routes and may also consist of sewers, ditches, etc.

Drainage components that are part of the major system and the minor system (for example, a storm sewer located at an extensive low point of a development, where overland flow is not possible) must be designed to accommodate the major storm, and/or storage areas must be created as further discussed below.

4.2.1 Design Methods – Storm Sewers

Storm sewers shall be sized using the Rational method to accommodate the 5-year storm runoff flow, without surcharging. Ditches and overland flow routes are to be sized to accommodate the 100-year storm runoff flow as calculated from the Rational method.

Additionally, the sizing of storm sewers that are either part of the major system or that are subject to a submerged outlet is to be confirmed using a spreadsheet-based hydraulic grade line analysis (using the Darcy-Weisbach equation) to accommodate the 100-year storm runoff flow. The 100-year storm runoff flow is to be calculated from the Rational method.

Under such conditions, the maximum hydraulic grade line shall be at least 300 mm below the underside of footing elevations.

Dynamic computer models may be used in lieu of the hydraulic grade line calculation to evaluate the performance of the major system for developments larger than 5 ha or for more complex developments. Computer models however may not be used for sizing storm sewers – the Rational Method is to be used for this purpose.

Pre-consult with City to establish suitability of modeling. Acceptable modeling software consist of XPSWMM, PCSWMM, SWMM, OTTHYMO, MIDUSS. Other software may be acceptable, but must be pre-approved by the City

4.2.2 Design Methods – Culverts

All roadway cross-culverts are to be sized based on the “Culvert Hydraulics” section of the MTO Drainage Management Manual (1995-1997) using realistic/expected tailwater elevation. A minimum freeboard of 150mm is to be provided between the 100-year water elevation and centerline of road or driveway.

Design software or dynamic computer models may be used in performing calculations (CulvertMaster, Hydraflow Express, modeling software as discussed above, etc.).

Driveway culverts will also need to be sized per the same method, if the catchment area exceeds 5 hectares. Cross-culverts shall be a minimum of 600 mm in diameter, while driveway culverts shall be a minimum of 450 mm in diameter.

4.2.3 Rational Method Flow Calculation & Parameters

$$Q = 2.78CiA$$

Where: Q is the peak runoff (L/s)
C is the runoff coefficient as detailed below
I is the storm intensity in mm/hr for a given time of concentration
A is the area in hectares

Runoff Coefficient

Runoff coefficient is to be taken from the following table:

Table 4-5 Runoff Coefficients

Source	Runoff coefficient (C)
Asphalt, concrete, roof areas	0.90 – 1.00
Grassed areas, parkland	0.20 – 0.35
Gravel areas	0.50 – 0.70
Precast paving areas	0.70 – 0.80
Commercial	0.75 – 0.85
Industrial	0.65 – 0.75
Residential:	
Single family (urban)	0.40 – 0.45
Single family (rural)	Calculate weighed C based on lot size
Row housing, townhouses	0.50 – 0.70
Apartments	0.60 – 0.75
Institutional	0.40 – 0.75

Adapted from MOE Design Guidelines for Sewage Works (2008)

Lower values of the range may be used for moderate to flat slopes, while higher values are to be used for steeper slopes.

The surface type coefficients should be used when designing at the site plan level, and the development type coefficient may be used when designing at a higher level.

Time of Concentration

The time of concentration is the time required for runoff to reach a particular point in the sewer system from the most hydraulically distant point of the watershed (not necessarily the most physically distant point).

Initial time of concentration is to be calculated, or the minimum below are to be used:

- 10 minutes when designing at the site plan level
- 15 minutes for urban subdivisions
- 20 minutes for rural subdivisions

Acceptable methods to calculate time of concentration:

- Where runoff coefficient < 0.40, the Airport formula is to be used:

$$t_c = \frac{3.26(1.1 - C)L^{0.5}}{(s^{0.33})}$$

Where:

- t_c is the time of concentration (min)
- C is the runoff coefficient
- s is the average slope of the watershed (%)
- L is the length of the watershed (m)

- Where runoff coefficient > 0.40, the Bransby Williams formula is to be used:

$$t_c = \frac{0.057L}{(s^{0.2}A^{0.1})}$$

Where: t_c is the time of concentration (min)
 L is the length of the watershed (m)
 s is the average slope of the watershed (%)
 A is the area of the watershed (ha)

Rainfall Intensity

Rainfall intensity to be derived from MTO's IDF Curve Lookup tool for the project site, or from the Ottawa Sewer Design Guidelines. The MTO lookup tool may be found online at http://www.mto.gov.on.ca/IDF_Curves/terms.shtml.

The A and B parameters given in the MTO lookup tool "Coefficient summary" table are to be substituted in the formula below, where i is the rainfall intensity for a given period (in mm/hr), and t_c is the time of concentration (in hours) as calculated above:

$$i = A(t_c)^B$$

Alternatively, Ottawa rainfall intensities (1967 to 1997) may be used, and are as follows:

Table 4-6 Ottawa Rainfall Intensities

Time (min)	2 year (mm/hr)	5 year (mm/hr)	10 year (mm/hr)	25 year (mm/hr)	50 year (mm/hr)	100 year (mm/hr)
5	102.80	140.20	165.00	196.00	219.00	242.60
10	77.10	104.40	122.50	145.30	162.20	179.00
15	63.30	85.60	100.40	119.10	133.00	146.80
30	39.90	53.90	63.10	74.70	83.40	91.90
60	24.20	32.00	37.10	43.60	48.50	53.20
120	14.30	18.90	22.00	25.80	28.70	31.50
360	6.20	8.40	9.90	11.70	13.10	14.50
720	3.60	4.80	5.60	6.60	7.30	8.00
1440	2.00	2.60	3.00	3.50	3.90	4.30

Source: Ottawa Sewer Design Guidelines

Again based on Ottawa rainfall intensities and the Ottawa Sewer Design Guidelines, IDF curve equations are as follows (intensity in mm/hr):

- 100 year intensity = $1735.688 / (\text{Time in min.} + 6.014)^{0.820}$
- 50 year intensity = $1569.580 / (\text{Time in min} + 6.014)^{0.820}$
- 25 year intensity = $1402.884 / (\text{Time in min} + 6.018)^{0.819}$
- 10 year intensity = $1174.184 / (\text{Time in min} + 6.014)^{0.816}$
- 5 year intensity = $998.071 / (\text{Time in min} + 6.053)^{0.814}$
- 2 year intensity = $732.951 / (\text{Time in min} + 6.199)^{0.810}$

4.2.4 Modeling Flow Calculations & Parameters

When modeling is required as discussed in Section 4.2.1, it shall be performed based on the following parameters. The Engineer will be required to justify any deviation from the below.

Depth of Rainfall

Depth of rainfall for design purposes shall be established from MTO's IDF Curve Lookup tool for the project site, which may be found online at:
http://www.mto.gov.on.ca/IDF_Curves/terms.shtml

Depression Storage

Depression storage represents available storage on the ground surface, before overland flow and runoff occurs. Per the City of Ottawa Sewer Guidelines, these values are to be set at 1.57 mm for impervious areas and 4.67 mm for pervious areas.

Curve Numbers

Curve numbers shall be as per Appendix "C".

Width Parameter

The width parameter is the dimension of the flow plan that is perpendicular to the direction of flow. For a typical urban area, this is equal to twice the length of the street segment where there are properties on both sides of the street. This parameter is to be calculated for each catchment area.

A value of 225 m per hectare is to be used if no detailed information exists for a catchment area.

Storm Event Distribution

For urban areas, the AES 30% Southern Ontario storm event distribution is to be used in design, with a time step not less than 10 mins. The duration of the storm is to be either:

- 12-hour duration for sizing stormwater management facilities,

- 1-hour duration to evaluate performance of major system.

For rural areas, the SCS Type II storm event distribution is to be used. The Engineer is to verify both the 12-hour and 24-hour storm event durations.

Storm distributions for both the AES 30% and SCS Type II storm events are given in the following table:

Table 4-7 Design Storm Distributions

	Time (minutes)											
Storm Event	5	10	15	20	25	30	35	40	45	50	55	60
AES 30%, 1-hour, Rain distribution (%)	10	14	17	12	14	8	11	6	4	3	1	0
	Time (hours)											
	1	2	3	4	5	6	7	8	9	10	11	12
AES 30%, 12-hour Rain distribution (%)	15	25	22	14	12	8	3	1	0	0	0	0
SCS Type II, 12-hour Rain distribution (%)	2.2	2.6	3.2	4	6.1	48.2	15.7	6	4.5	2.7	2.8	2
	Time (hours)											
	2	4	6	8	10	12	14	16	18	20	22	24
SCS Type II, 24-hour Rain distribution (%)	2.2	2.6	3.2	4	6.1	48.2	15.7	6	4.5	2.7	2.8	2

4.2.5 Minor System (Sewer) Sizing

Sizing of the minor system shall be per the general requirements of MOECC Design Guidelines for Sewage Works (2008).

As for sanitary sewers, oversized sewers may not be used to justify using flatter slopes, and flow is to be sub-critical where possible.

Pipes to be sized to achieve a full flow velocity between 0.8 m/s to 3.0 m/s using Manning formula as per:

$$Q = \frac{1,000}{n} AR^{2/3} s^{0.5}$$

Where:

- Q is the flow capacity of the sewer (L/s)
- n is the Manning roughness coefficient
- A is the flow cross-sectional area
- R is the hydraulic radius (area of flow / wetted perimeter)
- s is the slope (m/m)

Manning roughness coefficients used in design are to be as follows:

Table 4-8 Manning Roughness Coefficient - Pipes

Material	Manning Coefficient
Smooth walled PVC, Concrete, HDPE	0.013
Corrugated steel pipe, 68 x 13mm profile	0.024 (or refer to Design Chart 2.01 in MTO Drainage Management Manual for other profiles / special cases)

Adapted from MTO Drainage Management Manual Design Chart 2.01

Outlet sewers should be installed high enough to not be submerged when subjected to the 5-year storm. Partially submerged outlets may be done; however, they should be avoided where possible and will require a HGL verification.

4.2.6 Major System (Overland Flow) Sizing

The major system is again to be sized using Manning equation as given in Section 4.2.5. Manning roughness coefficients used in design are to be as follows:

Table 4-9 Manning Roughness Coefficient – Other Surfaces

Material	Manning Coefficient
Grass ditches & swales (mowed to 0.05 m, depth of flow < 0.2 m)	0.045
Grass ditches & swales (mowed to 0.05 m, depth of flow > 0.2 m)	0.035
Riprap	0.035
Concrete gutter	0.015
Asphalt	0.016

Adapted from MTO Drainage Management Manual Design Chart 2.01

Maximum ponding depths of 300 mm and 250 mm will be allowed above the gutter line for local roads and collector roads, respectively. Ponding limits and overland flow routes must also clearly be shown on drawings.

In all cases, the product of the flow depth (m) and the velocity (m/s) should be less than 0.6.

Major system shall also be stress tested using a flow 20% larger than the calculated Rational method 100-year runoff.

4.2.7 Other Design Considerations

The following other general requirements apply for the design of storm sewers:

- Location in right-of-way per City detail X1 to X6, inclusively,
- Minimum 3.0 m wide easements required for sewers not in right-of-way, or wider depending on the depth and/or diameter of the sewer,
- Sewers and laterals to be installed at minimum 2.0 m cover, or insulated per City detail SW1 if not below the Engineer's calculated frost depth,

- Minimum 250 mm pipe diameter for main storm sewers,
- Minimum 200 mm pipe diameter for catch basin and ditch inlet lead,
- Minimum 250 mm pipe diameter for twin inlet catch basin lead,

The following requirements apply with regards to storm maintenance holes:

- Maximum maintenance hole spacing of 120 m for sewers smaller than 450 mm diameter
- Maximum maintenance hole spacing of 150 m for sewers 450mm diameter or larger
- Any maintenance holes located outside of the road edge of asphalt shall be identified with a maintenance hole locator sign & post,
- Minimum drop between maintenance hole inlet/outlet inverts as follows:

Table 4-10 Minimum Drop Between Inverts at Maintenance Hole

Turn Angle Between Inlet/Outlet	Minimum Drop Between Inverts
0° (straight run)	Grade of sewer (0.03 m preferred)
1° - 45°	0.03 m
46° - 90°	0.06 m
Greater than 90°	Not recommended – calculate drop based on expected hydraulic losses

Source: MOE Design Guidelines for Sewage Works

4.2.8 Connection to Existing Infrastructure

All storm sewer mains are to be connected to existing storm sewers at a maintenance hole.

Where a maintenance hole exists, core drill existing structure to suit new storm sewer, and make watertight connection with hydraulic cement.

Where a maintenance does not exist, a “dog house” maintenance hole is to be installed on the existing sewer, complete with a cast-in-place base.

4.2.9 Approved Materials

The following requirements apply for storm sewer pipes and appurtenances:

- Culverts, rural sections:
 - HDPE to CSA B182.8, 320 kPa
- Main storm sewer, rural sections:
 - Same as for ditch infills, refer to Section 10.5
- Main storm sewer, urban sections:
 - PVC DR 35 to CSA B182.2,
 - Ribbed PVC to CSA B182.4 (smooth interior) - subject to City approval,
 - Reinforced concrete to CSA A257.2, minimum Class 65-D or greater as required,

- HDPE is not allowed within right-of-way in urban sections.
- Laterals: 100 mm diameter SDR 28 to CSA B182.2, white in colour
- Insulation: rigid high-density insulation with minimum compressive strength of 275 kPa (40 psi) to ASTM C578 Type VI

The following requirements apply for storm maintenance holes:

- precast concrete to OPSS 1351 and OPSD 701.010 – 701.081 (inclusively),
- Diameter as required to suit proposed sewers
- Flat caps allowed for shallow structures only
- Adjustment units: precast concrete to OPSD 704.010, parged or sealed per OPSS 407. Minimum of 1 and maximum of 3 adjustment units per structure
- Frame: standard frame to OPSD 401.010 with adjustment units, or self-adjusting frame (C-50M-ONT/AutoStable by Bibby-Ste-Croix or equivalent),
- Cover: circular open cover to OPSD 401.010 (Type B)
- Benching not required for storm maintenance holes
- Safety platform to OPSD 404.020, 404.021, or 404.022 where depth > 5.0 m
- Ladder rungs to OPSD 405.010
- Drop structure to OPSD 1003.010 where drop between inverts exceeds 600mm

The following requirements apply for other precast structures and appurtenances:

- Catch basins:
 - precast concrete to OPSS and OPSD 705.010 or 705.020
 - 600 x 600 mm (single inlet) or 600 x 1,450 mm (twin inlet) depending on design flows,
 - Adjustment units: precast concrete to OPSD 704.010, parged or sealed per OPSS 407. Minimum of 1 and maximum of 3 adjustment units per structure,
 - Frame: as per OPSD 400.020,
 - Cover: as per OPSD 400.020,
- Ditch inlets:
 - precast concrete to OPSS and OPSD 705.030 or 705.040
 - 600 x 600 mm or 600 x 1,200 mm depending on design flows
 - Frame: 50x50x6mm angle as per OPSD 403.010
 - Grate: Type A or B to OPSD 403.010
- Inlet control devices:
 - Orifice plate, with minimum 75 mm diameter orifice or 67x67 mm square
 - Vortex type units

4.2.10 Servicing

The Owner will be responsible to install storm laterals to the right-of-way property line.

Laterals are to be temporarily capped at property line with watertight cap, and a marker post extending a minimum of 1.0 m above finished grade is to be installed at termination of laterals.

In residential developments, the purpose of storm laterals is to provide building foundation drainage only. Gravity connection is preferred wherever possible. If not, sump pumps will be required. Roof drains, downspouts and/or surface catch basins may not be connected directly to the storm lateral.

Laterals are to be installed perpendicular to the main, as shown on City detail SW2 and per OPSD 1006.010 or 1006.020.

Laterals shall have a minimum diameter of 100 mm and be installed at a minimum slope of 1% and maximum slope of 8%. A vertical riser is to be installed where maximum slope would be exceeded.

Residential laterals shall not be connected directly into maintenance holes, except in cul-de-sacs. In such case, connection should be aligned within 15 degrees of the main sewer and a 100 mm drop should be provided between inverts.

Horizontal bends on laterals greater than 22.5 degrees will not be allowed, and a maximum of two bends will be allowed per service.

Services are to connect to new storm sewer mains using pre-manufactured tees or shall connect to existing sewer mains using strap-on saddles.

For larger diameter services, connection to the sanitary sewer main shall instead be made at a maintenance hole as described in Section 4.2.8 where the service is greater than 50% of the diameter of the mainline concrete pipe, or where the lateral is 200 mm in diameter or larger.

Sump pumps and rainwater leaders may not be connected to a sanitary lateral or sewer.

Ditch pipe subdrains (such as in low-impact development projects) are to be interconnected and are to have a proper outlet.

4.3 STORMWATER MANAGEMENT

Urbanization increases impervious surface cover, such as roads, driveways and rooftops. These surfaces prevent infiltration of stormwater, which is forced to flow overland, creating significant erosion, pollution, or flooding problems.

The purpose of managing stormwater is to control the quantity of stormwater runoff to reduce erosion and flooding, and to improve the quality of runoff to waterbodies and groundwater. As such, stormwater management will be required for all projects, unless deemed not necessary by the City or CA.

4.3.1 General Requirements

A stormwater management report will need to be submitted to City, including all necessary calculations per the Stormwater Management Planning and Design Manual (2003, MOECC) and/or model results.

The City encourages low-impact development (LID) but recommends pre-consulting to establish criteria and suitability.

4.3.2 Quantitative Requirements

Unless otherwise specified, 100-year post-development peak flows shall not exceed the 5-year pre-development peak flows when discharging into urban storm sewer. In some cases, the City may impose stricter quantitative requirements based on available capacity in receiving storm sewers.

For rural areas, the 100-year post-development peak flow shall not exceed the 100-year pre-development peak flow, and the 5-year post-development peak flow shall not exceed the 5-year pre-development peak flow.

Uncontrolled areas may be allowed on a case-by-case basis, but 'overcontrolling' will be required such that the sum of peak flows leaving the site does not exceed the allowable pre-development value.

In cases where the information is not readily available, the City could require the Owner to provide an assessment of downstream capacity. Pre-consultation with the City will serve to establish this requirement.

4.3.3 Qualitative Requirements

Unless otherwise specified, a minimum of 80% total suspended solids (TSS) removal is to be provided.

All qualitative treatment facilities must be designed to meet the requirements of the Stormwater Management Planning and Design Manual (2003, MOECC), and all supporting calculations are to be provided.

4.3.4 Sizing Methods

Modified Rational Method

Smaller developments (5 ha) are to be designed with the Modified Rational Method (MRM), an example of which is given below.

Assuming an area of 0.30 ha with a weighed runoff coefficient of 0.60 and a release rate of 25 L/s, required storage for a 100 year storm is calculated as follows:

Table 4-11 Modified Rational Method (MRM) Example

Time (min)	Column #1 Intensity (mm/hr)	Column #2 Peak Flow (L/s)	Column #3 Release Rate (L/s)	Column #4 Storage Rate (L/s)	Column #5 Volume (m³)
5	242.70	121.45	25.00	96.45	28.93
10	178.56	89.35	25.00	64.35	38.61
15	142.89	71.50	25.00	46.50	41.85
20	119.95	60.02	25.00	35.02	42.03
25	103.85	51.97	25.00	26.97	40.45
30	91.87	45.97	25.00	20.97	37.75
35	82.58	41.32	25.00	16.32	34.28
40	75.15	37.60	25.00	12.60	30.25

- The peak flow (column #2) is calculated from the Rational method and area properties given above,
- The storage rate (column #4) is the difference between the calculated peak flow (column #2) and the release rate (column #3),
- The storage volume is calculated from the product of the time and the storage rate (column #4), and converted to m³,
- The required storage volume (in bold, above) corresponds to the time step with the greatest volume.

Modeling

Stormwater management facilities servicing larger or more complex developments may be designed with modeling. Refer to Section 4.2.1 for more information on approved models. Pre-consult with City to establish requirement for modeling.

4.3.5 Accepted Stormwater Management Methods

The following stormwater management methods, or combination thereof, are accepted for use in the City:

- Wetlands,
- Wet pond,
- Dry pond,
- Infiltration basin where soils permit,
- Oil & grit interceptor - Owner to propose device for City approval prior to construction,
- Catch basin inlet control devices.

The following methods are not acceptable:

- Enhanced grassed swales with check dams in roadside ditches.

4.3.6 Other Requirements

Owner is to install fencing around stormwater management facility located adjacent to institutional areas and to commercial areas requiring shopping carts (grocery stores, department stores, etc.), with the following requirements:

- Chainlink fencing with top rail, to OPSD 972.130
- Gate to be hot-dip galvanized after fabrication
- All fence posts to be set in concrete to OPSD 972.132
- Fence posts to be Schedule 40 galvanized steel pipe, diameter to OPSD 972.132
- Fence fabric to be galvanized, 1.8 m high, Type 1, Class A, medium style, double knuckled selvedge, 9 gauge
- A lockable single or double swing gate must be provided, minimum width of 4 m, to OPSD 972.102

Granular access is to be constructed for operation and maintenance of the stormwater management facility and must extend from closest public roadway to the forebay, pond and outlet. Access is to be a minimum of 3.5 m wide, and constructed of the following materials:

- 150 mm Granular "A" to OPSS.MUNI 1010, compacted to 100% SPMDD,
- 300 mm Granular "B" Type II to OPSS.MUNI 1010, compacted to 100% SPMDD,
- Non-woven geotextile fabric.

Owner is to provide operation & maintenance manual to the City, which is to include as a minimum:

- Discussion on procedures to empty the pond for maintenance purposes, including maximum allowable discharge from the pond and pump size,
- Cleaning operations,
- Re-vegetation procedures,
- Disposal of sediments,
- Logbook and/or results of any inspections that have been carried out,
- Environmental Compliance Approval,
- Other pertaining items.

Lastly, Owner is to install warning signage (fluctuating water level, no access, no skating, etc.) as appropriate for the type of facility being constructed.

4.4 WATERMAINS

4.4.1 Hydraulic Design

New watermains are to be designed to the general requirements of MOECC's Design Guidelines for Drinking-Water Systems (2008) for domestic demand.

Fire protection demand is to be per the requirements of Fire Underwriters Survey (FUS) method and may be capped at 10,000 L/min for residential developments only.

In areas where the existing watermain system is unable to meet Fire Underwriters Survey requirements, the fire protection demand will be reviewed on a case-by-case basis.

Watermains may be sized using modeling software (WaterCAD, WaterGEMS, EPANET, or similar). In some cases, simplified calculations (head loss spreadsheet) may be acceptable for smaller developments. The suitability of this method will be at the discretion of the City and will be reviewed on a case-by-case basis.

City may be able to provide model information (such as theoretical hydrant flow curves and boundary conditions) to assist Owner. In some cases however, and at the discretion of the City, the Owner may be required to conduct hydrant flow test(s) at its cost to establish available flows and pressures. All testing is to be coordinated with the City.

For domestic demands, an average flow of 350 L/person/day is to be used in calculations, and the per unit population shall be per the following table:

Table 4-12 Average Persons per Unit (Residential Uses)

Unit Type	Persons Per Unit
Residential, single family	3.4
Residential, semi-detached	2.7
Residential, duplex	2.3
Residential, townhouse (row)	2.7
Apartment, bachelor	1.4
Apartment, 1 bedroom	1.4
Apartment, 2 bedroom	2.1
Apartment, 3 bedroom	3.1
Apartment, average	1.8

Source: City of Ottawa Design Guidelines - Water Distribution

Commercial and industrial flows will vary greatly depending on the type of development and should be calculated based on the proposed use from the OBC Table 8.2.1.3.B. where possible, or from the City of Ottawa Appendix 4-A – Daily Sewage Flow for Various Establishments (see Appendix “B”) if the latter is more relevant.

If the exact type of development is not known, common allowances to be used for conceptual planning are as follows:

Table 4-13 Commercial & Industrial Flow Allowances

Development Type	Average Flow
Commercial, average	28 m ³ /ha per day
Industrial, light	35 m ³ /ha per day
Industrial, heavy	55 m ³ /ha per day

Source: City of Ottawa Design Guidelines - Water Distribution

Hazen-Williams C-factors shall be per MOECC Guidelines and as listed below:

- 150 mm diameter = 100
- 200 – 250 mm diameter = 110
- 300 – 600 mm diameter = 120
- > 600 mm diameter = 130

Domestic peaking factors to be used for design shall be per MOECC Guidelines and are listed in the following table:

Table 4-14 Domestic Demand Peaking Factors

Population	Minimum Hour Factor	Maximum Day Factor	Peak Hour Factor
30 – 149	0.10	9.50	14.30
150 – 299	0.10	4.90	7.40
300 – 449	0.20	3.60	5.40
450 – 499	0.30	3.00	4.50
500 – 1,000	0.40	2.75	4.13
1,001 – 2,000	0.45	2.50	3.75
2,001 – 3,000	0.50	2.25	3.38
> 3,000	Refer to MOECC Design Guidelines (2008)		

Adapted from Table 3-1 & Table 3-3 of MOECC Design Guidelines for Drinking-Water Systems

Lastly, the watermain system must be designed to meet the pressure requirements given in the MOECC Guidelines and summarized in the following table:

Table 4-15 Watermain Pressure Requirements

Scenario	Minimum Pressure		Maximum Pressure	
	kPa	psi	kPa	psi
Maximum Day + Fire Flow	140	20	n/a	n/a
Average Day	350	50	480	70
Maximum Day	350	50	480	70
Maximum Hour	275	40	n/a	n/a
Minimum Hour	n/a	n/a	700	100

Adapted from MOE Design Guidelines for Drinking-Water Systems (2008)

4.4.2 Other Design Considerations

The following other general requirements apply for the design of watermains:

- Location in right-of-way per City detail X1 to X6, inclusively,
- Connections to existing watermains shall be with a wet tap connection where possible,
- Minimum cover of 2.4 m,
- Any valves located outside of the road edge of asphalt shall be identified with a valve locator sign & post,

- Horizontal and vertical separation with sewers to meet requirements of MOE Procedure F-6-1 Procedures to Govern Separation of Sewers and Watermains,
- Minimum pipe diameter = 150 mm,
- Smaller mains may be allowed on a case-by-case basis,
- Valves:
 - Minimum of 2 valves at tee intersections
 - Minimum of 3 valves at cross intersections
 - Maximum 400 m spacing on straight sections
- Maximum hydrant spacing per Table below:

Table 4-16 Maximum Hydrant Spacing

Description	Maximum Hydrant Spacing
Single family unit residential with lot frontage of 15 m or greater	125 m
Single family unit residential with lot frontage less than 15 m, row housing, duplexes or semis	110 m
Institutional, commercial, industrial, apartments, and high density areas	90 m

Source: Adapted from City of Ottawa Design Guidelines - Water Distribution

4.4.3 Approved Materials

The following requirements apply for watermains, services and appurtenances:

- Watermain pipe:
 - PVC DR-18, Class 235 to AWWA C900,
 - Certified to CSA B137.3,
 - UL Listed, NSF-61 Certified, FM approved.
- Tracing Wire:
 - TWU or RWU, 10 gauge, 7 strands or more, copper, 60 °C or higher, 600V
- Fittings:
 - Cast iron to AWWA C110 or C153, cement lined to AWWA C104,
 - Moulded PVC to AWWA C900, certified to CSA B137.2.
- Couplers:
 - Bolted sleeve-type in accordance with AWWA C219,
- Valves:
 - Resilient-seated gate valves to AWWA C509,
 - Open counter-clockwise (black nut),
 - 51 x 51 mm operating nut.
- Valve boxes:
 - 130 mm ductile iron adjustable (slide type) by Mueller or approved equivalent, with cap.
- Hydrants:

- Acceptable model: Mueller Canada Century Hydrant,
- Two 64 mm hose outlets (threaded),
- One 127 mm pumper outlet (Storz),
- Open counter-clockwise,
- Drain holes: closed,
- With fluorescent hydrant marker (Flexstake or approved equivalent),
- Green seals, rated for chloramine resistance,
- Colour: yellow body, with bonnet painted according to NFPA 291 and Table below:

Table 4-17 Hydrant Colour Codes

Class & Rated Capacity @ 20 psi	Bonnet Colour
Class AA – 1,500 USGPM	Blue
Class A – 1,000 to 1,499 USGPM	Green
Class B – 500 – 999 USGPM	Orange
Class C – Less than 500 USGPM	Red

Source: Adapted from NFPA 291

- Thrust Restraints:
 - Mechanical restraints on all horizontal bends, vertical bends, tees and caps, designed for use on AWWA C900 / C909 pipes
 - Standard of acceptance: Uni-Flange Series 1350
 - Stainless steel bolts & nuts
 - Concrete thrust blocks not allowed
- Corrosion Protection:
 - Required for all metallic appurtenances and services
 - Denso LT tape
 - Zinc anodes to OPSS.MUNI 442 and to table below:

Table 4-18 Watermain Anode Requirements

Location	Anode Type	Maximum Spacing and Quantity
< 50 mm copper service	Z-12-24	20.0 m
50 mm copper service	Z-12-24	16.0 m
100 – 300 mm metallic fittings and valves	Z-12-24	1 per fitting and valve
400 – 300 mm metallic fittings and valves	Z-24-48	1 per fitting and valve
Hydrant bases	Z-24-48	1 per hydrant
Tracer wire	Z-12-24	1 per every 1,000 m of wire

Source: Adapted from OPSS.MUNI 442

- Services, pipe:
 - Type K copper (soft) to ASTM B88, or
 - Crosslinked polyethylene (PEX) to AWWA C904, certified to CSA B137.5, or,
 - HDPE to CSA B137.1

- Services, appurtenances:
 - Watermain saddle: double bolt stainless steel (Ford Meter Box Company Model FS202 or approved equivalent),
 - Main stop: plug or ball valve in accordance with AWWA C800,
 - Curb stop: ball valve to AWWA C800,
 - Service box: slide type.

4.4.4 Servicing

The Owner will be responsible to install water services to the right-of-way property line. Marker post is to be installed at temporary termination of services and shall extend a minimum of 1.0 m above finished grade.

Services are to be installed perpendicular to the main, as shown on City detail SW2 and per OPSD 1104.010 or 1104.020.

Laterals shall have a minimum diameter of 19 mm or larger as required for longer services such as in rural areas. Engineer is to confirm sizing.

Site plan projects shall have a watermain valve on every water service, located 0.30 m inside private property.

4.5 SANITARY PUMP STATIONS & FORCEMAINS

4.5.1 General Chamber Design Guidelines

Design of sanitary pump station chambers and forcemains shall be per the general requirements of MOECC Design Guidelines for Sewage Works (2008).

More specifically, pump stations shall consist of a wet well with a minimum of two submersible pumps, each sized to operate independently.

Pump station and forcemain sizing to be based on system-head calculations and curves for three operating conditions using the Hazen-Williams coefficients as follows:

- Low sewage level in wet well, $C = 120$
- Median sewage level over the normal operating range in wet well, $C = 130$
- High sewage level in wet well, $C = 140$

Pump to operate satisfactorily over full range considered above.

Level control shall be using ultrasonic sensor with mechanical floats as a backup, and carbon filters will be required on all ventilation piping.

4.5.2 General Forcemain Design Guidelines

Forcemains are to be designed to achieve a minimum velocity of 0.6 m/s and maximum velocity of 3.0 m/s at the design pumping rates. Forcemains shall have a minimum diameter of 75 mm, however a diameter of 100 mm is preferred.

Forcemains shall be installed at a minimum cover of 2.4 m and shall be insulated where required cover cannot be met.

Where a forcemain discharges into a sanitary maintenance hole, the receiving maintenance hole shall be lined with a protective material to protect against H₂S.

4.5.3 Approved Materials

The following requirements apply for pumping stations and appurtenances:

- Pumps: Xylem or Sulzer, with variable frequency drives (VFD),
- Chamber to be concrete precast or cast-in-place,
- Access hatches to be aluminum with stainless steel hinges, with 90 degree hold open arm, recessed drop handle, lockable tab and shall have hydraulic lift assist,
- Access ladders to be aluminum per OPSD 406.010, and egress from wet well shall have retractable ladder (MSU Mississauga Ltd. Model #1105 c/w #3105 safety handle, or approved equivalent),
- Pump lifting system to be sliding guide and brackets, and portable lifting davits with chair hoist is to be provided,
- All braces, brackets, rods, supports, etc. are to be stainless steel,
- Chamber piping, fittings and joints are to be Schedule 10S 304L stainless steel,
- Control panel is to be a NEMA 4X enclosure mounted on a concrete pad.

The following requirements apply for pumping stations and appurtenances:

- Piping: PVC DR-25, Class 165, to AWWA C900,
- Fittings: PVC to AWWA C907,
- Tracer wire: TWU or RWU, 10 gauge, 7 strands or more, 60 C or higher, 600 V plastic coated with access point to be provided at all forcemain valves.

4.5.4 Backup Power

Natural gas, propane or diesel backup generator will be required.

4.5.5 Fencing

Provide chainlink fencing as described in Section 4.3.6.

4.5.6 Access

A granular access is to be provided for operation and maintenance purposes. Granular access shall be per the requirements listed in Section 4.3.6.

4.5.7 Other

Owner shall provide operation & maintenance manual to the City.

4.6 ROADS

4.6.1 Layout

Local roadways designed to discourage through or transient traffic, and cul-de-sacs are to be avoided where possible.

Where cul-de-sacs cannot be avoided, provide cul-de-sacs to the following requirements:

- 15.0 m for rural roads, OPSD 500.010 Type A
- 13.0 m for urban residential roads, OPSD 500.020 Type A or B
- 15.0 m for commercial & industrial roads, OPSD 500.030 Type A or B

Temporary cul-de-sacs may also be required for phasing purposes. In such cases, cul-de-sacs are to have a minimum radius of 13.0 m, similar to OPSD 500.010 Type A.

In some cases, a traffic study and off-site improvements (for example, left-turning lanes) may be required to maintain an acceptable Level of Service.

4.6.2 Cross-Sections

Refer to typical details X1 to X6, inclusively, for lane width, shoulder width, etc.

Collector roads will be required where identified in the Official Plan, Urban roads will be required in the "Urban Area" as established in the Official Plan and Zoning By-Law whereas Rural roads will be allowed in the "Rural Area" as established in the Official Plan and Zoning By-Law.

Applicable City details are as follows:

- Rural, retrofit (capital projects): per City detail X1
- Rural, subdivision: per City detail X2
- Urban, local: per City detail X3 (18.0 m right-of-way) or X4 (20.0 m right-of-way)
- Urban, collector: per City detail X5
- Urban, collector, at entrance to subdivision: per City detail X6
- General notes: per City detail X7

4.6.3 Geometric Design

Geometric design of new roadways shall be per the general requirements of TAC Geometric Design Guide for Canadian Roads (1999). Asphalt widening (similar to cul-de-sac) is permitted on small radius horizontal curves.

Parameters in the table below are to be used for design, and higher crest/sag coefficients should be used whenever possible. Note that the values in bold below were modified from TAC guidelines.

Table 4-19 Roadway Geometric Design Parameters

Road class	Design Speed (km/h)	Right-of-Way Width (m)	Asphalt Width (m)	Min. / Max. Slopes (%)	Min. Horizontal Radius (m)		Vertical Curves		
					Normal crown (e=-0.03)	Reverse crown (e=0.03)	Min. Coefficient		Min. Length (m)
							Crest	Sag	
Rural, retrofit & subdivision	50	20	6.7	0.5 / 7.0	110	82	7	12	50
Urban, local	50	18 or 20	8.5	0.5 / 7.0	10	n/a	7	6	50
Urban, collector	60	26	11.0	0.5 / 7.0	189	135	13	9	50
Urban, collector, entrance	60	30	5.5 m x2	0.5 / 7.0	189	135	13	9	50

Source: Adapted from TAC Geometric Design Guide for Canadian Roads

With regards to the parameters above:

- Horizontal radii are based on maximum lateral friction factor for low speed urban design (TAC Table 2.1.2.2) and Formula 2.1.2 (rounded up),
- Crest coefficients are based on stopping sight distance (TAC Table 2.1.3.2),
- Sag coefficient for rural roads is based on headlight control (TAC Table 2.1.3.4),
- Sag coefficients for urban roads are based on stopping sight distance (TAC Table 2.1.3.4),
- Vertical curve required where algebraic difference in slopes is greater than 2% (for example, where a +1.3% slope meets a -1.0% slope),

4.6.4 Intersections

Tee intersections are preferred, with roadways intersecting at right angles. Intersection spacing shall be at least 60 m.

Crown of the major street is to be maintained through the intersection for all tee intersections. At cross intersections of two roadways of equal classification (for example, within subdivision), the intersection may be graded per TAC Figure 2.3.2.5 or 2.3.2.6, or one roadway may be designated as the major road.

Profile of minor road to be adjusted as per OPSD 300.010 (fill) or OPSD 300.020 (cut) in urban and rural cross-sections to avoid abrupt slope change at "edge of asphalt" of major road.

A minimum corner radius of 9.0 m will be required at internal intersections, whereas a minimum corner radius of 12.0 m will be required at an intersection with a County Road and/or a collector road.

A detailed intersection grading plan will be required to ensure adequate drainage.

4.6.5 Materials

A geotechnical investigation will be required to establish the required thickness of materials, compaction effort and other site-specific requirements. In all cases however, the minimum thickness of materials shall be as given in the table below:

Table 4-20 Roadway Materials & Minimum Thicknesses

Road class	HL-3 Asphalt	HL-8 Asphalt	Granular "A"	Granular "B" Type II	Geotextile	Subgrade
Rural, retrofit & subdivision	40 mm to 92% MRD	40 mm to 92% MRD	150mm to 100% SPMDD	400mm to 100% SPMDD	Non-woven geotextile fabric	Undisturbed native soil or structural fill (as required) to 100% SPMDD, depth as required. Remove bedrock if located within roadway cross-section.
Cul-de-sac, urban	40 mm to 92% MRD	40 mm to 92% MRD		400mm to 100% SPMDD		
Urban, local	40 mm to 92% MRD	40 mm to 92% MRD		400mm to 100% SPMDD		
Urban, collector	40 mm to 92% MRD	80 mm to 92% MRD (2 lifts)		450mm to 100% SPMDD		
Urban, collector (entrance)	40 mm to 92% MRD	80mm to 92% MRD (2 lifts)		450mm to 100% SPMDD		

Granular "A" and Granular "B" Type II material shall meet the requirements of OPSS.MUNI 1010, while HL-3 and HL-8 asphalt shall meet the requirements of OPSS 1150.

Alternative materials may be acceptable; pre-consult with City to review.

4.6.6 Curbs, Rural Cross-Sections

Mountable curb with narrow gutter as per OPSD 600.100 will be required wherever road profile slope is steeper than 7%. Curb outlets as per OPSD 604.010 must also be installed at low point(s), complete with riprap pad as per OPSD 810.010 Type B (with geotextile).

4.6.7 Curbs, Urban Cross-Sections

Concrete mountable curb with narrow gutter as per OPSD 600.100 will be required throughout, or concrete barrier curbs as per OPSD 600.110 depending on the cross-section. Refer to City details X3 to X6, inclusively.

A minimum 0.5% slope must be provided along all curbs, however a 1% slope is preferred.

4.6.8 Driveways

Refer to Construction of Private Entrances By-Law and Zoning By-Law for detailed requirements. A summary of those requirements may be found below.

If on a local road, the distance between the intersections of a street line measured along the street line intersected by such driveway shall be 6 m.

Driveways for all uses are to be located as far as possible from intersections and per the following requirements:

- At least 1.0 m towards the interior of side yard lot line,
- Driveways for corner lots shall be located along on the interior side yard lot line,
- Driveways may not be within 30 m of any entrance on the side of the road or/and from any intersection or/and from a public entrance if on a local collector,
- Driveways may not be within 30 m of upon or across a day lighting triangle, acceleration, deceleration or passing lane, or structure,
- Sight distance shall equal or exceed the requirements given in the Construction of Private Entrances By-Law,
- Obtain entrance permit where a culvert is required, pay security deposit and applicable fees.

Generally, a maximum of one driveway per lot will be allowed for residential uses, to a minimum width of 3.0 m. Maximum width shall be as follows:

- For lot frontage less than 12 m, the lesser of 6.0 m or 55% of the lot frontage,
- For lot frontage greater than 12 m and less than 18 m, lesser of 7.0 m or 50% of the lot frontage,
- For lot frontage greater than 18 m, 9 m.

Construction of urban residential and commercial driveways shall be generally per OPSD 351.010 and 350.010, respectively. With regards to commercial driveways, a maximum of two accesses per lot will be allowed, to a minimum width of 3.6 m for one-way access, and minimum width of 6.0 m for two-way access.

Rural driveways shall be per OPSD 301.010 and OPSD 301.020, and per City detail E1-(FR or EN) and E2-(FR or EN). Culvert headwalls (concrete or masonry) are not permitted; however, grass or gabion stone is allowed.

Lastly, driveways for agricultural uses and for non-residential uses shall meet the following requirements:

- Maximum width of 12.0 m,
- Minimum 30.0 m distance between 2 driveways on one lot,
- If on a local road, the distance between the intersections of a street line measured along the street line intersected by such driveway shall be 8 m,

- Agricultural entrance is only permitted for a property where agricultural activity takes place over an area of five or more hectares or as deemed appropriate by the Director.

4.6.9 Road Cuts

It is preferred that underground infrastructure crossings be done with trenchless technologies where possible and/or practical. Where this is not possible or practical, road cuts may be done as required to complete the Works.

Road cuts and related reinstatement shall be as per City detail R3. Refer to By-Law 2002-29 for additional information, and to Section 5.7 for construction requirements pertaining to road cuts.

4.6.10 Connection to Existing Asphalt

Connections to existing asphalt shall be done similarly to City detail R3.

At all connections to existing asphalt, sawcut existing asphalt (full depth) to a minimum width of 300 mm from the gravel edge to produce a clean, straight edge. Mill existing top lift of asphalt minimum 300 mm wide to create step connection. Install tack coat where new asphalt meets existing asphalt (for both horizontal and vertical surfaces).

Asphalt is to be sawcut shortly before reinstatement Works are undertaken. If the edge is damaged or broken, the edge of asphalt is to be re-sawcut prior to final connection being made.

If the existing depth of asphalt is found to be equal to or less than 50 mm, a butt joint may instead be done. Tack coat will be required on the vertical surface.

4.7 SIDEWALKS & PATHWAYS

4.7.1 Sidewalks

As per the City Official Plan, sidewalk will be required on one side along a minor collector and on both sides along a major collector.

Where green space is desired between the curb and sidewalk, a minimum 2.5 m wide green space shall separate the curb from the closest edge of sidewalk.

Concrete sidewalks shall be constructed similar to OPSD 310.010 or 310.020, and to the following requirements:

- Minimum 1.8 m wide,
- Maximum 4% cross-slope, 2% preferred,
- 125 mm thickness,
 - Thickness increased to 150 mm at residential driveways,
 - Thickness increased to 150 mm adjacent to curbs,
 - Thickness increased to 200 mm at commercial/industrial driveways,

- Install 152x152-MW18.7xMW18.7 welded wire mesh at driveways, at other entrances, and at curb side radius,
- Sidewalk ramps at unsignalized intersections as per OPSD 310.033,
- Sidewalk ramps at signalized intersections per OPSD 310.030 (separate crosswalks) or OPSD 310.031 (intersecting crosswalks),
- Tactile walking surface indicator plates at all ramps per OPSD 310.039,

Note that monolithic curb and sidewalk is also allowed.

In all cases, it is preferred that utilities not be installed in sidewalks. Where this is not possible, utilities are to be isolated from the concrete as per OPSD 310.040.

4.7.2 Bike Paths

As per the City Official Plan, bicycle path will be required along minor collector. Line painting shall be as per OTM Book 18 – Cycling Facilities.

4.7.3 Raised Crosswalks

Raised crosswalks as per City detail R9 may be required to interconnect pedestrian facilities. Pre-consult with City to establish requirement.

4.7.4 Asphalt Walkways

Asphalt walkways may be required to provide pedestrian access from and to parks, schools, commercial areas, etc. As always, pre-consultation with City will serve to establish requirement.

At a minimum, the following compacted thicknesses and materials shall be used for drivable walkways:

- 50 mm HL-3 asphalt to OPSS 1150, compacted to minimum 92% of MRD,
- 150 mm Granular "A" to OPSS.MUNI 1010, compacted to 100% SPMDD,
- 300 mm Granular "B" Type II to OPSS.MUNI 1010, compacted to 100% SPMDD for drivable walkways only (emergency access or similar),
- Geotextile if deemed required by geotechnical investigation or due to conditions during construction,
- Select subgrade material or structural fill (depth as required).

Likewise, the following compacted thicknesses and materials shall be used for non-drivable walkways:

- 50 mm HL-3 asphalt to OPSS 1150, compacted to minimum 92% of MRD,
- 200 mm Granular "A" to OPSS.MUNI 1010, compacted to 100% SPMDD,
- Geotextile if deemed required by geotechnical investigation or due to conditions during construction,
- Select subgrade material or structural fill (depth as required).

Additionally, fencing will be required along both sides of walkway where it abuts a residential property. Fencing shall be similar to the requirements of Section 4.3.6, however with height of 1.5 m.

Fencing is to be installed 100 mm inside private property, and breakaway bollards are to be provided to prevent unauthorized vehicular access as required by the City.

4.7.5 Bus Pads

Bus pads may be required. Pre-consult with City to establish requirement.

4.8 ROAD SAFETY

4.8.1 Clear Zone & Guiderails

Provide clear zone per the requirements of the MTO Roadside Safety Manual (1993). Generally, clear zone shall be 3.0 m wide for rural cross-section and design speed less than 60 km/h, and with extended clear zone width for non-recoverable slopes. Clear zone for urban cross-sections with design speeds less than 60 km/h shall be 0.5 m wide.

Hazards (ends of cross-culverts, deep ditches and/or steep side slopes, etc.) located within the clear zone must be protected by a guiderail per OPSD 912.130. Guiderail length to be calculated per the Roadside Safety Manual (Figure 3.4.2 for approach length "La" and Figure 3.4.3 for approach length "Là").

End treatments are to be provided at both ends of guiderail, per OPSD 922.530 or equivalent, as approved by City.

4.8.2 Traffic Signs

Owner shall pay for and install all required street signs (stop, dead end / no exit, speed limits, warning signs, etc.) and street name signs. Signs shall comply with the Manual on Uniform Traffic Control Devices (MUTCD), and reflectivity for all signs to be Type IV High Intensity Prismatic (3M™ Sheeting Series 3930 or equivalent).

Regulatory signs are to be as per OTM Book 5 – Regulatory Signs, warning signs are to be as per OTM Book 6 – Warning Signs, and temporary signage is to be as per OTM Book 7 – Temporary Conditions.

Sign posts are to be Telespar square perforated post, 1-3/4" x 1-3/4", 14 gauge.

4.8.3 Street Name Signs

Street name signs are to be extruded aluminum signs per City detail R1.1 & R1.2 and installed in locations shown on City detail R2.

Provide shop drawings to City for review prior to fabrication.

4.8.4 Line Painting

Line painting shall be as per the general requirements of OTM Book 11 – Markings and Delineation. Paint shall be water-borne to OPSS 1716, with glass beads to OPSS 1750.

Generally, the following requirements apply:

- 300 mm wide white stop bars to be painted at all stop signs,
- 100 mm wide white yellow centerline tails at all stop signs (minimum 15 m long),
- White directional arrows as required,
- In rural cross-sections, 100 mm white solid line along paved shoulders,
- Progressive stop line painting, as deemed required by the City, per City detail R5 (80 km/h road) or City detail R6 (50 km/h road),

Provide line painting drawing for City review prior to completing the work.

4.8.5 Intersection Widening (Bulb-Out)

Intersection widening (bulb-outs) may need to be done on a case-by-case basis. Pre-consult with City to establish requirement.

4.9 GRADING

A detailed grading design will be required for new development and for infill development and may not interfere with the general drainage scheme of the lands in the surrounding area and must ensure the proper drainage of all lands in the area, including those lands being built upon.

4.9.1 Typical Lot Grading

Typical lot grading shall be split drainage or walk-out basement. Back to front drainage is possible but will only be allowed when both side yards are wider than 1.2 m, and where split drainage is not possible. Refer to City detail G1 and G2 for additional information.

In all cases, there must be a minimum of 0.15 m of uninterrupted fall away from all locations on the house envelope within the property limits, and existing elevations must be matched along all exterior property lines.

If this is not possible, off-site grading modifications may be done, but Owner will be responsible to review/coordinate with the adjacent property owner and obtain written permission. Provide copy of written permission to City for approval of the proposed Works.

4.9.2 Design Slopes & Terracing

The following requirements apply with regards to allowable slopes:

- Driveway slope to be 2.0% to 7.0%,
- Front yard and back yard slope to be 2.0% to 7.0%,
- Amenity area (minimum 6 m behind dwelling) slope to be 2.0% to 5.0%.

In grassed areas, 3H:1V (33%) terracing is to be done where maximum slopes would otherwise be exceeded. Retaining walls per Section 4.9.4 may instead be done.

Where a 2H:1V slope is necessary and a retaining wall not desirable, erosion and stabilization measures will need to be implemented and approved by the City prior to implementation.

4.9.3 Swales

Swales will be required for drainage and are to be constructed as per City detail G3.

Rear-yard swales are to be located entirely on the new lot/property, at 0.5 m from rear property line, and must be designed to convey the 100-year storm. Rear-yard swales may not be obstructed with sheds, landscaping features, fences, or other construction.

Side yard swales will be required between dwellings and are to be centered on the lot line.

Perforated subdrains per City detail G3 will be required at a slope less than 1.5%. When a subdrain is used, swales may have a minimum slope of 0.5%.

Generally, 2.4 m wide easements will be required along swales with subdrains, but only when the subdrain is equal to or larger than 200 mm in diameter.

4.9.4 Retaining Walls

Refer to City detail G4 for general requirements pertaining to retaining walls.

Retaining walls will not be permitted on City right-of-way and on easements and are to be installed on the higher property.

Shop drawings stamped by a structural Engineer will need to be provided to City for approval when retaining walls of any height are part of a site plan or subdivision project.

Height of the wall will be measured from the lowest finished ground elevation to the finished ground elevation 1.5 m behind the face of the highest block. Successive (stepped) walls of 1.0 m or less in height will be considered as a single wall when spacing is less than 1.5 m between the two walls, or when the grading is greater than 5% between two walls.

A subdrain is to be provided behind wall, complete with outlet and rodent grate, and a swale is to be provided along the top of the wall with a proper outlet.

All retaining walls exceeding 1.0 m in height must be protected by guards on all open sides and must be designed and stamped by a structural Engineer. Retaining walls exceeding 1.0 m in height are to be constructed of concrete (cast-in-place or precast) or armor stone.

4.9.5 General Grading

Owner is responsible for rough lot grading, and general grading is one requirement of building permit issuance.

All surface drainage to be directed to the roads or ditches as applicable. If the rear part of any lot or block is low, Owner shall fill it to enable the surface drainage to flow to the road or ditch or shall construct such temporary facilities to convey drainage to an outlet. Owner also must establish ground elevation foundation wall consistent with lot grading plan.

In urban areas, it is recommended that the Owner proceed with general grading of the lots to balance fill generated from the excavation of basements.

4.9.6 Final Lot Grading

Owner is responsible for final lot grading and is to submit a detailed grading plan stamped by an Engineer or Surveyor for City review, which shall include the proposed footprint and location of the dwelling. This detailed grading plan shall meet the general intent of the subdivision lot grading plan, and shall meet the requirements of Sections 4.9.1 to 4.9.3, inclusively.

A lot grading deposit will be taken as part of building permit process. Upon completion of final lot grading, the Owner is to retain the services of an independent professional engineer or Ontario Land Surveyor (OLS) to verify that all final elevations at lot corners, building elevations at any and all slopes on the lands, all elevations of swales, retaining walls, etc. have been adhered to.

Independent engineer or Surveyor is to prepare an "as-constructed" grading plan and submit to the City in 2 hard copies and 1 electronic copy (PDF and/or CAD).

Engineer or surveyor must be accredited under Professional Engineers Ontario (PEO) or Association of Ontario Land Surveyors (AOLS), respectively, and must have valid liability insurance.

Final lot grades must be within a reasonable difference of proposed grade, subject to the discretion of the City. Deposit will be reimbursed upon receipt and approval of the "as-constructed" grading plan and if the above conditions are met.

4.10 STREET LIGHTING

Owner is to provide roadway lighting based on requirements of the City's Roadway Lighting Policy.

As requested, Owner will be responsible to provide locates for underground street lighting conduits until Final Acceptance is achieved.

Disconnect for street lights shall be in the first pole, not in a hand hole.

4.10.1 Design

Lighting calculations will need to be carried out per requirements of the Roadway Lighting Policy. Different requirements apply depending on the classification of the roadway and whether the area is considered an "Urban Area" or a "Rural Area" as established in the Official Plan and Zoning By-Law.

Note that "Special Areas" have also been established and shall receive decorative style lighting. Such areas are:

- Laurier Street (from St-Jean to 1540 Laurier),
- Morris Village,
- Clarence Crossing,
- Urban Subdivisions,
- Urban Private Roads (subject to site plan).

4.10.2 Approved Materials

All luminaires to be LED. Refer to Roadway Lighting Policy for additional details with regards to approved poles, pole heights, luminaires, lumen output, banner arms, etc.

4.11 UTILITIES

Owner will be responsible for design & coordination of all utilities as discussed below, and will be required for all deposits, fees, etc.

Where possible, utilities are to be installed underground in a joint utility trench within the right-of-way. In all cases, the Owner is to prepare a Composite Utility Plan per the requirements of Section 2.3.

4.11.1 Hydro, Communications, Natural Gas

Owner is to provide hydro servicing, Bell, cable (where available), natural gas (where available), and spare ducts as required for future use. See City details X1 to X6, inclusively, for additional information.

Unless otherwise noted, natural gas to be installed in ditch fore slope (in rural cross-section) or behind curb (in urban cross-sections).

4.11.2 Canada Post

Owner will also be responsible to coordinate with Canada Post for the location of supermailbox(es) as required, and the proposed location shall also be acceptable to the City.

Owner will be responsible to install concrete sidewalks at supermailbox(es) as per City detail R8 or similar in urban areas, as well as adequate lighting.

Lastly, Owner will be required to inform prospective purchasers of supermailbox(es) locations through a clause in agreement of purchase and sale.

PART 5 CONSTRUCTION REQUIREMENTS

5.1 MEETINGS & COORDINATION

A pre-construction meeting to be held prior to start of construction. This meeting is to be attended by the Owner, the Owner's Engineer, the City, and the Contractor.

Owner/Contractor will be responsible to coordinate with the City and all affected residents in case of road closures, road cuts, watermain shutdowns, etc. as required to complete proposed Works. Owner/Contractor will also be responsible to coordinate with other authorities (utilities, County, etc.) as required.

Other meetings are to be held as required as construction progresses.

5.2 PRE-CONSTRUCTION SURVEYS

Owner shall arrange and pay for a photo and/or video pre-construction survey where Works are proposed in proximity of existing dwellings or structures, or elsewhere as deemed required by the City.

A pre-construction survey complete with vibration monitoring will also be required prior to blasting of bedrock, and any blasting is to be done in accordance with OPSS 120 and OPSS 206.

5.3 HEALTH & SAFETY

Contractor to follow all relevant health and safety laws and guidelines. Prior to beginning work, the Contractor must obtain locates and notify the Ontario Ministry of Labour (Notice of Project and Notice of trench work, if applicable).

Traffic control on public roadways shall be per the Ontario Health and Safety Act and OTM Book 7. Traffic control plan is to be forwarded to City for review prior to beginning work. Note that complete road closures will typically not be allowed on public roadways. A minimum of one 3.5m wide lane must be kept open at all times.

5.4 APPLICABLE CITY BY-LAWS

Contractor must also follow all applicable City By-Laws during construction of Works, including, but not limited to, the following:

- Burning of land clearing material will not be allowed per the City's Open Air Fire By-Law,
- Owner / Contractor may not operate a fire hydrant and may not operate water valves, may not obstruct a fire hydrant, and may not use hydrants for water needed during construction,
- Construction Waste may be brought to the City landfill at 2335 Lalonde Road on days upon which it is open to the public and upon payment of prescribed fees,

- Construction prohibited between 10:00 PM to 7:00 AM (Monday to Friday) and from 8:00 PM to 8:00 AM (Saturday & Sunday and statutory holidays) in residential areas, or 10:00 PM to 6:30 AM (all days) in rural areas, per Noise By-Law,
- Contractor may not obstruct or damage streets and sidewalks with vehicles or waste, per the Use and Care of Streets By-Law (2003-25). Contractor/Owner will be responsible for damages and is to sweep streets as required,
- Contractor must follow half loads.

The latest City By-Laws and policies may be found on the City's website at: <http://clarence-rockland.com/index.php/en/city-hall/municipal-by-laws>

5.5 INSURANCE & WSIB

The Owner will be required to obtain an insurance policy with an insurance company satisfactory to the City to ensure for the joint benefit of the Owner and the City against any liability that may arise out of the construction or installation or maintenance of any work to be performed.

Insurance policy is to extend until Final Acceptance of the Works, and shall name the City as additional name insured.

More specifically, the insurance policy shall include the following:

- The Owner shall defend, indemnify and save harmless The Corporation of the City of Clarence-Rockland, their elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Owner, their directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Owner in accordance with this Contract, and shall survive this Contract.
- The Owner agrees to defend, indemnify and save harmless The Corporation of the City of Clarence-Rockland from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Owner's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Owner in accordance with this Contract, and shall survive this Contract.

- Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$10,000,000 annual aggregate for any negligent acts or omissions relating to the obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees and volunteers as Additional Insured(s); contingent employer's liability; tenant's legal liability; cross liability and severability of interest clause.
- Coverage shall not exclude shoring, blasting, excavating, underpinning, demolition, pile driving, caisson work and work below ground surface including tunneling and grading if applicable,
- Such insurance shall add the Corporation of the City of Clarence Rockland as Additional Insured including a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.

Automobile Liability Insurance

- Automobile liability insurance coverage shall be obtained with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

Professional Liability Insurance

- Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$2,000,000. If such insurance is written on a claim made basis, the coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Environmental Impairment Liability

- Environmental Impairment Liability with a limit of not less than \$2,000,000. Per Incident /Annual Aggregate is to be obtained. Coverage shall include Gradual and Sudden & Accidental incidents and include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. If such insurance is issued on a claims made basis, such insurance shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.
- Such insurance shall also include Corporation of the City of Clarence Rockland as additional Insured subject to a waiver of subrogation in favour of the municipality. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.
- Any and all deductibles shall be the sole responsibility of the Owner and the City of Clarence-Rockland shall bear no cost towards such deductibles.

- The Owner is responsible to keep their property / equipment insured for physical damage – the City shall bear no cost towards any damage to such equipment.

Workplace Safety & Insurance Board (WSIB)

- The Owner shall provide evidence of WSIB or equivalent coverage.
- Prior to commencing work, the Owner shall provide the City with a certificate of insurance evidencing the above noted coverage. Such certificate shall provide the City with 30 days' notice of cancellation, lapse of coverage or material change in risk.

5.6 TEMPORARY FACILITIES

The Owner shall provide temporary sanitary facilities for use of construction personnel and inspection personnel.

Where required, Owner shall construct and maintain temporary access roads to the City's satisfaction and shall provide adequate parking facilities on its own property.

When working on existing sewers, provide temporary bypass pumping / flow diversion as required to complete the work.

5.7 ROAD CUTS

Permit will need to be obtained from City, and Works must not begin before the City has given approval to proceed. A security deposit and application fee will also need to be paid.

The City requires a minimum 24-hour notice prior to starting Works, and Works must be done within 30 days of the date of issue of the permit. Road cut may not remain open for more than 24 hours unless the Works are actively in progress. Traffic control will be required to the requirements of Section 5.3.

Imported backfill shall be used if native material is not deemed suitable, and reinstatement of granular and asphalt shall match existing thicknesses, but not be less than 40 mm of HL-3 or HL-4 asphalt and 150 mm of Granular "A". Note that reinstatement thicknesses may be increased for County or provincial roads.

The Owner will be responsible to have compaction testing done on backfill and granular material, and the asphalt reinstatement must be completed within 10 days following backfill.

A one-year warranty period will apply and will start on the date of preliminary acceptance.

5.8 INSPECTION REQUIREMENTS

Owner shall arrange and pay for inspection services during construction.

Inspection is to be performed by a qualified engineering consulting firm. Consulting firm and site staff performing inspections must have knowledge of City infrastructure and construction methods. Inspection will be required as follows:

- **Full time** inspection during construction of any underground infrastructure,
- **Periodic** inspections during construction of surface works, lot grading, etc.,
- **Full time** inspection during pouring of concrete curbs/sidewalks & placement of asphalt.

City maintains the right to inspect the Works at all time and may order all Works to be stopped if inspection personnel are not on site, or if inspection personnel are not performing their duties in a manner satisfactory to the City Engineer. City may also order all Works to be stopped if Works are not being carried out in accordance with approved plans and specifications, or in accordance with good engineering practice.

5.9 CONSTRUCTION TESTING REQUIREMENTS

With regards to watermains, the following tests and procedures will be required:

- hydrostatic watermain testing to OPSS.MUNI 441,
- Watermain disinfection, flushing and bacteriological testing to AWWA C651. Bacteriological testing is to be for e. coli, total coliform and heterotrophic plate count, and sampling will need to be witnessed by the City and OCWA,
- Watermains are to be swabbed.

Likewise for storm and sanitary sewers, the following tests and procedures will be required:

- CCTV inspection on all storm and sanitary sewers per OPSS 409 prior to first lift of asphalt,
- CCTV re-inspection on all storm and sanitary sewers per OPSS 409 prior to second lift of asphalt,
- Leakage test for sanitary sewers per OPSS 410,
- Low pressure air testing on all storm and sanitary sewers per OPSS 410,
- Deflection testing on all storm and sanitary sewers constructed of flexible pipe per OPSS 410.

Forcemains will require hydrostatic testing to OPSS 412.

Asphalt temperature will need to be verified (every load), and samples for Marshall testing will be required to the frequency noted in Section 5.10.

5.10 MATERIALS TESTING REQUIREMENTS

Owner shall arrange and pay for material testing & geotechnical reviews during construction. City may also have additional testing done at its discretion, at the cost of the Owner.

Testing is to be performed by a qualified geotechnical engineering firm and to the frequencies listed in the table below.

Table 5-1 Materials Testing Requirements

Related Work	Testing	Frequency
General	Gradation & Proctor for Granular "B", Granular "A" and select subgrade material	Once per material. Re-test if material source changes, if material visibly changes or if test results are older than 1 year
Sewers, watermain	Compaction for granular trench bedding, surround and cover.	Random inspections, 2 to 3 times per week
Sewers, watermain	Compaction for trench backfill (select subgrade material)	Random inspections, 2 to 3 times per week
Roadway	Subgrade visual inspection	Entire subgrade, prior to placing Granular "B"
Roadway	Compaction for Granular "B"	Every 25 m, prior to placing Granular "A"
Roadway	Compaction for Granular "A"	Every 25 m, prior to placing asphalt
Roadway	Compaction for asphalt	Every 25 m, each lift
Roadway	Full Marshall asphalt testing	1 test per day, per type of asphalt, per 500 tonnes of asphalt placed
Curbs, sidewalks	Compaction for Granular "A"	Every 25 m, prior to pouring concrete
Curbs, sidewalks	Concrete air & slump	Every day or every 20 m ³ , whichever occurs first
Curbs, sidewalks	Concrete strength (cylinders)	Every day or every 20 m ³ , whichever occurs first

Source: Adapted from various OPSS

5.11 CONCRETE PLACING & CURING

All concrete placing curing shall be as per the general requirements of OPSS 351 and OPSS.MUNI 904.

Surfaces are to be free of standing water/snow, and no concrete shall be placed until all curing material have been delivered to site. In cold weather, no concrete shall be placed until protection material have been delivered to site.

Formwork or granular base temperature shall not exceed 30° C and must be at a minimum of 5 °C for at least 12 hours prior to pouring. Placing and protection of concrete in cold weather shall be according to OPSS.MUNI 904.

Concrete shall be cured using a membrane-curing compound applied according to OPSS.MUNI 904 at application rate of 0.2 L/m², and shall have a broomed finish.

Concrete to be protected against vehicular traffic for a minimum of three (3) days.

5.12 ASPHALT PLACING

Hot mix asphalt is to be placed as per the general requirements of OPSS 310.

Surfaces are to be free of standing water/snow, and paving shall not be carried out if the roadbed is frozen. Binder course shall not be placed unless the air temperature at the surface of the road is minimum of 2 °C and rising, whereas the surface course shall not be placed unless the air temperature at the surface of the road is minimum of 7 °C and rising.

Asphalt to be at a minimum temperature of 120 °C immediately after spreading and prior to initial rolling.

Compact asphalt to a minimum of 92% MRD using appropriate roller combinations for production rate (see Table 5 of OPSS 310).

5.13 PRELIMINARY ACCEPTANCE OF WORKS

The City will issue a Certificate of Preliminary Acceptance for roads and sewers when all the following conditions are met:

- All development charges, fees, taxes, deposits, etc. have been paid,
- Easements have been registered,
- Watermain and sewers are installed, operational and tested per Section 5.9,
- Pumping station(s) are operational and tested, where applicable,
- The base lift of asphalt is installed,
- Roadway lighting is installed and operational,
- Temporary or permanent street name and traffic signs have been installed,
- Interim line painting has been completed,
- Stormwater management facility is operational and Owner has provided copy of Environmental Compliance Approval,
- General grading has been completed to the satisfaction of the City,
- CUP has been approved, and utilities have been installed and are functional.

City will inspect Works and submit a deficiency list to the Owner no later than 12 months before Final Acceptance.

The second lift of asphalt is to be placed at least 12 months after acceptance of the first lift, and no later than 60 months, or once building permits have been issued for 90% of the lots.

City will only take ownership and full responsibility of Works at Final Acceptance and as deemed by By-Law.

5.14 CONSTRUCTION PERMITS

Construction permits will be required for all proposed construction within the subdivision, as per requirements of the OBC.

The Owner will be required to provide required deposits and fees and will be responsible to coordinate City inspections.

5.14.1 Issuance of Building Permits (Lots)

Building permits will be issued by the City within any given phase of the development only when the Works have received Preliminary Acceptance as per Section 5.13.

Issuance of building permits may be stopped at any time upon failure of the Owner to fulfil the above requirements, and until such time as the requirements have been fulfilled.

At the City's discretion, one building permit may be allowed before Works have received Preliminary Acceptance and for the purpose of a model home.

5.14.2 Final Lot Acceptance Requirements

Final acceptance of a lot/building will be provided when the following requirements are met:

- Owner, within 6 months of the issue of the final building inspection, has provided documentation prepared by an Engineer or Surveyor that the final lot grading was constructed to the approved drawings,
- Driveways to be surfaced with asphalt, concrete or other hard surface between the curb (or edge of roadway asphalt) and the line of the front wall of the house/garage, within 6 months of the issue of the final building inspection,
- Owner, within 6 months of the issue of the final building inspection, shall plant at least one shade tree in the front yard and two trees on a corner lot,
- Trees planted per requirements of Subdivision Agreement,
- Water valve (curb stop) is visible and is operational.

5.15 MAINTENANCE OF WORKS

Owner will be responsible for maintenance of works until Final Acceptance, as passed under By-Law. More specifically, Owner is responsible to maintain storm sewers, sanitary sewers and watermains, including the clearing of any blockage, until Final Acceptance.

Owner is to sweep existing and new streets once a week (preferably Fridays) or as required and is to supply and place dust palliative measures of existing and new streets as required.

Owner will perform snow removal at their cost until the roads have been prepared to a satisfactory condition. The City will perform snow removal only once the roads have been prepared to a satisfactory condition. At a minimum, the Owner will be required to install gravel and grade the roads, with asphalt ramping at all iron works (maintenance holes, catch basins, valve boxes, etc.). City will complete inspection in the fall prior to performing snow removal.

Owner shall ensure that all surveyor pins and monuments are maintained in the areas where they are located in a continuous and visible manner.

Required maintenance not carried out by the Owner may be carried out by the City at the cost of the Owner.

5.16 EMERGENCY REPAIRS

City may enter property at any time and may complete emergency repairs to any Works without prior notice. Emergency repairs will be carried out by the City at the cost of the Owner.

Such costs will include a management fee of 20% of the labour and material value and a further fee of 30% for the dislocation and inconvenience caused to the City.

5.17 WARRANTY PERIOD

The warranty period ends at Final Acceptance of subdivision, when passed by By-Law. 10% of total Letter of Credit will be kept during the warranty period to cover warranty items.

Final lift of asphalt shall be guaranteed for 1 year during which time the City will inspect and submit a deficiency list to the Owner.

5.18 CLOSE-OUT DOCUMENTATION & "AS-BUILT" RECORDS

Owner's Engineer & Contractor will be responsible to assemble and submit the close-out documentation to the City, consisting of the following:

- All watermain test results (hydrostatic and bacteriological),
- All preliminary and final CCTV inspection reports & DVD's for sewers,
- All material testing & geotechnical testing results per Section 5.10,
- Service location sheet for each lot, including location of services in relation to the lot corners, and geodetic elevation of services at property line,
- A copy of all approvals (CA, MOECC, etc.),
- Approved shop drawings,
- Operation & maintenance manual for stormwater management facilities, oil & grit separators, etc. per Section 4.3.6,
- Results of water samples taken from outlet of stormwater management facility per Section 5.19,
- Operation & maintenance manual for pumping stations,
- OLS certificate,
- "as-built" drawings as discussed below, in PDF and AutoCAD format.

"As-built" drawings shall be maintained and prepared by the Owner's Engineer as construction progresses, and shall include, at a minimum:

- as-built invert elevations of all storm and sanitary sewers at all structures,
- as-built invert elevations of all culverts and ditches at maximum 25 m spacing,
- as-built watermain obvert elevations at maximum 25 m spacing,
- as-built rough lot grading elevations (red-lined),
- as-built road grade table (subgrade, granular "A", granular "B", base course of asphalt, final lift of asphalt),

- as-built retaining wall details and elevations,
- any changes made during construction (in plan view and profile view).

5.19 FINAL ACCEPTANCE OF WORKS

Final Acceptance occurs when the City assumes and takes full responsibility for the Works. Final Acceptance is achieved only when passed as a By-law by Council, before which the following requirements must be met:

- warranty period is over (1 year after placing final lift of asphalt),
- deficiencies, incomplete work and any warranty issues have been addressed,
- "as-built" documentation has been provided to the City per Section 5.18,
- All conditions set out in the ECA for the stormwater management pond have been fulfilled,
- The stormwater management pond has been fully cleaned of sediments and is operational as originally designed. Cleaning shall be done no sooner than 6 months and no later than 1 month prior to final acceptance,
- Owner shall submit 3 consecutive water samples taken from outlet of the stormwater management facility with one year apart from each other. Last sample shall be taken no sooner than 6 months and no later than 1 month prior to final acceptance. All samples must meet or exceed the design parameters of the facility,
- A final walkthrough has been completed with the City, the Owner and its Engineer,
- All other requirements of the Subdivision Agreement have been met,
- Any and all potential claims for construction liens have expired,
- Owner's Engineer has issued a letter recommending Final Acceptance of the Works and that the Works were built as per the approved engineering drawings,
- Owner has filled out an application for Final Acceptance and has submitted it to the City's Planning Department.

5.20 FINANCIAL SECURITY REDUCTION

The Owner is to provide financial security as per Section 2.9 prior to starting work and prior to the signing of the Subdivision Agreement. Financial security may be reduced as work progresses, and reduction requests must include the following:

- Completed application form with applicable fees for each request
- 2 copies of the "as-built" drawings (hard and digital copies) when requesting reduction corresponding with preliminary acceptance,
- A table of the estimated costs demonstrating the Works that are completed to date,
- Sign-off by Owner's Engineer that the Works have been completed satisfactorily,
- A minimum of 10% shall be kept for each item until Final Acceptance of the Works, to cover maintenance and warranty commitments,

- Financial security will be entirely released only when Final Acceptance is achieved per the requirements of Section 5.19.

SITE PLANS

PART 6 GENERAL REQUIREMENTS

General requirements specifically pertaining to projects subject to site plan control are discussed in the current section of this manual. This section is meant to summarize the requirements of the Official Plan, Site Plan Control By-Law, the Zoning By-Law and other City By-Laws as may be applicable to the project and is by no means an exhaustive list.

Owners are encouraged to visit the City's website (<http://clarence-rockland.com>) to obtain a copy of the current Official Plan and By-Laws and will be required to pre-consult with the City early in the process.

6.1 APPLICABILITY & EXEMPTIONS

Per the Site Plan Control By-Law, the entire area located within the geographic boundaries of the City is designated as an area of site plan control as permitted in Section 41 of the *Planning Act*. More specifically, the following classes of development generally require site plan control approval:

- The construction, erection or placing on land of a residential building with 3 or more units,
- The construction, erection or placing on land of buildings or structures in a commercial zone, a community facility zone, an urban core area zone and an industrial zone,
- The construction, erection or placing on land of commercial and/or industrial buildings or structures authorized by exception within rural or agricultural zone,
- A golf course.

Again per the Site Plan Control By-Law, some classes of development are exempt from site plan control approval, such as single detached dwellings, semi-detached dwellings, etc. Refer to the Site Plan Control By-Law for the complete list.

6.2 OFF-SITE IMPROVEMENTS

The Owner may be responsible to extend sidewalks or other infrastructure (sewers, watermain, etc.) as required by the City. The City may also require other off-site improvements on a case-by-case basis such as turn lanes, traffic signals, road widenings, etc.

Work on City road allowances shall be according to the specifications and By-Laws of the City and as further detailed in this manual.

Pre-consultation with the City will serve to establish which off-site improvements, if any, will be required to support the proposed project.

6.3 APPROVALS & AGREEMENTS

Signing of a Site Plan Agreement is mandatory and will need to be done prior to the issuance of a building permit.

The Site Plan Agreement will be registered on title of the property, also prior to the issuance of building permit. City must have in its possession the documents listed in Section 6.5 prior to signing a Site Plan Agreement.

Owner will be responsible to obtain, at its own cost, any and all other approvals, agreements, permits, etc. for the project from various City departments and from other senior approving authorities.

6.4 DRAWINGS

Per the requirements of the Site Plan Control By-Law, the plans submitted for review and approval must be prepared by a qualified surveyor, engineer, or architect, and they must contain the following information:

- the dimensions and area of the land and the legal description or civic address;
- location of existing and proposed easements;
- location of road boundaries, their private or public status, and dimensions;
- location, dimensions, and area of building, and relation between lot occupation area and total area of land at issue;
- site plan matrix with zoning requirements (setbacks, parking, etc.);
- distance between each building and lot boundaries;
- location, number, and dimension of parking areas and access lanes;
- location and identification of any existing or projected building(s);
- location of a stream or ditch on the land or of a substantial difference in level;
- authorization or access rights issued by the South Nation River Conservation Authority where the proposed site is located in a flood plain;
- authorization or access right issued by the United Counties where a new construction borders a county road;
- the plan, as constructed.

Additionally, the following information is to be provided for residential developments:

- occupation load calculated on the basis of the number of rooms per unit;
- percentage of green space and its location;
- number of parking spaces reserved for visitors and for persons with disabilities;
- location and details of fence, if applicable;
- traffic study, if deemed required by City.

Likewise, the following additional information is to be provided for commercial and industrial developments:

- location and dimensions of loading and unloading zones;
- traffic study, if deemed required by City.

6.5 SUBMITTALS

Again per the requirements of Site Plan Control By-Law, applications for the approval of a site plan must include the respective fees and the following documents:

- Two (2) recent copies of the location plan or reference plan,
- One (1) copy of the registration document,
- Four (4) copies (full size folded) and twenty (20) copies (11" X 17" format folded) of the preliminary version of the "general plan" depicting the proposed improvements (landscaping, parking, lighting, and other), elevations, surface water drainage, and municipal services hook-up. Where the plan contains an excess of information, provide attachments to the "general plan."
- One (1) 8½" x 11" mylar copy and three (3) copies (full size) of each final plan. These plans and copies should not be submitted before the City reviews the preliminary plans.
- One (1) PDF copy of all plans and reports, on DVD or USB drive,
- A Letter of Credit to the requirements of Section 6.9. This letter is required prior to signing the agreement,
- One (1) copy of the mortgage registration document (where applicable),
- The applicable fees required for a site plan application under the bylaw, based on a scale of fees,
- Consent of the mortgage lender,
- An electronic AutoCAD copy (final version),
- Insurance certificate.

6.6 TYPICAL PROJECT & REVIEW PROCESS

The typical flow chart attached in Appendix "A" illustrates the typical project & review process for subdivision projects. Note that this flow chart is intended as general guidelines and may vary from project to project.

6.7 CITY ENGINEERING REVIEWS AND PEER REVIEWS

The City will perform a technical review of the drawings and reports submitted and may also retain the services of a third-party consulting firm to complete a peer review.

If so, cost of consultant peer review fees will be the responsibility of the Owner. If they are paid directly by the Owner, the peer review fees will be deducted from the total engineering fees for the project. Any peer review fee overruns will be charged to the Owner. Owners are therefore encouraged to submit high-quality and thorough documents to facilitate and expedite reviews.

6.8 FINANCIAL REQUIREMENTS

The Owner will be required to pay to the City, in cash or certified cheque, all applicable administrative fees, legal fees, planning and engineering fees, development charges, road cuts and building permit fees that may be required by the City by By-Law.

It is the Owner's responsibility to verify which financial requirements are applicable to this development.

The Owner must also pay all arrears of taxes outstanding against the lands prior to the execution of the Site Plan Agreement.

Refer to the User Fees and Charges By-Law for more information.

6.9 PERFORMANCE DEPOSIT

The Owner will also be required to provide a performance deposit prior to the signing of the Site Plan Agreement with the City. The purpose of this deposit is to ensure that the City is able to complete the Works in the event that the Owner is unable to proceed with the completion, or to address deficiencies.

Performance deposit must consist of cash, certified cheque or an irrevocable Letter of Credit issued by a bank will be required prior to the signing of the Subdivision Agreement. Bonding will not be accepted. A sample Letter of Credit may be found in the Site Plan Control By-Law.

Performance deposit will be required for 50% of the estimated cost of the Works on private property. Additionally, a performance deposit will be required equal to 100% of the estimated cost of required offsite Works. The estimated cost will be based on the Engineer's estimate. Unit prices are to be reflective of current market conditions and the City reserves the right to review the estimate and unit prices.

Once construction is complete, Owner must fill out an application for a request for release at the Planning Department. Physical Services will then perform an inspection further to the request. The deposit will be released on acceptance of the Works.

A minimum period of one month is required to obtain the amount corresponding to the release. One partial release may be permitted prior to final inspection. City will retain a minimum 10% of performance deposit or \$5,000 (whichever is greater).

PART 7 PLANNING REQUIREMENTS

Design requirements specifically pertaining to projects subject to site plan control are discussed in the current section of this manual. Reference is made to the current Zoning By-Laws and other City By-Laws as may be applicable to the project and is by no means an exhaustive list.

Owners are encouraged to visit the City's website to obtain a copy of the current By-Laws and will be required to pre-consult with the City early in the process.

7.1 PARKING & SITE ACCESS

7.1.1 General

Refer to Zoning By-Law Section 5.1 for general parking requirements such as applicability, location, cash-in-lieu of parking, surfacing requirements, etc.

7.1.2 Motor Vehicle Parking

Refer to the Zoning By-Law Section 5.2 for motor vehicle parking requirements (dimensions of stalls and calculations).

7.1.3 Accessible Parking Spaces

Provide accessible (barrier free) parking spaces per the Zoning By-Law Section 5.3. Provide signage (bilingual) and line painting in accordance with the Highway Traffic Act.

7.1.4 Bicycle Parking

Provide bicycle parking spaces per requirements of Zoning By-Law Section 5.4.

7.1.5 Stacking Spaces (Drive-Through)

Provide stacking spaces for drive-through facilities on site per the requirements of Zoning By-Law Section 5.5.

7.1.6 Loading Spaces

Provide spaces for loading and unloading of goods per requirements of Zoning By-Law Section 5.6.

7.1.7 Aisle Width

Aisle widths providing access to a parking space within a parking area are to be per requirements of Zoning By-Law Section 5.7.

7.1.8 Driveway Width

Refer to Zoning By-Law Section 5.8 for driveway requirements for residential uses.

7.1.9 Landscaping

Provide landscape buffer strips to the requirements of Zoning By-Law Section 5.9.

Owners are encouraged to provide attractive landscaping

7.1.10 Barrier Free Accessibility

Site and building are to be made barrier-free to the requirements of the OBC and AODA.

7.2 BUILDING SETBACK & OTHER REQUIREMENTS

Refer to Part 6 to Part 21 (inclusively) of the Zoning By-Law for requirements with regards to building setbacks, lot coverage, frontage and other zoning requirements.

7.3 FIREFIGHTING

Provide fire route(s) to the requirements of the OBC 3.2.5.6, complete with "Fire Route" signs per the requirements of City's Fire Routes By-Law. Hydrant(s) are also to be provided on site as required to meet the travel distance requirements of the OBC.

Owner will be responsible to provide a sufficient volume of water for each of the buildings for firefighting purposes, unless otherwise stated by the City's Fire Service.

7.4 FENCING

Provide fencing as per requirements of Zoning By-Law Section 5.9 and per requirements of Fence and Privacy Screens By-Law.

7.5 SIGNS

All signs must meet the requirements of By-law 2015-160, and a permit will be required prior to their installation.

7.6 GARBAGE & RECYCLING

Waste containers are to be located as per requirements of Zoning By-Law Section 5.9.2 and must be accessible to a typical garbage truck. Owner responsible to provide a fenced enclosure as per City detail E4 and dumpster(s) for garbage and recycling container(s).

Refer to Waste Material By-Law for additional information.

PART 8 DESIGN REQUIREMENTS

Design shall generally meet the requirements of the above sections, and of the OBC.

The Owner may be required to provide, dedicate and register easements as required for water, sewer, drainage or other purposes.

8.1 SANITARY SEWERS

8.1.1 Sewer Design

Average daily flows are to be calculated from Table 8.2.1.3.B of the OBC where possible, or from the City of Ottawa Appendix 4-A – Daily Sewage Flow for Various Establishments (see Appendix “B”) if the latter is more relevant.

Service shall be designed per Section 4.1.4 to accommodate the peak flow. To do so, the average daily flow is to be distributed over a reasonable time frame (for example, 7 hours for a school) and a peaking factor will need to be applied.

8.1.2 Other Design Considerations

Sanitary service is to be installed with clean-outs or maintenance holes per the general requirements of the OBC. Where required, oil & grease interceptors are to be installed per requirements of the OBC & Sewer Use By-law.

A monitoring maintenance hole shall be required just inside the property line for all non-residential and multi-residential buildings connections from a private sewer to a City sewer.

Each separate building is to be serviced by a separate building sewer; however, if there is more than one building on a particular lot, the building sewer may connect to all buildings on the lot.

Provide backwater valves to requirements of OBC (inside the building).

125 mm or 150 mm diameter laterals are to be connected to an existing sanitary sewer as per OPSD 1006.010 (rigid pipe) or OPSD 1006.020 (flexible pipe) using Kor-N-Tee saddle or approved equivalent.

Connection shall instead be made at a maintenance hole as described in Section 4.1.6 where the service is greater than 50% of the diameter of the mainline concrete pipe, or where the lateral is 200 mm in diameter or larger.

Sump pumps and rainwater leaders may not be connected to sanitary sewers or services.

8.1.3 Approved Materials

Refer to Section 4.1.7 for list of approved materials.

8.2 STORM SEWERS & CULVERTS

8.2.1 Sewer Design

Storm runoff is to be calculated with the Rational Method as per Section 4.2.3. Sewer service is to be sized per Section 4.2.5 to accommodate 5-year storm without surcharging.

Runoff shall also include the design flow from the roof drains (where applicable) as calculated by the mechanical engineer.

8.2.2 Other Design Considerations

Storm service is to be installed with clean-outs or maintenance holes per requirements of the OBC and provide backwater valves to requirements of OBC (inside the building).

Downspouts may not be directly connected to the storm sewer or storm service.

100 mm or 150 mm laterals are to be connected to an existing storm sewer as per OPSD 1006.010 or OPSD 1006.020 using Kor-N-Tee saddle or approved equivalent, whereas larger laterals are to be connected to an existing storm sewer as described in Section 4.2.8.

8.2.3 Approved Materials

Refer to Section 4.2.9 for list of approved materials.

In addition to the above, HDPE pipes and fittings to CSA B182.8 may be used for storm sewers on private property only.

8.3 STORMWATER MANAGEMENT

Urbanization increases impervious surface cover, such as roads, driveways and rooftops. These surfaces prevent infiltration of stormwater, which is forced to flow overland, creating significant erosion, pollution, or flooding problems.

The purpose of managing stormwater is to control the quantity of stormwater runoff to reduce erosion and flooding, and to improve the quality of runoff to waterbodies and groundwater. As such, on-site stormwater management will be required for all projects.

For all projects, detailed stormwater management report and calculations are to be provided, and the following requirements will apply:

- Quantitative control is to be provided per requirements of Section 4.3.2,
- Qualitative treatment to be provided per requirements of Section 4.3.3,
- Sizing of stormwater management facility for site plan projects is to be done with the Modified Rational Method (MRM) as discussed in Section 4.3.4,
- Provide fencing and access as discussed in Section 4.3.6.

8.3.1 Accepted Methods

The following stormwater management methods, or combination thereof, are accepted for use in the City:

- Wetlands,
- Wet pond,
- Dry pond,

- Infiltration basin where soils permit,
- Oil & grit interceptor,
- Surface storage (maximum depth of 300 mm in parking lots),
- Underground storage (concrete tanks, HDPE chambers, oversized pipes, etc.),
- Rooftop storage,
- Enhanced grassed swales (on private property only),
- Other forms of LID.

8.4 WATERMAINS

8.4.1 Watermain Design

Water service shall be designed per Section 4.4.1 to accommodate the peak flow. To do so, the average domestic daily flow is to be distributed over a reasonable time frame (for example, 7 hours for a school) and a peaking factor will need to be applied.

Average domestic daily flows are to be calculated from Table 8.2.1.3.B of the OBC where possible, or from the City of Ottawa Appendix 4-A – Daily Sewage Flow for Various Establishments (see Appendix “B”) if the latter is more relevant.

Water service to be sized to accommodate sprinkler system, where applicable. The required fire flow is to be calculated per the Fire Underwriters Survey – Water Supply for Public Fire Protection (1999) or is to be based on the actual sprinkler demand as calculated by the mechanical engineer. For residential constructions only, fire flow may be capped at 10,000 L/min.

Watermain sizing using simplified water service sizing calculations (head loss spreadsheet) will be acceptable for unsprinklered buildings only. For sprinklered buildings, watermain sizing shall be using modeling software (WaterCAD, WaterGEMS, EPANET, or similar).

City may be able to provide model information (such as theoretical hydrant flow curves and boundary conditions). In some cases, however, and at the discretion of the City, the Owner may be required to conduct hydrant flow test(s) at its cost, to establish available flows and pressures. All testing is to be coordinated with the City.

Site plan projects shall have a watermain valve on every water service, located 0.30 m inside private property.

Connections to existing watermains shall be with a wet tap connection where possible.

8.4.2 Other Considerations

All watermains and water services shall have a minimum cover of 2.4 m.

Minimum pipe diameter shall be 150 mm where private fire hydrant(s) and/or sprinklers are required. Where private fire hydrant(s) and sprinklers are not required, minimum pipe diameter shall be 19 mm. Longer services and/or higher flows may require larger diameters. In all cases, Engineer is to confirm sizing.

8.4.3 Approved Materials

Approved materials for watermains and water services shall be as per Section 4.4.3.

8.5 GRADING & RETAINING WALLS

Grading and retaining walls shall meet the requirements of Section 4.9.1 to 4.9.4, inclusively.

8.6 SITE LIGHTING

Submit lighting calculations to the City for review. Light levels must not exceed 0.5 lux at the property line, and sharp cut-off fixtures shall be used to minimize possible lighting glare onto adjacent properties.

All lighting fixtures are to be LED.

8.7 UTILITIES

Owner will be responsible for design & coordination of all utilities (hydro, communications, natural gas) as discussed below. Owner will also be responsible for the relocation of utilities in the event of any conflict with existing utilities.

Owner will be responsible for all deposits, fees, etc. and will be required to convey any easements as may be required for utilities.

PART 9 CONSTRUCTION REQUIREMENTS

9.1 MEETINGS & COORDINATION

The City may require a pre-start Health and Safety Review meeting.

Owner/Contractor will be responsible to coordinate with City and affected residents for road closures, road cuts, watermain shutdowns, etc. as required to complete Works.

Owner/Contractor will also be responsible to coordinate with other authorities (utilities, County, etc.) as required.

9.2 PRE-CONSTRUCTION SURVEYS

Refer to Section 5.2.

9.3 HEALTH & SAFETY

Refer to Section 5.3.

9.4 APPLICABLE CITY BY-LAWS

Refer to Section 5.4.

9.5 INSURANCE

Refer to Section 5.5.

9.6 TEMPORARY FACILITIES

Refer to Section 5.6.

9.7 INSPECTION REQUIREMENTS

It is strongly recommended that the Owner retain full time professional engineering inspection personnel to supervise the construction of underground Works (servicing), and part time inspection personnel to supervise the construction of surface works (curbs, sidewalks, granulars, landscaping, etc.).

At a minimum, an Architect/Engineer will need to provide general reviews per the requirements of the OBC, and all general review reports are to be forwarded promptly to the CBO. The City shall also have the right to inspect the Works at all times.

Lastly, inspection of all Works within City allowances is mandatory and shall be per the requirements of Section 5.8.

9.8 CONSTRUCTION TESTING REQUIREMENTS

With regards to watermains, the following tests and procedures will be required:

- Hydrostatic testing to OPSS.MUNI 441,

- Watermain disinfection, flushing and bacteriological testing to AWWA C651. Bacteriological testing is to be for e. coli, total coliform and heterotrophic plate count, and sampling will need to be witnessed by the City and OCWA,
- Watermains are to be swabbed,

Likewise for storm and sanitary sewers, the following tests and procedures will be required:

- CCTV inspection on all storm and sanitary sewers per OPSS 409,
- Leakage test for sanitary sewers per OPSS 410,
- Low pressure air testing on all storm and sanitary sewers per OPSS 410,

Lastly, forcemains will require hydrostatic testing to OPSS 412.

9.9 MATERIALS TESTING REQUIREMENTS

City does not have any mandatory requirements for testing of materials on private property, however it is strongly encouraged. Refer to Section 5.10 for list of recommended tests & related frequency.

Materials testing for all Works on City allowances is mandatory and shall be per the requirements of Section 5.10.

9.10 "AS-BUILT" RECORDS

Owner shall submit to the CBO a certified building location survey prepared by a Surveyor, including foundation & elevations upon completion of the foundation to ensure interim compliance with the Zoning By-Law.

Owner shall submit to the City Engineer one set of PDF "as-built" road, grading and service drawings including the location of all Works, certified under seal by a Professional Engineer. Owner shall also provide an electronic copy of "as-built" drawings and a copy of all relevant construction & materials testing results.

9.11 PERFORMANCE DEPOSIT REDUCTION

Refer to Section 6.9 for additional information.

DITCH FILLING

PART 10 DESIGN REQUIREMENTS

10.1 GENERAL REQUIREMENTS

Main purpose of open ditches is to drain the roadway and its granular base/sub-base. In rural areas and for new subdivisions, Owners are required to design, obtain approvals & construct filled-in ditches as part of a subdivision.

For existing residential properties and for development not part of a subdivision, individual property owner will be required to submit an application to the City for the ditch filling, and to pay security deposit and application fee.

Property owner will be responsible for all costs associated with construction and shall pay deposit and application fee. Owner will be responsible for full maintenance and future replacement of the entranceway and culvert.

Ditch filling installed without proper authorization from the City will not be allowed and may be removed by the City at the cost of the abutting property owner.

10.2 DITCH FILLING BY CITY

Per the Roadside Drainage Infill Policy, the City may infill ditches at its cost in some cases, conditional to budget approval on a yearly basis, and subject to the following conditions:

- Resident must make a formal request to the Director, Infrastructure and Planning
- Open roadside drainage system must be situated in a residential area. Rural areas are not eligible.
- The Director declares that the roadside drainage is not in a maintainable condition (in his/her sole opinion), and shall exceed the following criteria:
 - Depth of 1 metre as measured from the edge of road shoulder,
 - Front and back slopes should not be steeper than 3H:1V.
- Funding must be approved by Council
- Requests shall be processed on a first-come first-served basis. If the cost of infilling requests exceeds Council's budget approval, then the request will be deferred to the following year and given a priority designation in the succeeding budget year.

10.3 DESIGN

Sizing of culvert will be determined by the City, but in some cases the Owner may be required to hire an Engineer to size culvert. Pre-consult with the City to establish requirement.

If an engineered design is required, pipe to be sized per the requirements of Section 4.2, and existing and proposed elevations must be provided for pipe inverts, and for grading of swale & driveway.

Rural driveways shall be as per City detail E1-(FR or EN) and E2-(FR or EN), and ditch filling shall be as per City detail E3.

10.4 OTHER DESIGN CONSIDERATIONS

The following other design considerations will apply for the design of ditch fillings:

- A minimum of 1 catch basin will be required, or one between each entrance,
- Additional catch basins may be required, typical spacing of 15 m,
- Surface drainage is to be directed towards swale (centered on pipe and minimum 250 mm deep) & catch basin,
- Manufactured saddles will be required for sump pump connections,
- Regrading upstream and/or downstream of ditch may be required,
- Culvert to be centered on the ditch line,
- Invert of culvert to be set +/- 150 mm below the existing ditch elevation,
- Retaining walls (headwalls) and rip-rap will not be allowed.

10.5 APPROVED MATERIALS

New pipe located within ditches shall be new perforated rigid dual wall high density polyethylene (HDPE) with smooth interior and corrugated exterior to CSA B182.8, 320 kPa strength. Perforated pipes are to be wrapped with geotextile filter sock as per OPSS 1860.

Pipe located under driveway shall be either be non-perforated HDPE similar to above or shall be new galvanized corrugated steel pipe 68 x 13 mm profile, 1.6 mm minimum thickness.

Culverts are to be a minimum of 450 mm in diameter and to the minimum length given in the Construction of Private Entrances By-Law.

Catch basin to be HDPE premanufactured fitting (cross or tee), a minimum of 300 mm in diameter and complete with a minimum 300 mm deep sump. Catch basin grate shall be either cast iron or ductile iron.

Pipe bedding, surround and cover shall consist of 19 mm clear stone (type 1) as per OPSS.MUNI 1004 covered with a non-woven geotextile to OPSS 1860.

PART 11 CONSTRUCTION & INSPECTION

No work is to be performed on right-of-way without City's approval. Prior to starting work, property owner is to submit an application to the City for the ditch filling and will need to pay security deposit and application fee. Deposit will be returned once work is complete and all deficiencies have been addressed.

Owner is to provide insurance to the requirements of Section 5.5 and is to obtain locates prior to construction.

Property owner is to contact City for inspection at the following milestones:

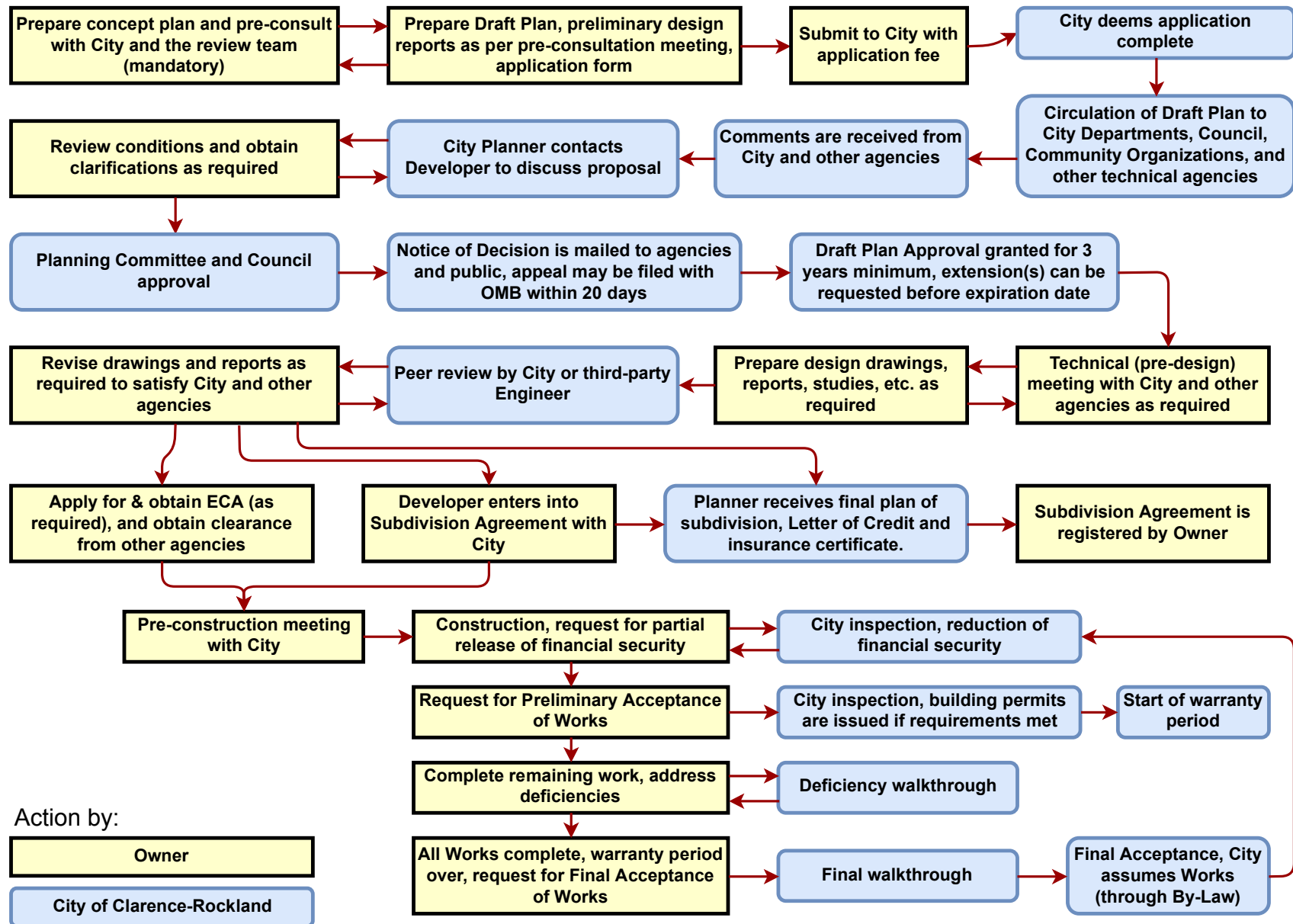
- For ditch filling, once pipe bedding, pipe, and catch basin(s) are installed, and prior to backfilling,
- For ditch filling and other driveways, once Works are complete.

Note that a minimum 24-hour notice is required for all inspections.

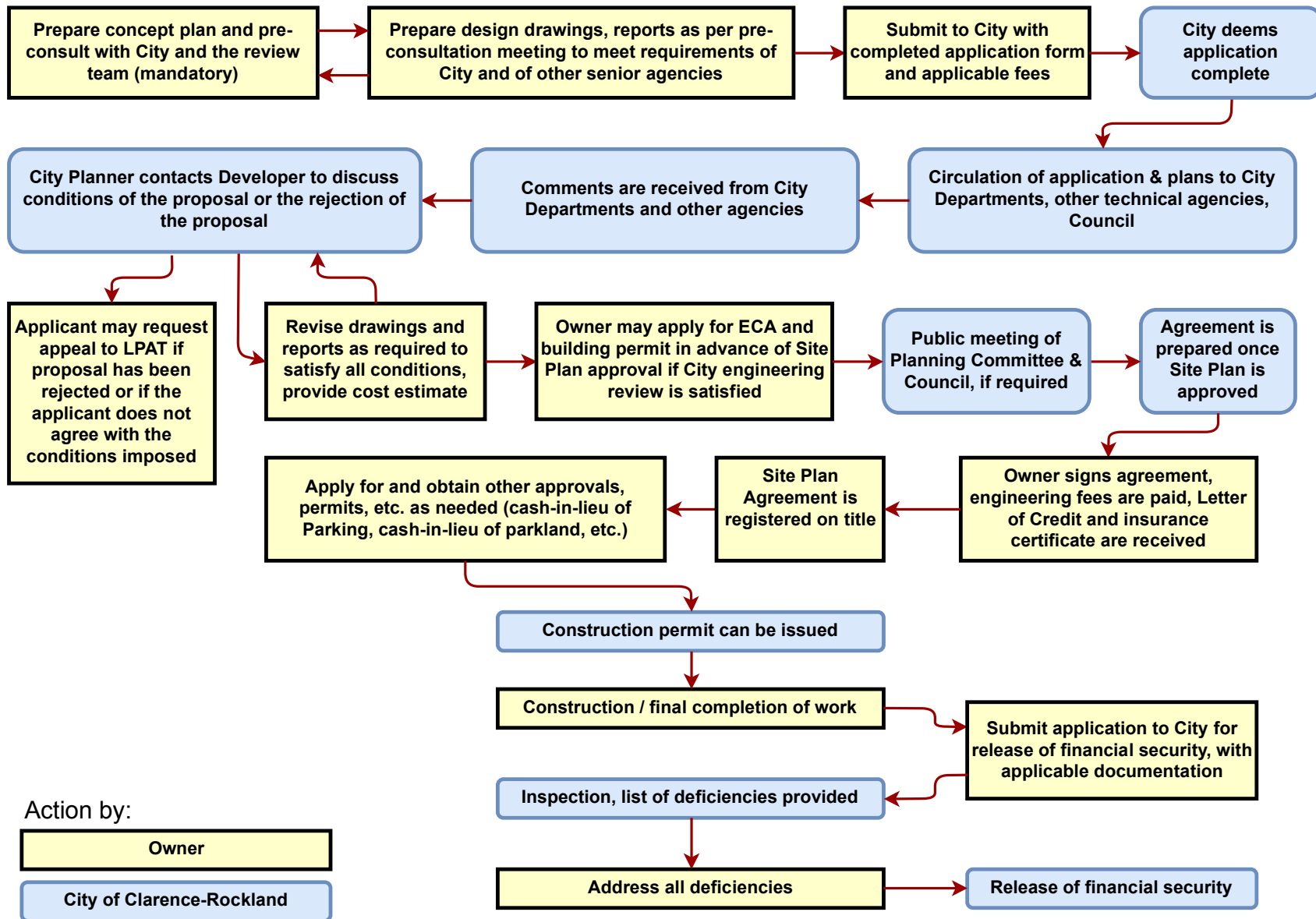
APPENDIX “A”

Project Flow Charts

SUBDIVISION PROCESS - STEP BY STEP



SITE PLAN CONTROL PROCESS - STEP BY STEP



APPENDIX “B”

City of Ottawa Appendix 4-A – Daily Sewage Flow for Various Establishments
City of Ottawa Appendix 4-B – Peaking Factor for Industrial Areas

Source: Ottawa Sewer Design Guidelines (2012)

APPENDIX 4-A

DAILY SEWAGE FLOW FOR VARIOUS ESTABLISHMENTS

From The MOE Guidelines (* indicates adapted for Ottawa)

ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
AIRPORTS		
- Not including food	per passenger	20
- Catering	per meal served	12
- Employees	per person	40
ASSEMBLY HALLS		
- Where no kitchen or meals provided	per person	8
- With varying facilities provided (range)	per person	8-36
BAR OR COCKTAIL LOUNGE		
- Separate establishment		
Minimum food service	per seat	125
- Part of a hotel or motel	per seat	70
- Customer	per customer	8
- Staff	per employee	50
BEAUTY SALON		
	per station	650
	per person	130
BOWLING ALLEYS		
- With no bar or restaurant	per alley	400
- With bar and/or restaurant	per alley	800
CAMPS		
- Day camps – no meals	per person	50
- Day & night camps	per person	150
- Primitive camps	per person	40
- Summer Camps with showers,		
Toilets, handwashing & cooking	per person	150
- as above without flush toilet	per person	75
- Construction camps – Flush toilet	per person	200
- No Flush toilet	per person	125
- Migrant workers camp – central		
Bathroom	per person	125
- Youth camps	per person	200
- Resort camps – limited pumping	per person	200
- Resort camps – non resident staff	per person	50
- Luxury camps	per person	400
CAMPGROUNDS, TENT AND TRAILER PARKS		
<i>Site with water and sewer connection</i>		
<i>For recreational vehicles (e.g. trailer</i>		
<i>And motor homes)-TRL Sites</i>		
• Sewer connected to sewage system (SS)		
At nearby comfort station (CS)	per site	375(475)-425(525)

APPENDIX 4-A

DAILY SEWAGE FLOW FOR VARIOUS ESTABLISHMENTS

ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
<ul style="list-style-type: none"> Sewer connected to a SS other than the one at SC <ul style="list-style-type: none"> sewage generated at the CS sewage to connected SS when CS is available sewage to connected SS when no CS available 	per site per site per site	275-375 100(200)-60(150) 125(425)
<i>Sites with no sewer connections. Water supplied by a connection or From a nearby faucet</i>		
<ul style="list-style-type: none"> sewage generated at a nearby CS sewage to vehicle tanks (TRL sites) Grey water to nearby Class 2 SS 	per site per site per site	275-425 60(150)-100(400) 15-25
For more details on designs flows and related assumptions see Section 14-2-16 and Appendix 14.2.1. Figures in brackets are for tank design.		
(CAR) WASH		
<ul style="list-style-type: none"> Hand wash Truck wash 	per car per truck	200 400
CHURCHES		
<ul style="list-style-type: none"> With kitchen facilities No kitchen facilities Kitchen wastes – paper service Kitchen wastes – normal service 	per sanctuary seat per sanctuary seat per meal per meal	30 15 5 15
COUNTRY CLUBS		
<ul style="list-style-type: none"> Residents Non residents – no meals Showers during use Water closets Wash basins Urinals – hand flush Showers Day staff 	per person per person per fixture per fixture per fixture per fixture per person per person	375 100 1800 550 350 350 20 150
DANCE HALLS		
<ul style="list-style-type: none"> Hall – washrooms only-per day in use Dance hall restaurant Dance hall bar Dance hall plus restaurant plus bar 	per m ² per seat per seat per patron	15 125 20 150

APPENDIX 4-A

DAILY SEWAGE FLOW FOR VARIOUS ESTABLISHMENTS

ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
DOG KENNELS	per closure	75
DINING HALLS – see restaurants		
DWELLINGS		
- Single family houses, apartments Condominiums, cottages, etc.	per person	350
- Each dwelling unit of -	1 bedroom	275
- Each dwelling unit of -	2 bedrooms	1100
- Each dwelling unit of -	3 bedrooms	1600
- Each dwelling unit of -	4 bedrooms	2000
- Add for each bedroom over 4	per bedroom	300
- Boarding or Rooming houses	per person	200
- Boarding or Rooming houses without meals or laundry	per person	150
- Non resident staff	per person	40
- Luxury homes – 4 bedrooms	per residence	3000
- Luxury homes – 5 bedrooms	per residence	3500
- Luxury homes – add for each bedroom over 5		500
EMPLOYEES – VARIOUS LOCATIONS		
- Factory or plant workers per day or per shift – includes showers but no industrial	per person	125
- Factory or plant workers as above but no showers	per person	75
- Various buildings and places of Employment – e.g. store employees, Office workers – depends on facilities	per person	75 *
- Medical Office buildings, dental Offices and medical clinics		
- Doctors, nurses & medical staff	per person	275
- Office staff	per person	75
- Patients	per person	25
HOTELS – See Motels		

APPENDIX 4-A

DAILY SEWAGE FLOW FOR VARIOUS ESTABLISHMENTS

ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
INSTITUTIONS		
- Hospitals – including laundry	per bed	1400 *
- Hospitals - excluding laundry	per bed	550
- Nursing homes & rest homes	per bed	450
- Other institutional residences	per person	400
LAUNDRY		
- Household type automatic washer Each use	per fill, wash and rinse	20
- Household type automatic washer Each use	as above plus permanent press	170
- Laundromat	per customer or per wash	170
- Laundromat per day	per machine	2000
- Auto washers in apartment bldgs	per machine	1200
MOTELS AND HOTELS		
Residential portion:		
- With full housekeeping facilities	per person	225
- With bath or toilet only (private)	per person	180
- With central bath only		150
No residential portions:		
- With dining room, add	per seat	125
- With bar or cocktail lounge, add	per seat	70
- Non resident staff, add	per person	40
MOBILE HOME PARKS		
- Mobile home – single bedroom	per unit	750
- Mobile home – 2 bedrooms	per unit	1000
- Mobile home – 3 bedrooms	per unit	1200
PARKS, BEACHES, PICNIC GROUNDS, PUBLIC SWIMMING POOLS**		
- Picnic and fairgrounds with Bathhouses showers and toilets	per person	50
- Picnic and fairgrounds Flush toilets only	per person	20
- Swimming pools & beaches with Bathrooms, showers and toilets	per person	40
** <i>Varies with facilities provided. Based on parks and picnic grounds of about 75 people per acre</i>		

APPENDIX 4-A

DAILY SEWAGE FLOW FOR VARIOUS ESTABLISHMENTS

ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
RESTAURANTS AND DINING ROOMS		
- Ordinary (not 24 hour) restaurant	per seat	125
- 24 hour restaurant	per seat	200
- 24 hour intercity freeway restaurant	per seat	375
- 24 hour intercity freeway restaurant with showers		400
- Auto dishwasher and/or waste disposer		
- ordinary restaurant	per seat	12
- 24 hour restaurant	per seat	24
- Kitchen and toilet wastes only	per seat	115
- Kitchen and toilet wastes	per patron	35 *
- Banquet rooms – each banquet	per seat	30
- Drive-in restaurants	per seat	125
- Drive-in - all paper service	per car space	60
- Drive-in - all paper service	per inside seat	60
- Taverns, bars and cocktail lounges With minimum food service	per seat	125
- Night club restaurant	per seat	175
SCHOOLS		
- Day school with cafeteria, gym And showers	per person	90
- Day school with cafeteria <u>or</u> Gym and showers	per person	60
- Day school without cafeteria or Gym and showers	per person	30
- Boarding schools	per resident	275
- Boarding schools non resident staff	per person	50
SERVICE STATIONS		
- Car servicing (one service bay)	per car	40
- Catch basins in garage floors for Floor cleaning	per basin	375
SHOPPING CENTRES		
- Retail stores – washrooms only	per square metre of store area	5
- Retail stores area – parking area	per parking space	6
- Retail store area – employees	per person	40
- Retail store area – toilet rooms	per toilet room	2000

APPENDIX 4-A

DAILY SEWAGE FLOW FOR VARIOUS ESTABLISHMENTS

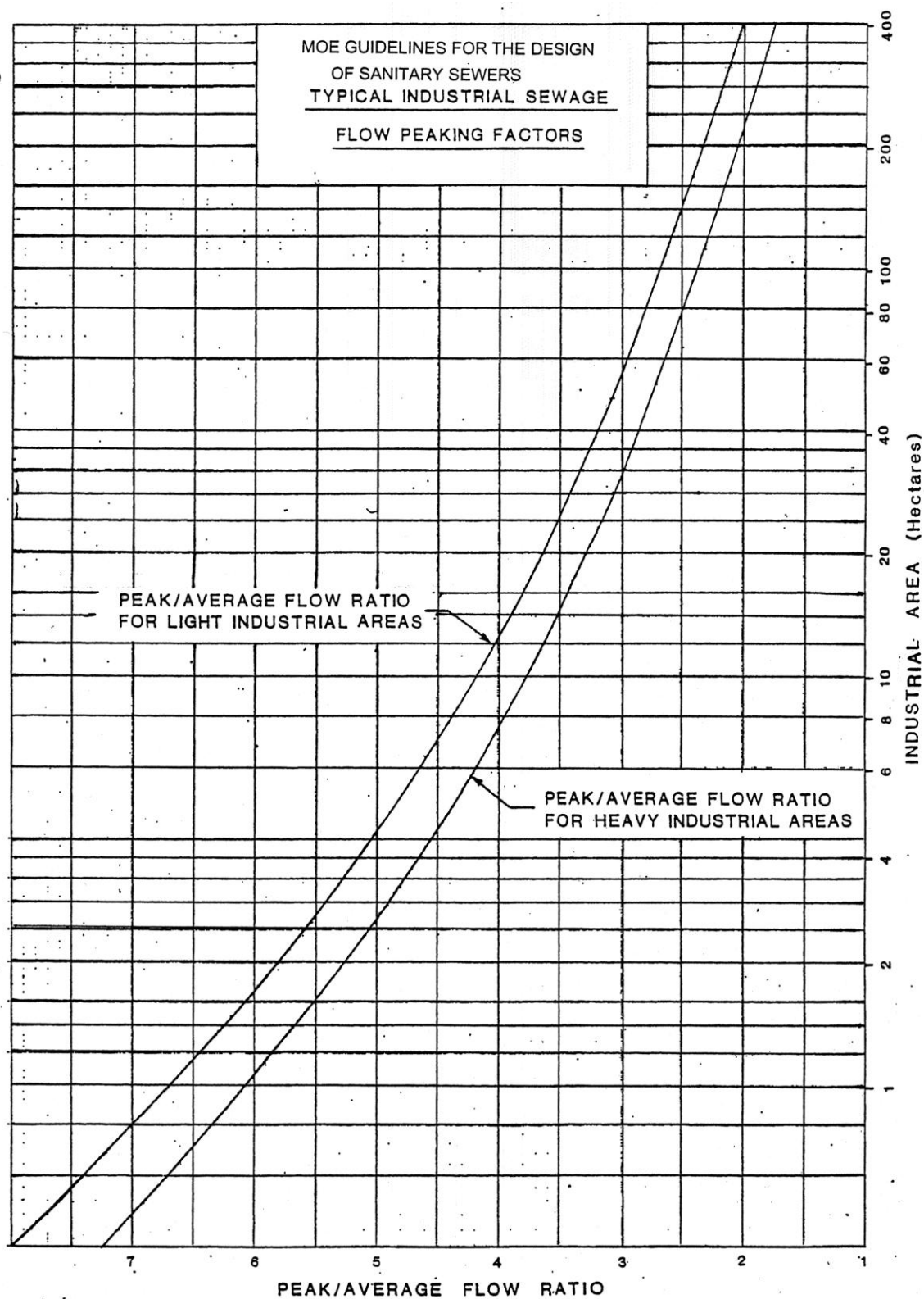
ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
THEATRES		
- Drive-in theatres – no food service	per car space	20
- Drive-in theatres with food service	per car space	40
- Auditoriums or theatres – no food	per seat	20
- Movie theatre	per seat	15

MISCELLANEOUS WATER USE ESTIMATES
FOR SEWAGE FLOW COMPUTATIONS

DETAILS	UNITS	ESTIMATED WATER SUPPLY NEEDS PER UNITS (LITRES)
1. Showers		
(a) Golf clubs	per person	40
(b) Public parks, etc.	per fixture per hour of use	575
2. Water Closets – Public parks, etc.	per fixture per hour of use	150
3. Wash basins	per fixture per day	375
4. Urinals (hand flush) Public parks, etc.	per fixture per hour Of use	375
5. Whirlpools type baths depends on make and model.		
- Types discharging after Each use	per use	130-680
- Re-circulating type	per filling (or discharge)	1300 and up

APPENDIX 4-B

PEAKING FACTOR FOR INDUSTRIAL AREAS



APPENDIX "C"

Curve Numbers

Source:

MTO Drainage Management Manual (1995-1997)
Haestad Methods – Stormwater Conveyance Modeling and Design (2003)

Design Chart 1.08: Hydrologic Soil Groups

- Based on Surficial Geology Maps

Map Ref.No.	Soil Type or Texture	Hydrologic Soil Group (Tentative)
	<u>Ground Moraine</u>	
1a	Usually sandy till, stony, varying depth. (Most widespread type in Shield).	Usually B (shallow); may be A or AB
1b	Clayey till, varying depth.	BC-C
	<u>End or Interlobate Moraine</u>	
2a	Sand & stones, deep. (May be rough topography).	A
2b	Sand & stones capped by till, deep.	A-C depending on type of till.
2c	Sand & stones, deep. (Smoother topography).	A
	<u>Kames & Eskers</u>	
3a	Sand & stones, deep. (May be rough topography).	A
3b	Sand & stones capped by till, deep.	A-C depending on type of till.
3c	Sand & stones, deep. (Smoother topography).	A
	<u>Lacustrine</u>	
4a	Clay & silt, in lowlands.	BC-C
4b	Fine sand, in lowlands.	AB-B
4c	Sand, in lowlands.	AB
4d	Sand (deltas & valley trains).	A-AB
	<u>Outwash</u>	
5	Sand, some gravel, deep.	A
	<u>Aeolian</u>	
6	Very fine sand & silt, shallow. (Loess)	B
	<u>Bedrock</u>	
7	Bare bedrock (normally negligible areas).	Varies according to rock type.

Source: Ministry of Natural Resources - MNR

Design Chart 1.08: Hydrologic Soil Groups (Continued)**- Based on Soil Texture**

<u>Sands, Sandy Loams and Gravels</u>	
- overlying sand, gravel or limestone bedrock, very well drained	A
- ditto, imperfectly drained	AB
- shallow, overlying Precambrian bedrock or clay subsoil	B
<u>Medium to Coarse Loams</u>	
- overlying sand, gravel or limestone, well drained	AB
- shallow, overlying Precambrian bedrock or clay subsoil	B
<u>Medium Textured Loams</u>	
- shallow, overlying limestone bedrock	B
- overlying medium textured subsoil	BC
<u>Silt Loams, Some Loams</u>	
- with good internal drainage	BC
- with slow internal drainage and good external drainage	C
<u>Clays, Clay Loams, Silty Clay Loams</u>	
- with good internal drainage	C
- with imperfect or poor external drainage	C
- with slow internal drainage and good external drainage	D

Source: U.S. Department of Agriculture (1972)

Design Chart 1.09: Soil/Land Use Curve Numbers

Land Use	Treatment or Practice	Hydrologic Condition ⁴	Hydrologic Soil Group			
			A	B	C	D
Fallow	Straight row	---	77	86	91	94
Row crops	"	Poor	72	81	88	91
	"	Good	67	78	85	89
	Contoured	Poor	70	79	84	88
	"	Good	65	75	82	86
	" and terraced	Poor	66	74	8	82
	" " "	Good	62	71	78	81
Small grain	Straight row	Poor	65	76	84	88
		Good	63	75	83	87
	Contoured	Poor	63	74	82	85
		Good	61	73	81	84
	" and terraced	Poor	61	72	79	82
		Good	59	70	78	81
Close-seeded legumes ² or rotation meadow	Straight row	Poor	66	77	85	89
		Good	58	72	81	85
	Contoured	Poor	64	75	83	85
		Good	55	69	78	83
	" and terraced	Poor	63	73	80	83
		Good	51	67	76	80
Pasture or range	Contoured	Poor	68	79	86	89
		Fair	49	69	79	84
		Good	39	61	74	80
		Poor	47	67	81	88
		Fair	25	59	75	83
		Good	6	35	70	79
Meadow		Good	30	58	71	78
Woods		Poor	45	66	77	83
		Fair	36	60	73	79
		Good	25	55	70	77
Farmsteads		---	59	74	82	86
		---	72	82	87	89
		---	74	84	90	92

For average antecedent soil moisture condition (AMC II)

² Close-drilled or broadcast.

⁴ The hydrologic condition of cropland is good if a good crop rotation practice is used; it is poor if one crop is grown continuously.

Source: U.S. Department of Agriculture (1972)

Design Chart 1.09: Soil Conservation Service Curve Numbers (Continued)

Land Use or Surface	Hydrologic Soil Group						
	A	AB	B	BC	C	CD	D
Fallow (special cases only)	77	82	86	89	91	93	94
Crop and other improved land	66** (62)	70** (68)	74	78	82	84	86 AMC I
Pasture & other unimproved land	58* (38)	62* (51)	65	71	76	79	81
Woodlots and forest	50* (30)	54* (44)	58	65	71	74	77
Impervious areas (paved)							98
Bare bedrock draining directly to stream by surface flow							98
Bare bedrock draining indirectly to stream as groundwater (usual case)							70
Lakes and wetlands							50

Notes

- (i) All values are based on AMC II except those marked by * (AMC III) or ** (mean of AMC II and AMC III).
- (ii) Values in brackets are AMC II and are to be used only for special cases.
- (iii) Table is not applicable to frozen soils or to periods in which snowmelt contributes to runoff.

Table 5.5 Runoff curve numbers for urban areas (Mockus, 1969)^a

Cover Description	Average Percent Impervious Area ^b	Curve Numbers for Hydrologic Soil Group			
Cover Type and Hydrologic Condition		A	B	C	D
<i>Fully developed urban areas (vegetation established)</i>					
Open space (lawns, parks, golf courses, cemeteries, etc.) ^c :					
Poor condition (grass cover < 50%)		68	79	86	89
Fair condition (grass cover 50% to 75%)		49	69	79	84
Good condition (grass cover > 75%)		39	61	74	80
Impervious areas:					
Paved parking lots, roofs, driveways, etc. (excluding right-of-way)		98	98	98	98
Streets and roads:					
Paved; curbs and storm sewers (excluding right-of-way)		98	98	98	98
Paved; open ditches (including right-of-way)		83	89	92	93
Gravel (including right-of-way)		76	85	89	91
Dirt (including right-of-way)		72	82	87	89
Western desert urban areas:					
Natural desert landscaping (pervious area only) ^d		63	77	85	88
Artificial desert landscaping (impervious weed barrier, desert shrub with 1 to 2 in. sand or gravel mulch and basin borders)		96	96	96	96
Urban districts:					
Commercial and business	85	89	92	94	95
Industrial	72	81	88	91	93
Residential districts by average lot size:					
1/8 acre (506 m ²) or less (town houses)	65	77	85	90	92
1/4 acre (1,012 m ²)	38	61	75	83	87
1/3 acre (1,349 m ²)	30	57	72	81	86
1/2 acre (2,023 m ²)	25	54	70	80	85
1 acre (4,047 m ²)	20	51	68	79	84
2 acres (8,094 m ²)	12	46	65	77	82
<i>Developing urban areas</i>					
Newly graded area (pervious areas only, no vegetation) ^e		77	86	91	94
Idle lands (CNs are determined using cover types similar to those in Table 5.6)					

a. Average runoff condition, and $I_a = 0.2S$.

b. The average percent impervious area shown was used to develop the composite CNs. Other assumptions are as follows: impervious areas are directly connected to the drainage system, impervious areas have a CN of 98, and pervious areas are considered equivalent to open space in good hydrologic condition.

c. CNs shown are equivalent to those of pasture. Composite CNs may be computed for other combinations of open space cover type.

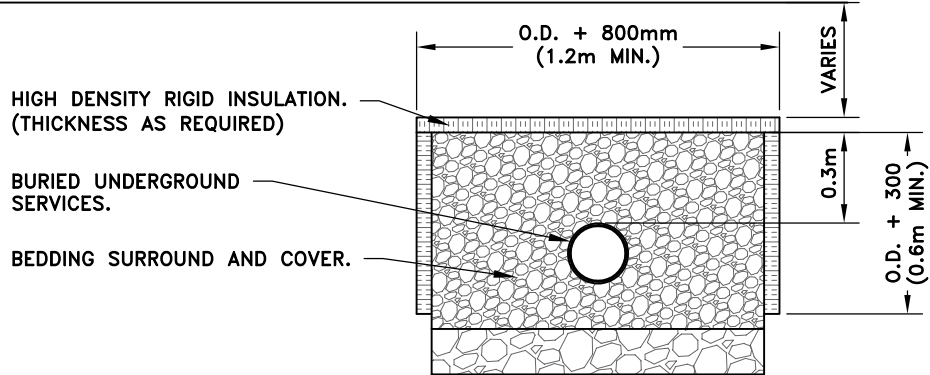
d. Composite CNs for natural desert landscaping should be computed using Figure 2.3 or 2.4 (in TR-55) based on the impervious area percentage (CN = 98) and the pervious area CN. The pervious area CNs are assumed equivalent to desert shrub in poor hydrologic condition.

e. Composite CNs to use for the design of temporary measures during grading and construction should be computed using Figure 2.3 or 2.4 (in TR-55) based on the degree of development (impervious area percentage) and the CNs for the newly graded pervious areas.

APPENDIX “D”

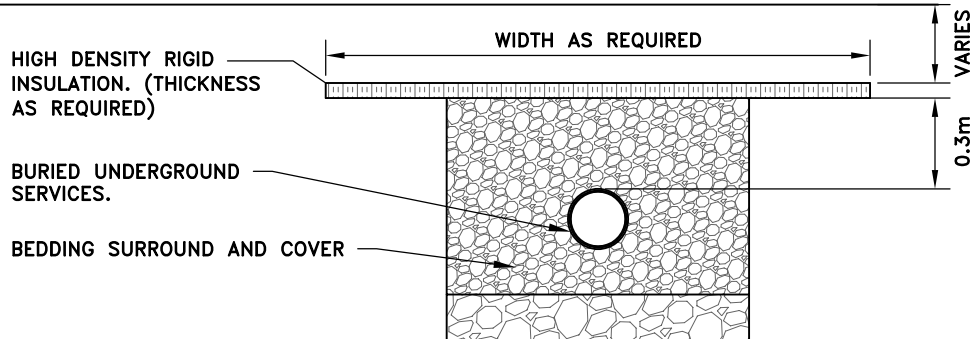
City Details

FINISHED GROUND



TYPE 'A'

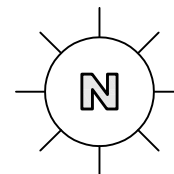
FINISHED GROUND





TYPE 'B'



SW2



1. LOCATE NEW WATER SERVICE LOCATION (ON PROPERTY LINE) WITH A
2. LOCATE WELL WITH A  OR WATERMAIN WITH — — — — —
3. LOCATE SEPTIC SYSTEM WITH A  OR SANITARY SEWER WITH — — — — —
4. ALL MEASUREMENTS TO BE IN METERS.
5. TO DISTINGUISH BETWEEN THE SERVICES AT LOT LINE USE THE FOLLOWING COLOR CODE:
SANITARY SEWER.....RED
WATERMAIN.....BLUE

HOUSE LOCATION
CIVIC NO. _____

DISTANCE TO PROPERTY LINE (m)

DISTANCE TO PROPERTY LINE (m)

DISTANCE FROM HOUSE TO PROPERTY LINE: (m)

DISTANCE FROM PROPERTY LINE TO SERVICE (m)

DISTANCE FROM PROPERTY LINE TO SERVICE (m)

EDGE OF ROAD (ASPHALT)

STREET NAME _____

THIS FORM WAS PREPARED BY: _____

DATE: _____



SERVICE LOCATION SHEET EXISTING DEVELOPMENTS

Page 347 of 542

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: SW3

PROPERTY LINE

SIDE STREET:

PROPERTY LINE

HOUSE

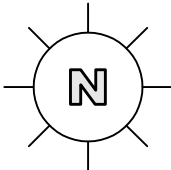
CIVIC No. _____

LOT No. _____

PLAN No. _____

PROPERTY LINE

SIDE STREET:



PROPERTY LINE

EDGE OF ROAD (ASPHALT)

SANITARY

MATERIAL: _____

COLOUR: _____

SIZE: _____

INVERT: _____

STORM

MATERIAL: _____

COLOUR: _____

SIZE: _____

INVERT: _____

WATER

MATERIAL: _____

SIZE: _____

INVERT: _____

REQUIRED CULVERT DIA.: _____
(IF APPLICABLE)

NOTES:

1. SHOW PLAN LOCATION OF SEWERS AND WATERMAINS. SPECIFY TYPE AND SIZE.
USE SYMBOLS INDICATED HERE:

STORM SEWER _____

SANITARY SEWER _____

WATERMAIN _____

2. TO DISTINGUISH BETWEEN THE SERVICES AT LOT LINE USE THE FOLLOWING COLOR CODE:

STORM SEWER.....GREEN

SANITARY SEWER.....RED

WATERMAIN.....BLUE

THIS FORM WAS PREPARED BY: _____

DATE: _____



SERVICE LOCATION SHEET NEW DEVELOPMENTS

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APPD. BY:

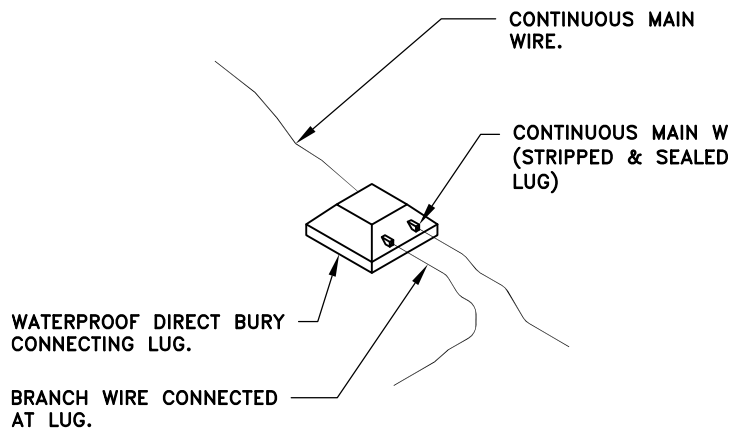
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

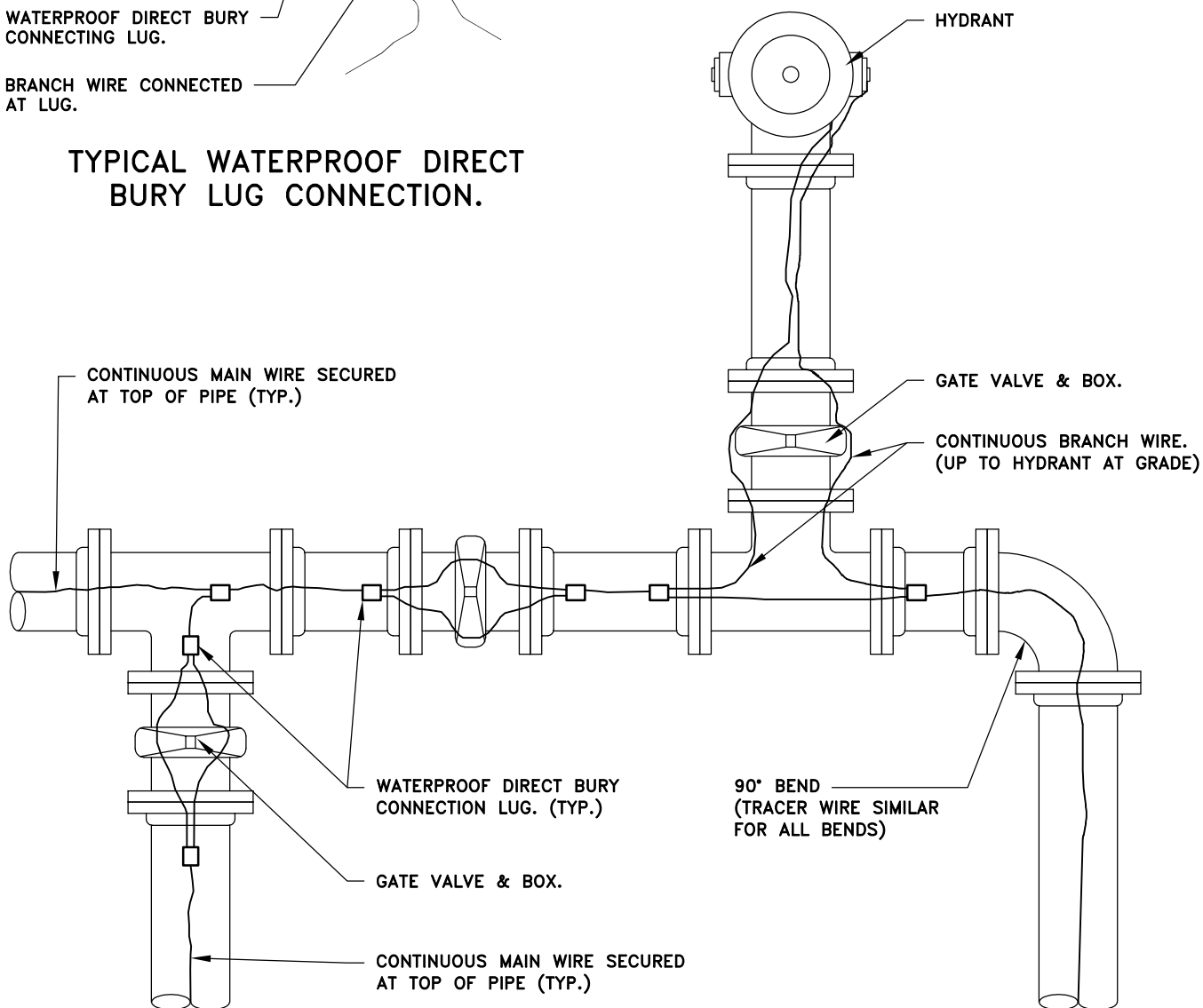
REV. DATE: MAY 2018

DWG. No.:

SW4



TYPICAL WATERPROOF DIRECT BURY LUG CONNECTION.



TRACER WIRE INSTALLATION FOR WATERMAIN VALVES, HYDRANTS AND TEES

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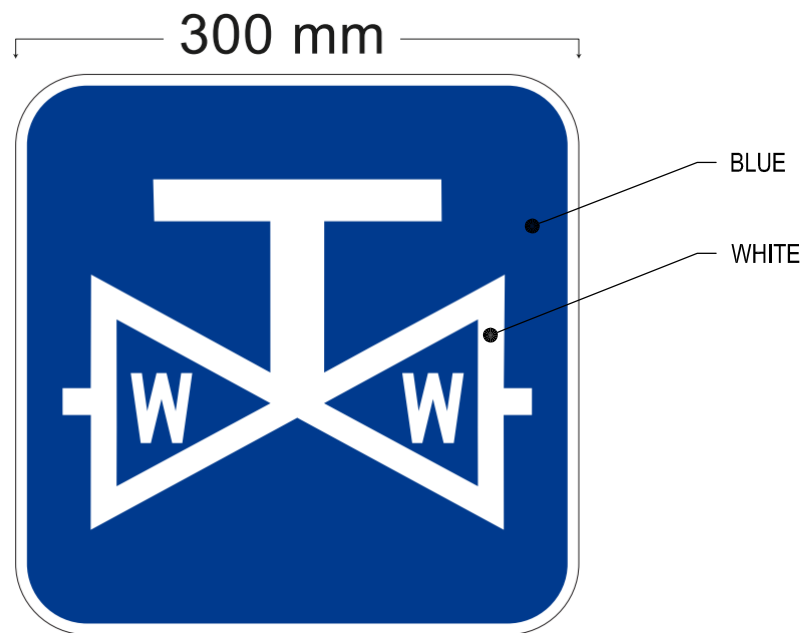
REV. DATE: MAY 2018

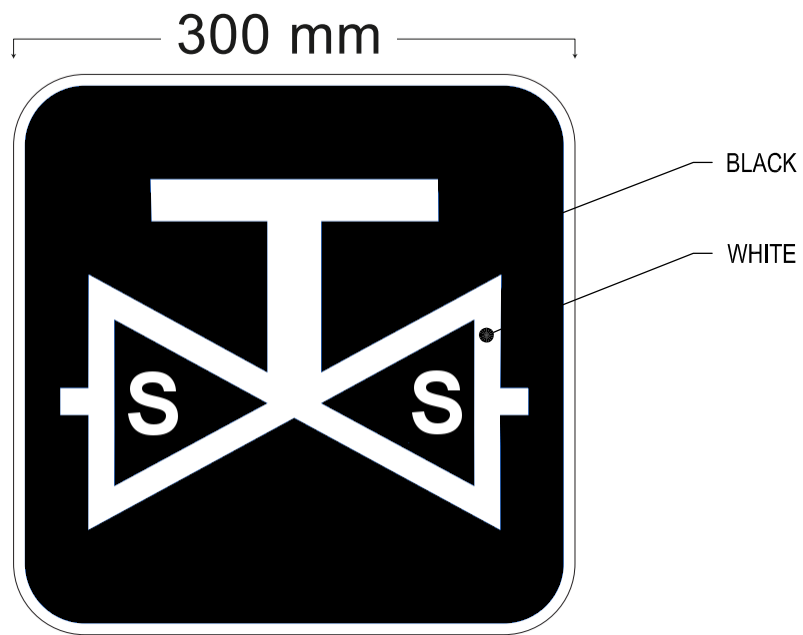
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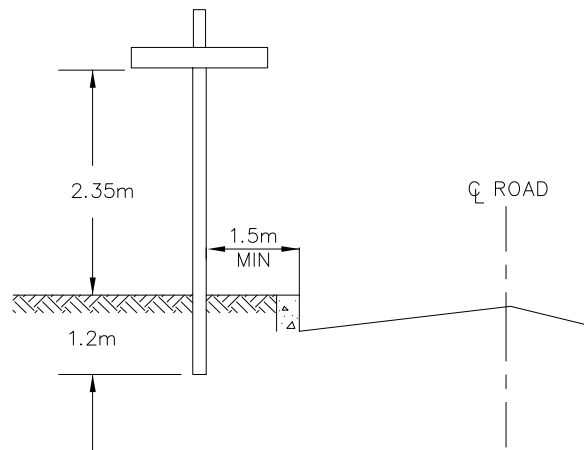
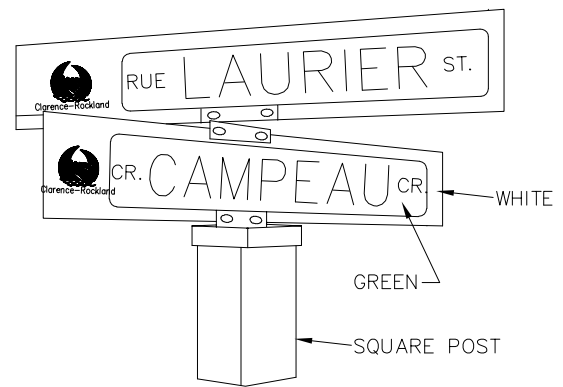
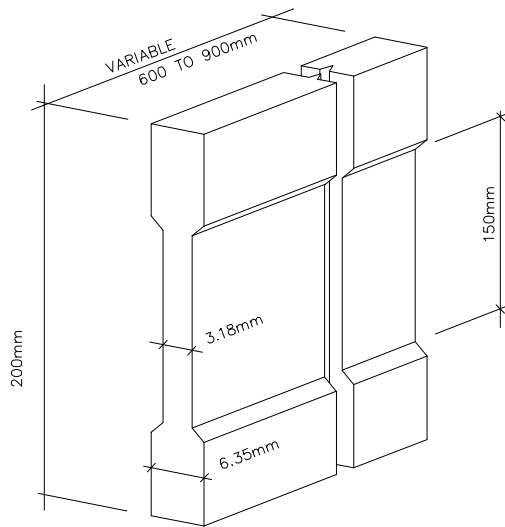


BLACK

YELLOW







NOTES:

- 1) TYPE IV HIGH INTENSITY PRISMATIC REFLECTIVE SHEETING (3M SHEETING SERIES 3930 OR EQUIVALENT) TO BE USED FOR THE BACKGROUND, LETTERS AND LOGO
- 2) COLOUR: HIGH DENSITY (DIAMOND) WHITE BACKGROUND WITH CLEAR GREEN FILM WITH CUT OUT LETTERS
- 3) STREET NAME LETTER SIZE SHALL BE 130mm. SUFFIX LETTER SIZE SHALL BE 75mm.
- 4) MAXIMUM SIGN LENGTH TO BE 900mm (36").
- 5) THE SIGNS SHALL BE MOUNTED ON 14 GAUGE, 10' LONG, 1-3/4" x 1-3/4" TELESAR POSTS, WITH A POST TOP BRACKET AND INSTALLED A MINIMUM OF 1.5m FROM THE EDGE OF PAVEMENT ON THE RADIUS OF THE INTERSECTION, TO THE SATISFACTION OF THE CITY ENGINEER.
- 6) THE SIGNS SHALL BE MOUNTED AT 2.35m ABOVE ADJACENT CENTRE LINE ROADWAY ELEVATION.
- 7) ALL MOUNTING HARDWARE, INCLUDING POST TOP BRACKET SHALL BE MADE OF ALUMINUM.
- 8) FOR PRIVATE ROADS, INCLUDE CITY LOGO AND "PVT/PRIVÉE" SUFFIXES.



EXTRUDED ALUMINUM STREET NAME SIGNS – GENERAL

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APPD. BY:

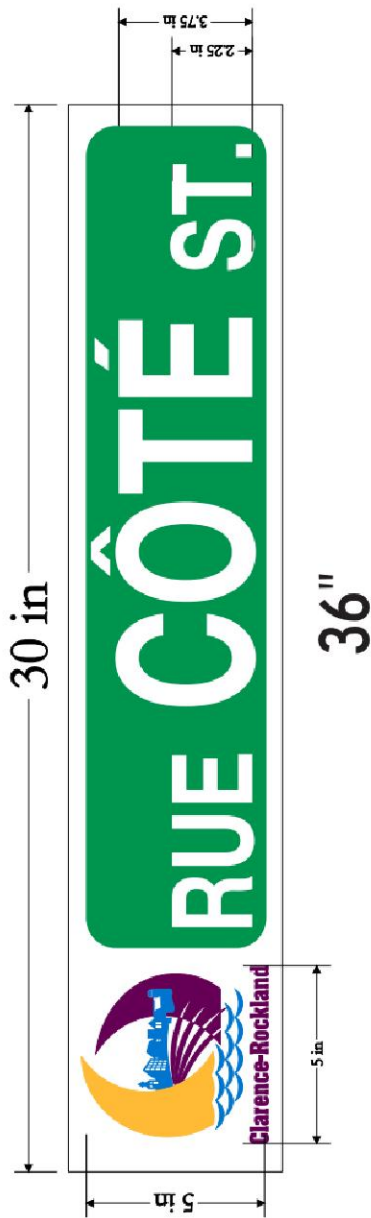
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REV. DATE: MAY 2018

DWG. No.:

R1.1

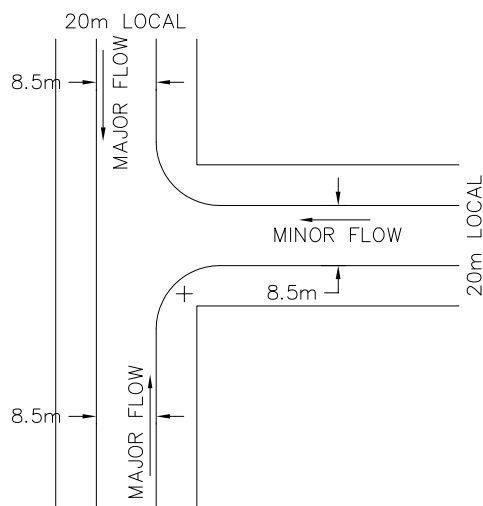
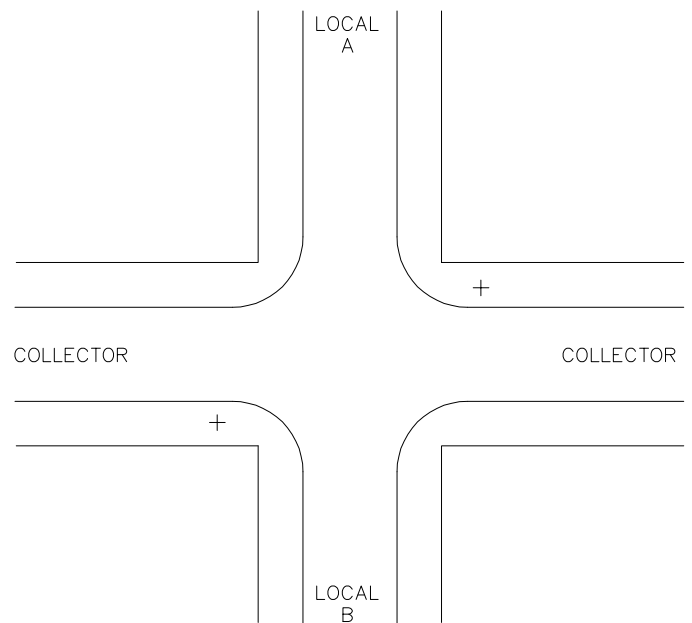
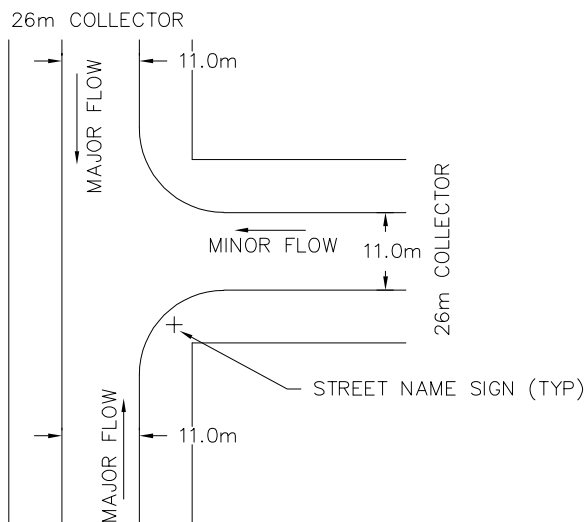
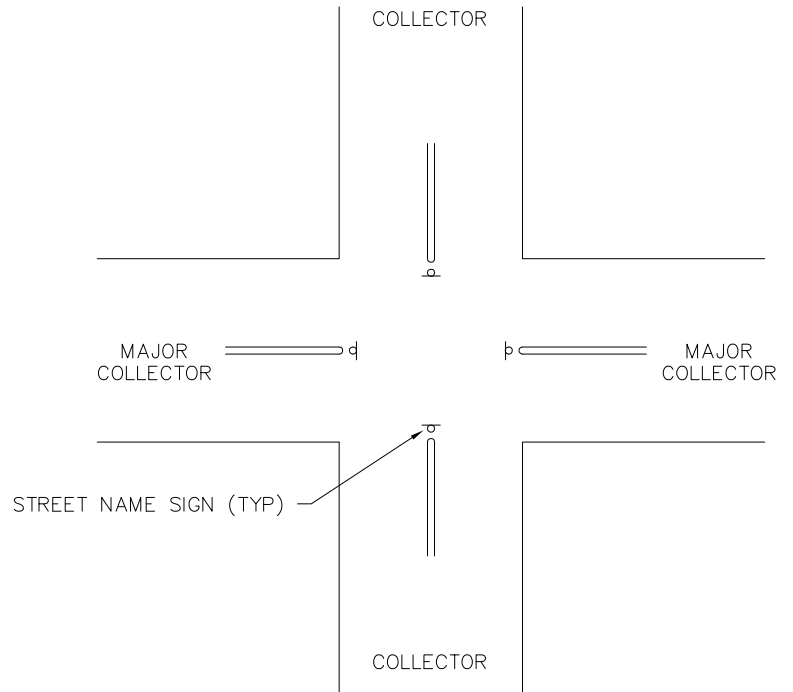
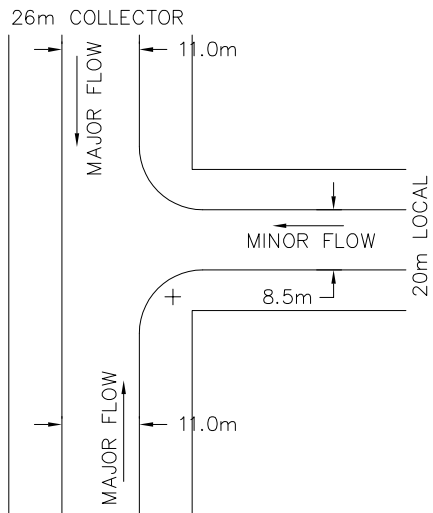


48"



EXTRUDED ALUMINUM STREET NAME SIGNS — DIMENSIONS

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	MANAGER, ENGINEERING AND OPERATIONS
REV. DATE:	MAY 2018
DWG. No.:	R1.2



NOTES

1. SIGN LOCATIONS ARE FOR SIGNS AS PER CITY OF CLARENCE-ROCKLAND STANDARD R1.
2. SIGNS MAY BE STRAPPED TO STREETLIGHTS IF INSTALLED, WITH STAINLESS STEEL STRAPS.
3. FINAL LOCATIONS TO BE DETERMINED UPON DEVELOPMENT OF COMPOSITE UTILITY PLAN.



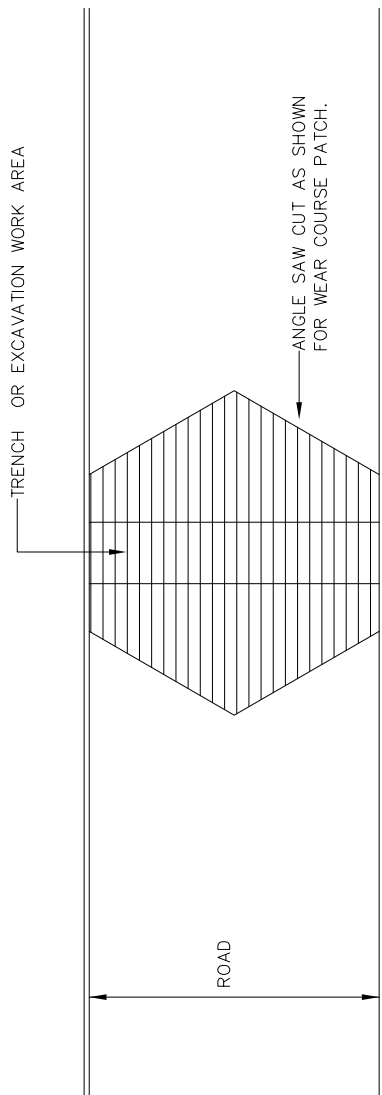
EXTRUDED ALUMINUM STREET NAME SIGN LOCATIONS

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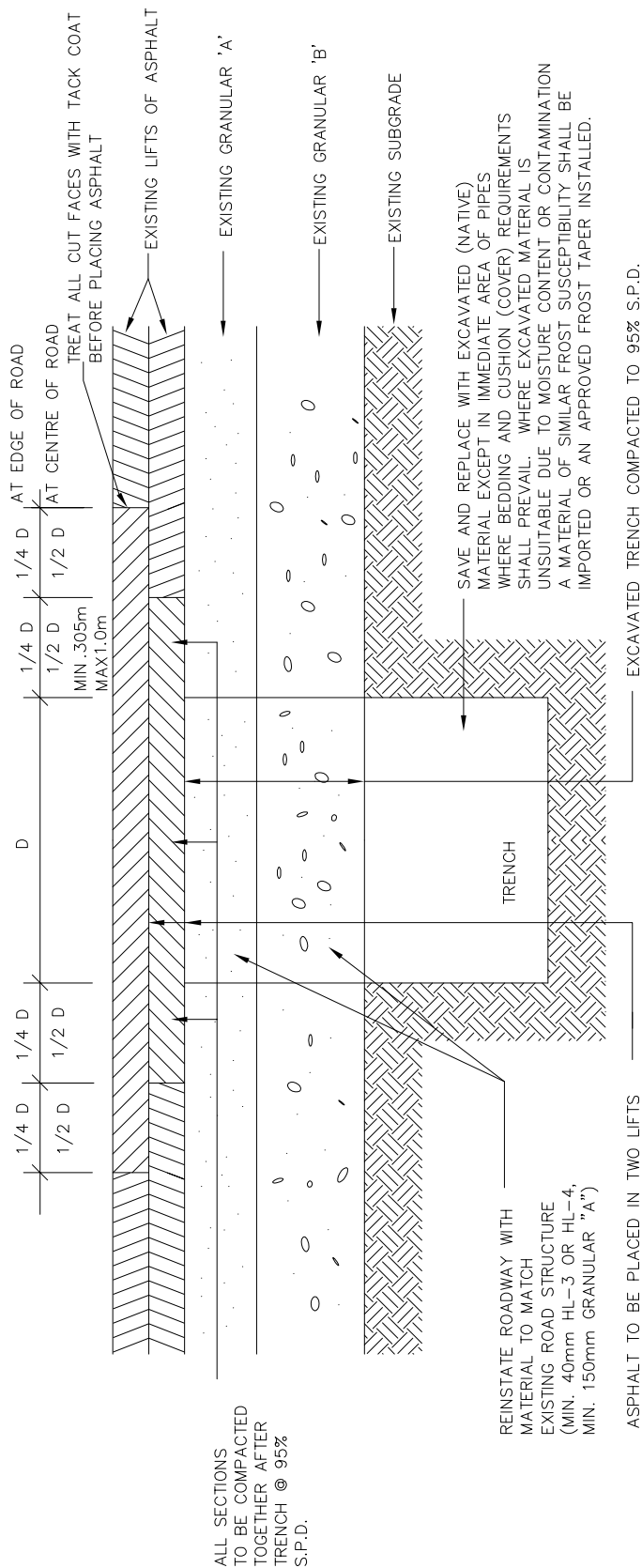
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REV. DATE: MAY 2018

DWG. No.: R2



WEAR COURSE PATCH (PLAN VIEW)



NOTE

ALL EXISTING ASPHALT TO BE SAW CUT

WEAR COURSE PATCH (SECTION DETAIL)



STANDARD ROAD CUT REINSTATEMENT

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APPD. BY:

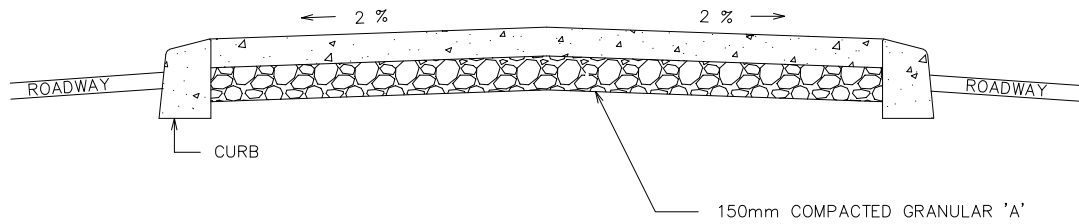
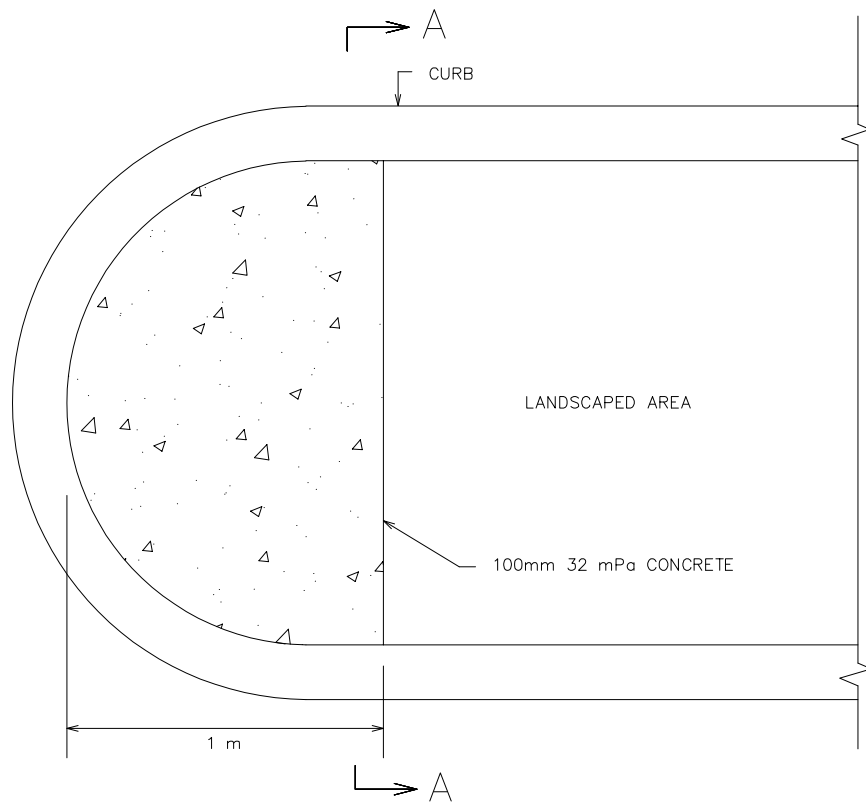
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

R3



SECTION A-A



BULLNOSE TREATMENT

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APPD. BY:

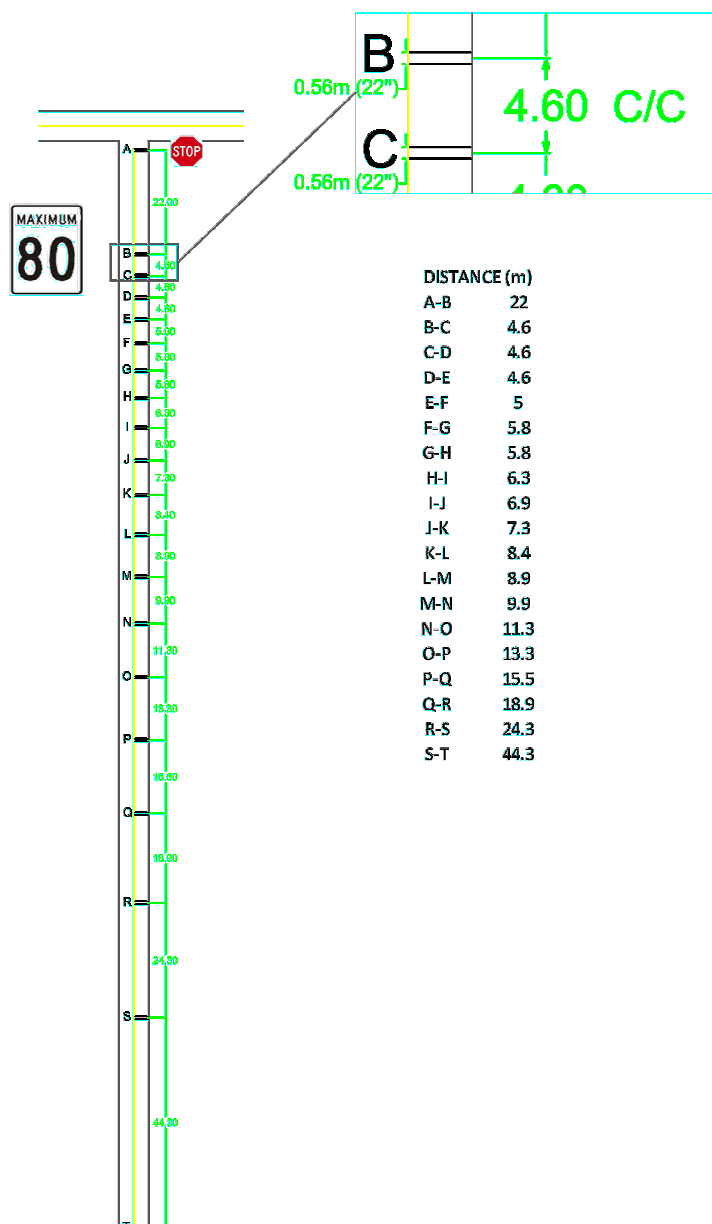
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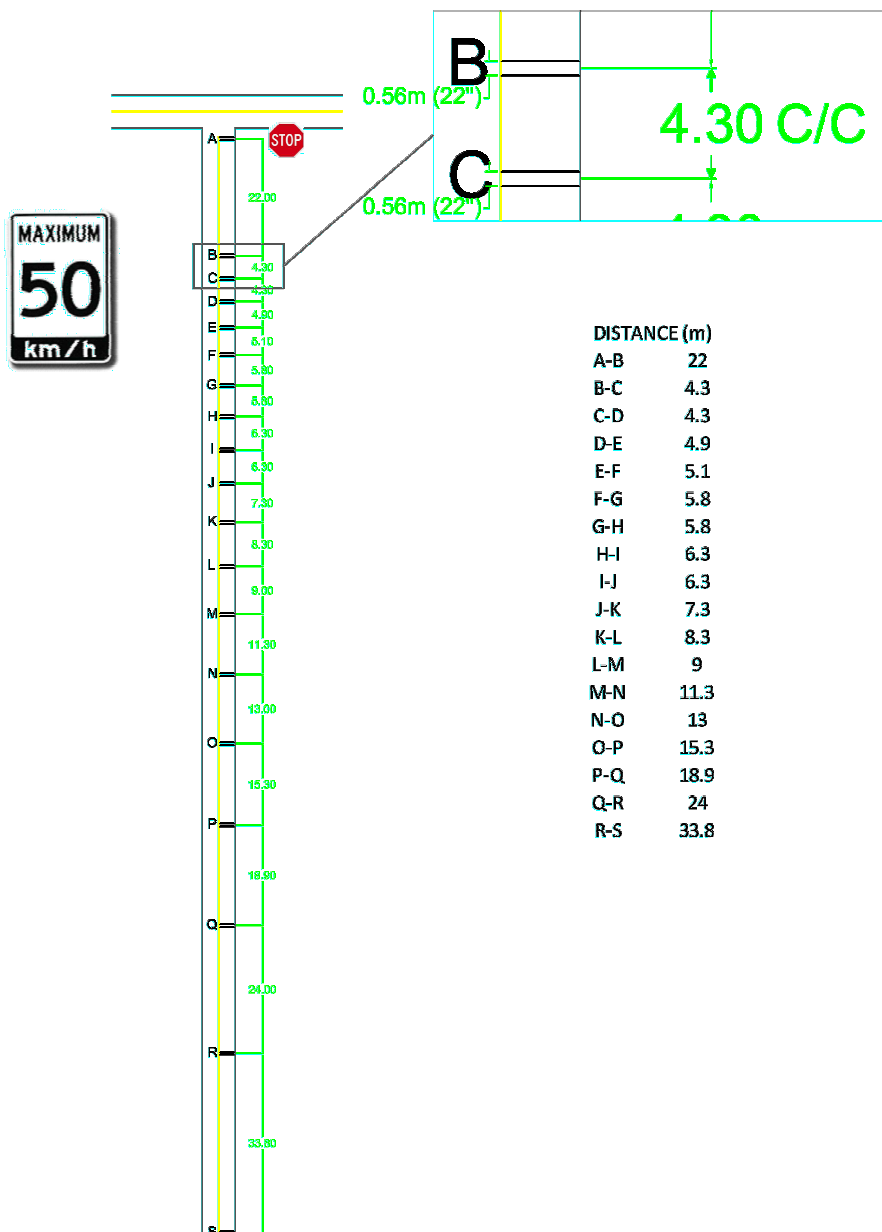
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DWG. No.:

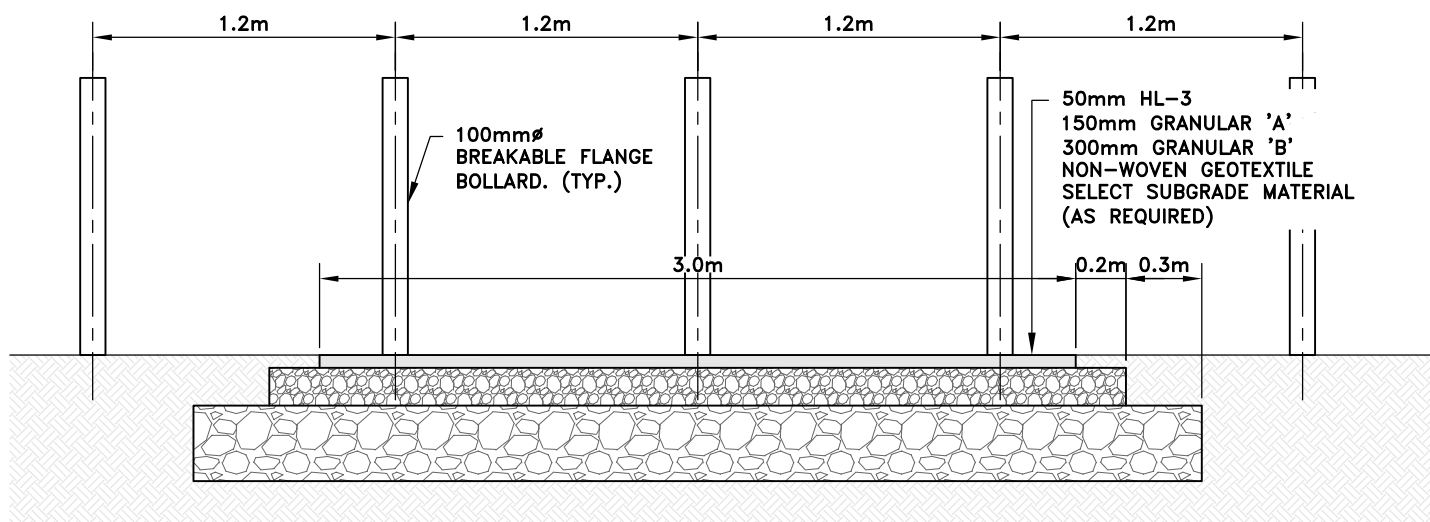
R4



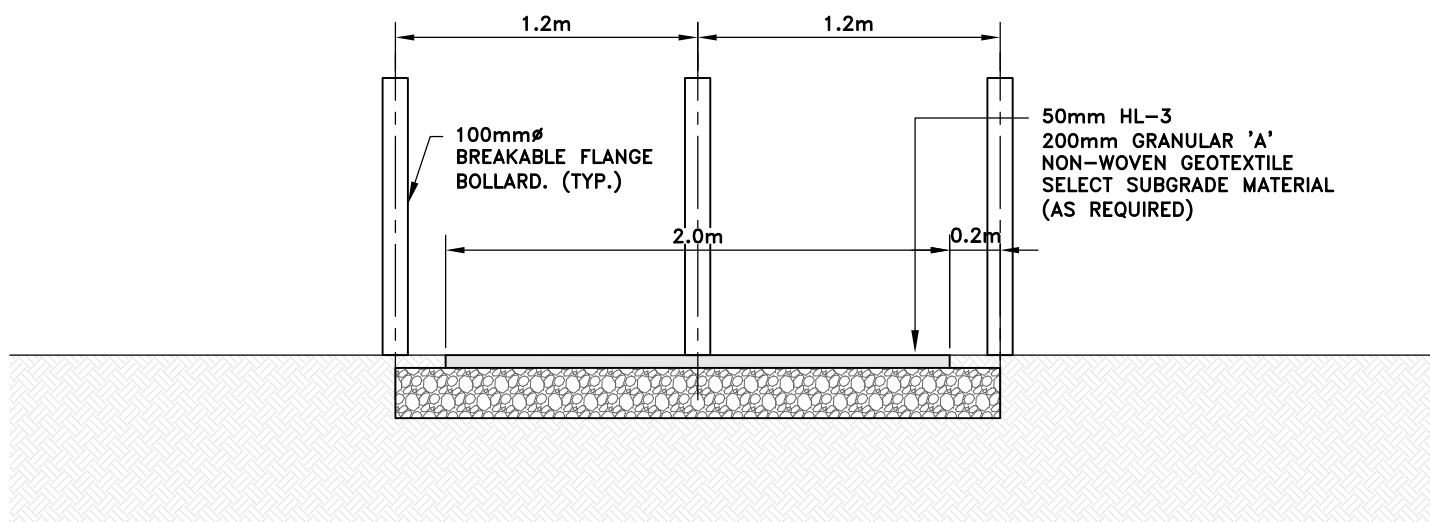
Note: All measurement are center to center (C/C)



Note: All measurement are center to center (C/C)



DRIVEABLE WALKWAYS/PATHWAYS



NON-DRIVEABLE WALKWAYS/PATHWAYS



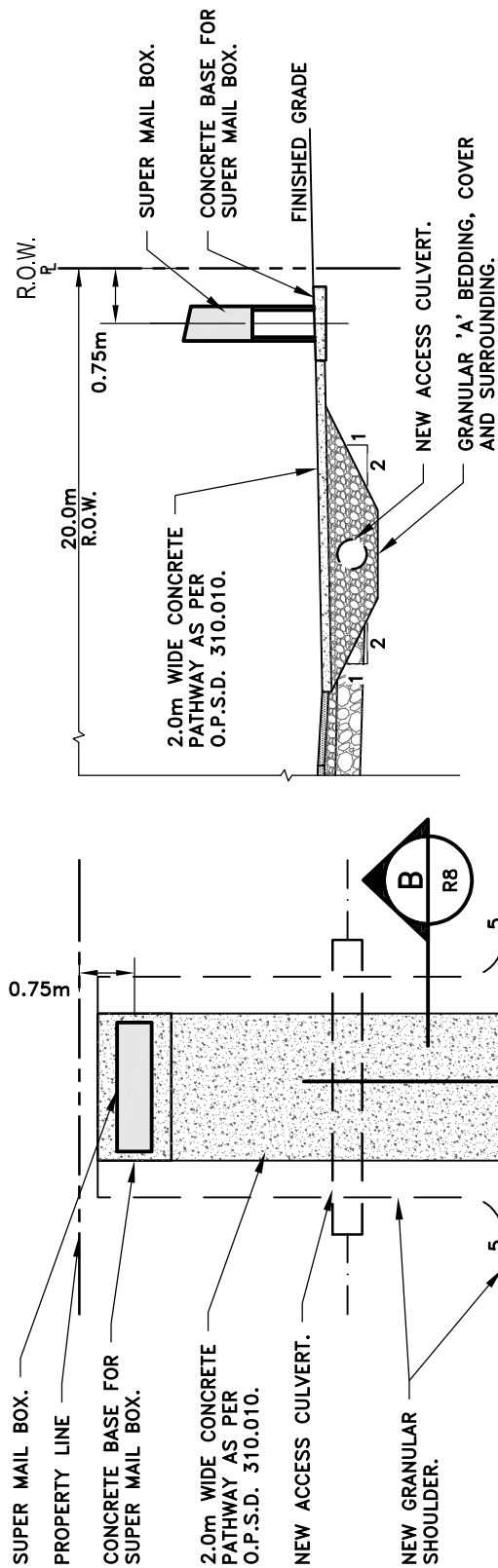
TYPICAL EMERGENCY ACCESS & PATHWAY DETAIL

APPD. BY:
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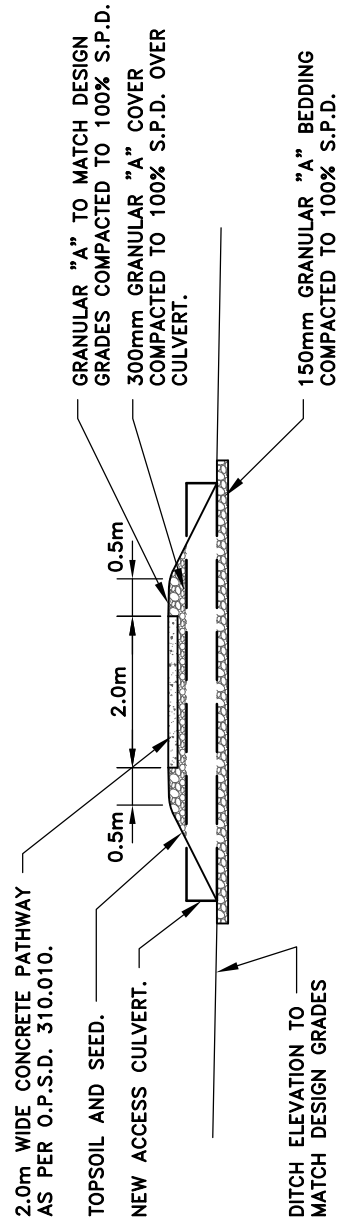
REV. DATE: MAY 2018

DWG. No.:

R7



PLAN VIEW
SCALE: N.T.S.



SUPER MAIL BOX ACCESS DETAIL

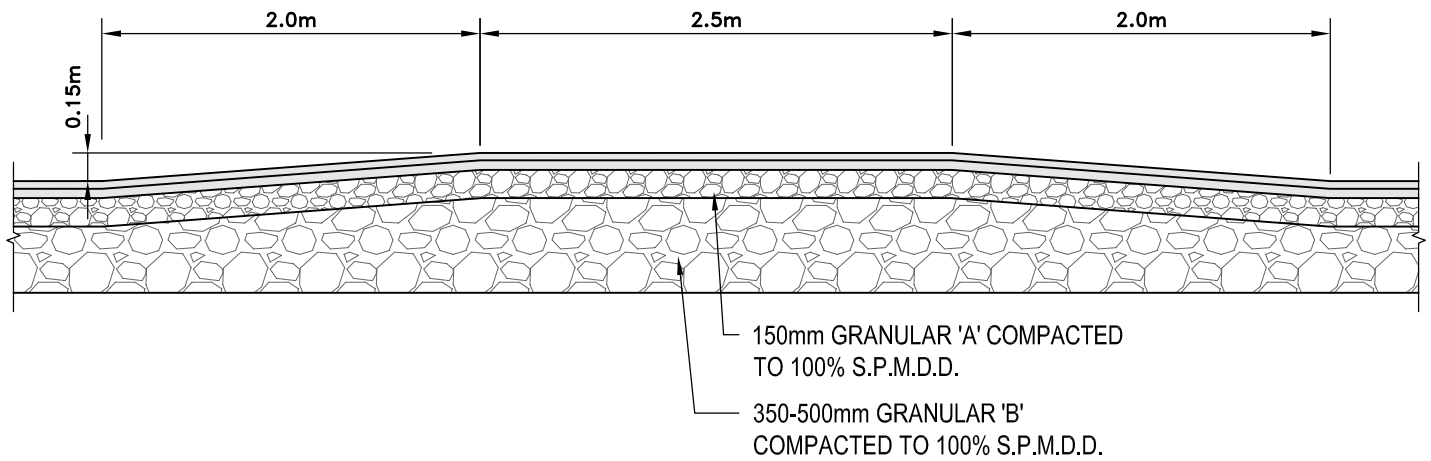
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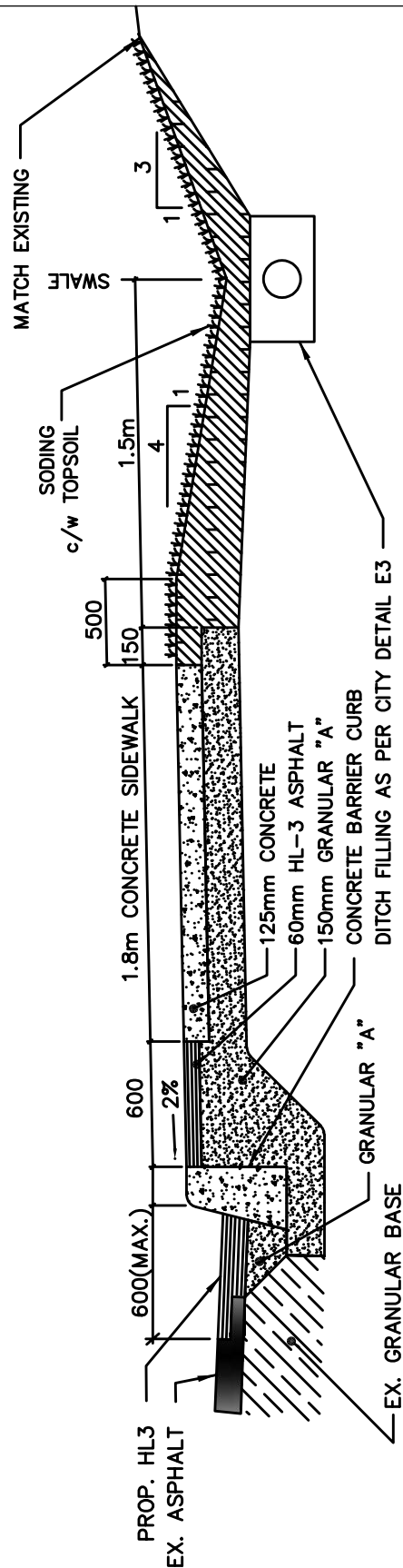
APPD. BY:
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REV. DATE: MAY 2018

DWG. No.:

R8





TYPICAL SIDEWALK WITH BOULEVARD

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APPD. BY:

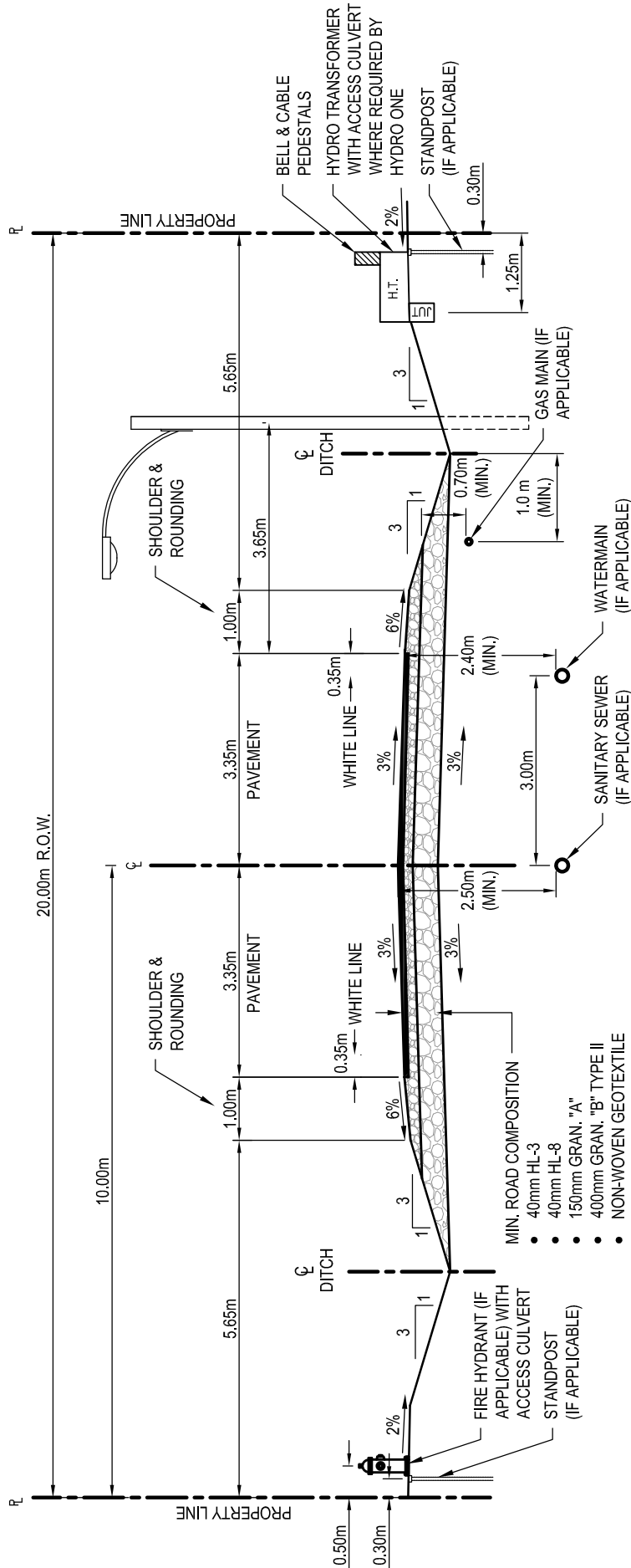
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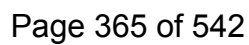
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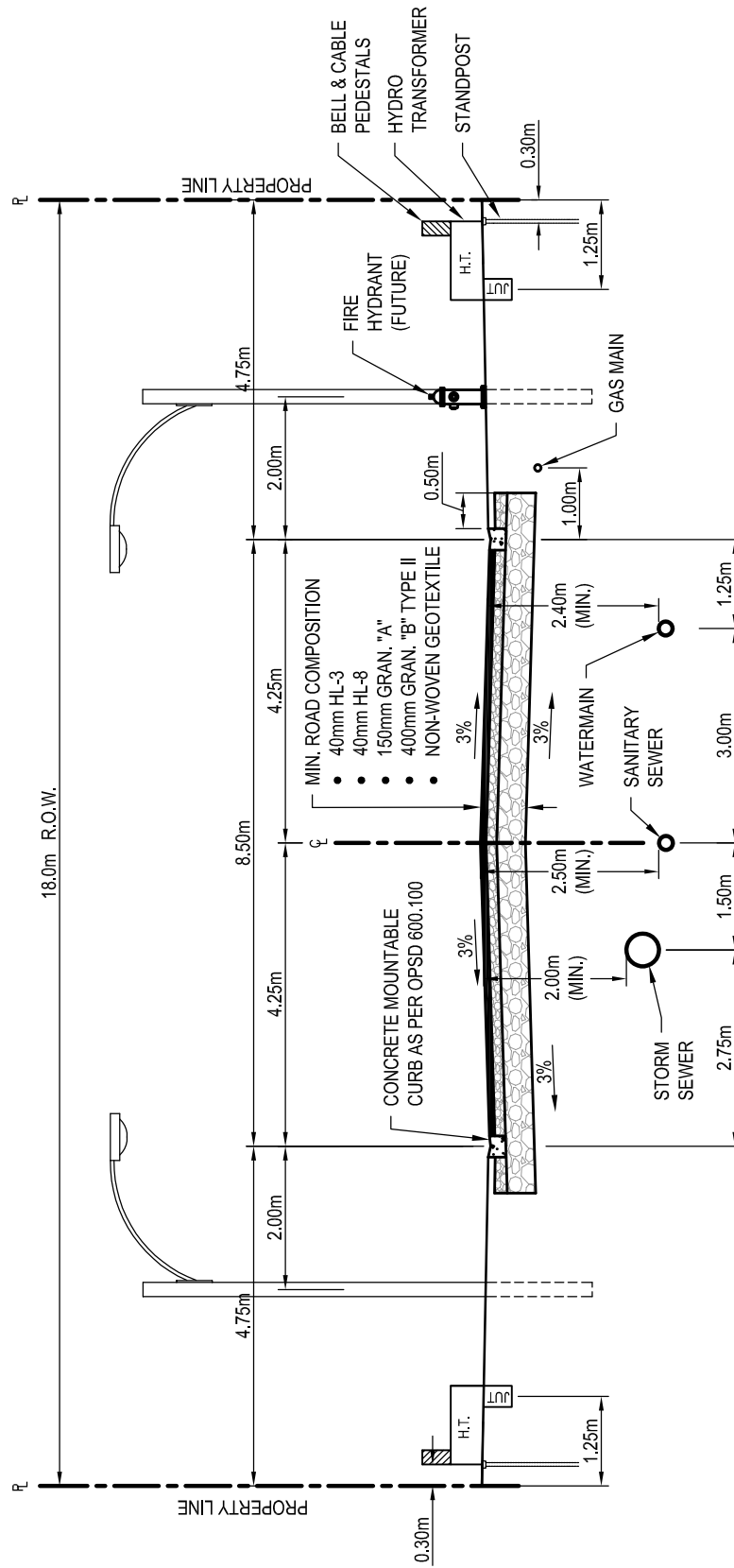
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R10

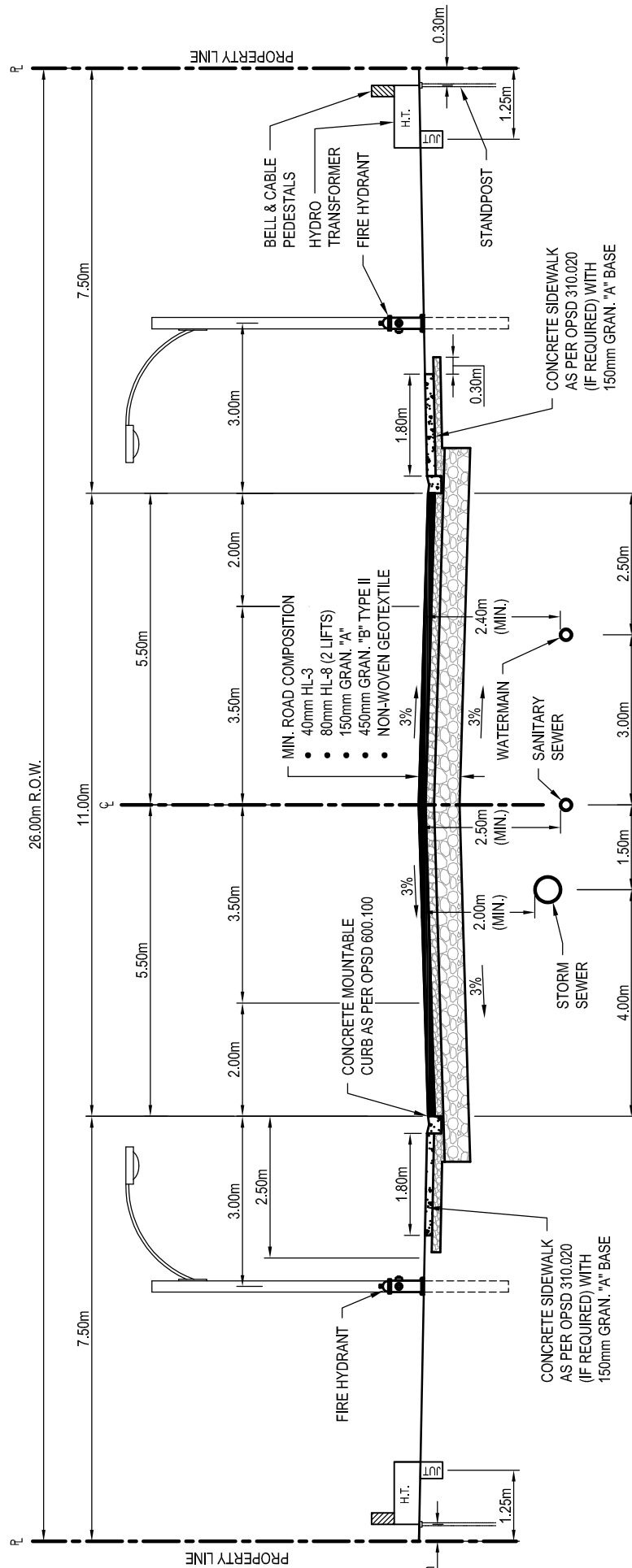


<p>City of Clarence-Rockland 1560, Laurier St, Rockland Ontario K4K 1P7 613-446-6022</p>	<div data-bbox="1351 1371 1572 1575"> </div> <div data-bbox="1416 728 1505 1079"> <p>RURAL RETROFIT 20.0 METRE R.O.W</p> </div> <div data-bbox="1343 54 1586 728"> <p>APPD. BY: Yves Rousselle, C.E.T. MANAGER, ENGINEERING AND OPERATIONS REV. DATE: MAY 2018 DWG. No.: X1</p> </div>
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<p>City of Clarence-Rockland 1560, Laurier St, Rockland Ontario K4K 1P7 613-446-6022</p>	<div data-bbox="1351 1369 1572 1575"> </div> <div data-bbox="1416 672 1507 1092"> <p>URBAN LOCAL ROAD 18.0 METRE R.O.W.</p> </div> <div data-bbox="1343 56 1586 651"> <p>APPD. BY: Yves Rousselle, C.E.T. MANAGER, ENGINEERING AND OPERATIONS REV. DATE: MAY 2018 DWG. No.: X3</p> </div>
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<p>City of Clarence-Rockland 1560, Laurier St, Rockland Ontario K4K 1P7 613-446-6022</p>	<div data-bbox="1351 1369 1572 1575"> </div> <div data-bbox="1416 722 1502 1117"> <p>URBAN COLLECTOR 26.0 METRE R.O.W.</p> </div> <div data-bbox="1343 56 1586 487"> <p>APPD. BY: Yves Rousselle, C.E.T. MANAGER, ENGINEERING AND OPERATIONS REV. DATE: MAY 2018 DWG. No.: X5</p> </div>
	<p>SCALE: NTS</p>

GENERAL NOTES

1. THE STANDARDS INDICATE MINIMUM DIMENSIONS THAT ARE TO BE INCORPORATED INTO THE DESIGN OF ANY NEW DEVELOPMENTS INVOLVING NEW AND EXISTING STREETS. ANY VARIATION TO THE DESIGN WILL REQUIRE APPROVAL OF THE CITY.
2. ALL DRAWINGS TO BE READ IN CONJUNCTION WITH APPLICABLE CITY STANDARDS.
3. ALL COMPOSITE UTILITY PLANS MUST ADHERE TO THE CITY'S STANDARD LOCATION OF UTILITY PLANT DRAWINGS IN ORDER TO RECEIVE APPROVAL THROUGH THE SITE PLAN CONTROL AND SUBDIVISION APPROVALS PROCESS.
4. WATERMAIN AND HYDRANTS TO BE INSTALLED ON SOUTH AND EAST SIDE OF R.O.W. WHEN POSSIBLE.
5. SANITARY AND STORM SEWERS MAY BE INSTALLED OFF THE STREET CENTERLINE TO ACCOMMODATE LARGE SIZE SEWER PIPES AND STILL MAINTAIN THE CLEARANCES REQUIRED TO WATERMANS.
6. BUILDING SEWERS AND WATER SERVICES ARE TO BE CONSTRUCTED IN ACCORDANCE WITH CITY STANDARDS.
7. SANITARY AND STORM SERVICE CONNECTIONS WILL BE TERMINATED AT THE PROPERTY LINE AND CAPPED. WATER SERVICE PIPE MATERIAL SHALL BE LAID IN ONE CONTINUOUS PIPE LENGTH (SPlicing AND JOINTING SHALL NOT BE PERMITTED) FROM INSIDE FACE OF THE BUILDING TO THE CURBSTOP AND FROM THE CURBSTOP TO THE MAIN / CORPORATION STOP.
8. 1.5 m CLEARANCE TO BE MAINTAINED AROUND WATER SERVICE POST.
9. TRANSFORMERS AND PEDESTALS SHALL BE LOCATED BETWEEN TOWNHOUSE BUILDING BLOCKS RATHER THAN ENCUMBERING AND/OR PREVENTING THE INSTALLATION OF TREES.
10. ALL PEDESTALS TO BE INSTALLED IN LINE WITH HYDRO TRANSFORMERS OR ON SIDE OF TRENCH AWAY FROM ROAD.
11. THE BASE OF A HYDRO TRANSFORMER MUST BE LOCATED A MINIMUM OF 2.0 m FROM THE EDGE OF A DRIVEWAY.
12. REQUIREMENTS FOR PROTECTIVE BOLLARDS AT TRANSFORMERS SHALL BE DETERMINED BY HYDRO ONE ON A CASE BY CASE BASIS.

13. SERVICE LATERALS MUST BE LOCATED A MINIMUM OF 3.0 m FROM THE BASE OF A HYDRO TRANSFORMER.
21. JOINT USE TRENCH TO HAVE A MINIMUM COVER AS PER GOVERNING AUTHORITY.
22. STREET LIGHT CABLE SHALL BE PLACED IN JOINT USE TRENCH. STREET LIGHT CABLE SHALL BE AT SAME OFFSET AS STREET LIGHTS WHEN JOINT USE TRENCH NOT CONSTRUCTED.
23. TRAFFIC DUCT ALTERNATIVE PLACEMENT LOCATIONS ARE:
 - 1) JOINT USE TRENCH LOCATION, OR
 - 2) SAME OFFSET AS STREETLIGHT POLES IN A SEPARATE TRENCH.
16. OPTIONAL LOCATION FOR THE TRAFFIC COMMUNICATIONS DUCT IS A TRENCH LOCATED AT THE SAME OFFSET AS THE STREETLIGHT POLES.
17. USE OF FOUR PARTY TRENCH WILL BE CONSIDERED AS AN OPTION, BUT REQUIRES THE AGREEMENT OF ALL UTILITIES PRIOR TO THE DEVELOPMENT OF THE COMPOSITE UTILITY PLAN, AND MUST BE IN CONFORMANCE WITH CITY GUIDELINES.
18. THE OWNER SHALL SUPPLY AND INSTALL DUCTS FOR UTILITY CROSSINGS AS REQUIRED.
19. ONE TREE PER LOT TYPICAL, TWO TREES ON CORNER LOT WITH ONE OF THE TREES ON THE STREET SIDE OF THE LOT. REFER TO DESIGN STANDARDS FOR ACCEPTABLE TREE TYPES. TREE PLACEMENT LOCATION WILL REQUIRE THE APPROVAL OF THE CITY. PLANT TREES NEAR PROPERTY LINE WHERE POSSIBLE.
20. RETAINING WALLS WILL NOT BE PERMITTED WITHIN R.O.W.
21. PLANT TREES NEAR PROPERTY LINE WHERE POSSIBLE.
22. CURB SHALL BE MOUNTABLE AND BARRIER UNLESS OTHERWISE AUTHORIZED BY CITY REPRESENTATIVE
23. MINIMUM ROAD COMPOSITION TO BE CONFIRMED BY GEOTECHNICAL INVESTIGATION.



City of Clarence-Rockland
1560, Laurier St, Rockland
Ontario K4K 1P7
613-446-6022

CROSS-SECTIONS GENERAL NOTES

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	MANAGER, ENGINEERING AND OPERATIONS
REV. DATE:	MAY 2018
DWG. No.:	X7

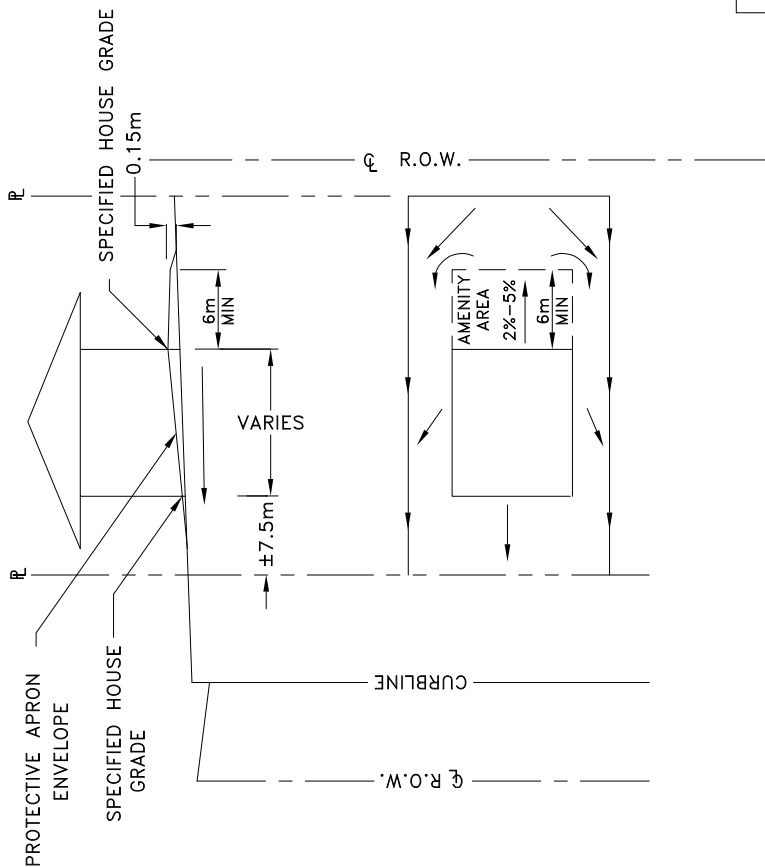
SCALE: NTS



GRADING REQUIREMENTS (BACK TO FRONT & SPLIT)

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MANAGER, ENGINEERING AND OPERATIONS
REV. DATE: MAY 2018
DWG. No.:
G1

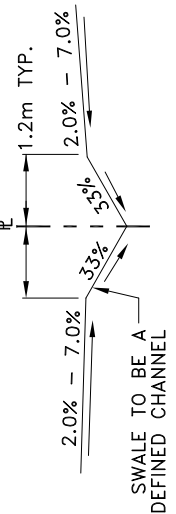
TYPICAL BACK TO FRONT DRAINAGE



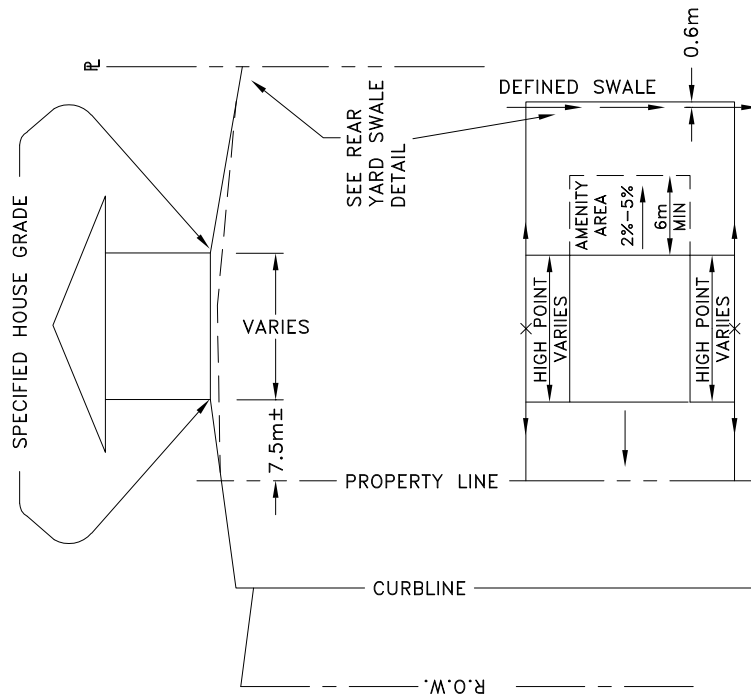
NOTES:

- 1) BACK TO FRONT DRAINAGE SHALL ONLY BE USED FOR SINGLE FAMILY AND SEMI-DETACHED HOMES WHEN:(a) BOTH SIDE YARDS ARE 1.2m OR MORE; AND (b) SPLIT IS NOT FEASIBLE.
- 2) ENSURE A MINIMUM 0.15m OF UNINTERRUPTED FALL AWAY FROM ALL LOCATIONS ON THE HOUSE ENVELOPE WITHIN THE PROPERTY LIMITS.
- 3) GRADING TO BE 2% TO 33%, EXCEPT IN THE AMENITY AREA AS NOTED IN ABOVE DRAWINGS.
- 4) DRIVEWAY SLOPE TO BE 2.0% TO 7.0%.
- 5) RETAINING WALL SHALL BE INSTALLED ON HIGHER PROPERTY.

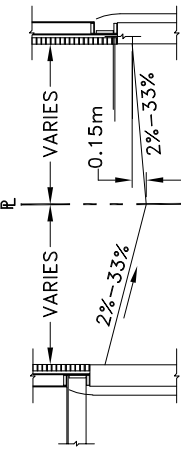
MAJOR SWALE DETAIL



TYPICAL SPLIT DRAINAGE

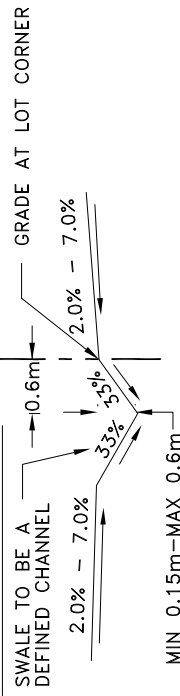


SIDE SWALE DETAIL*



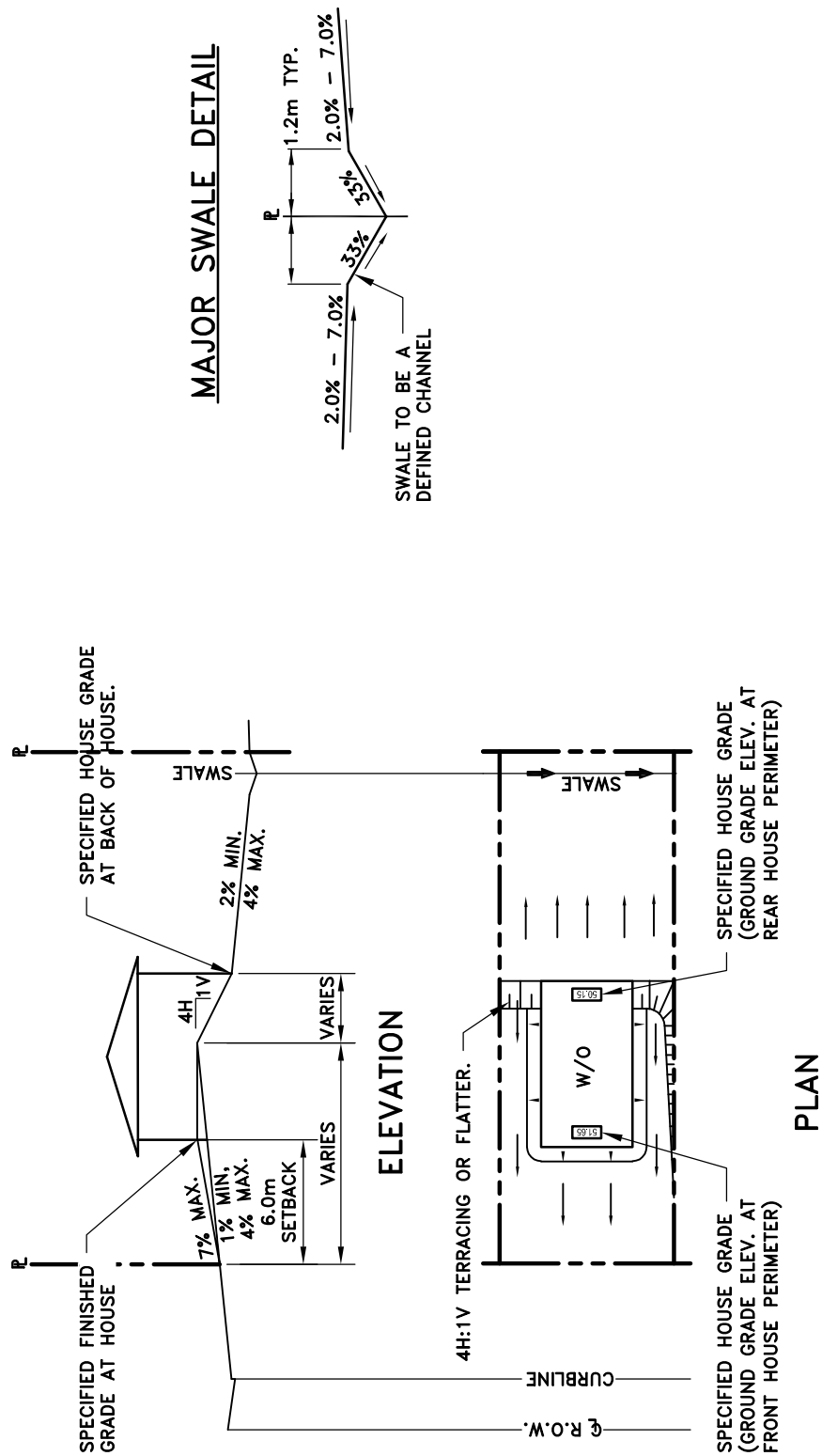
RETAINING WALL CAN BE USED IN ALTERNATIVE TO 3(H) : 1(V) TERRACING OR WHERE TERRACING WILL EXCEED 3(H) : 1(V).

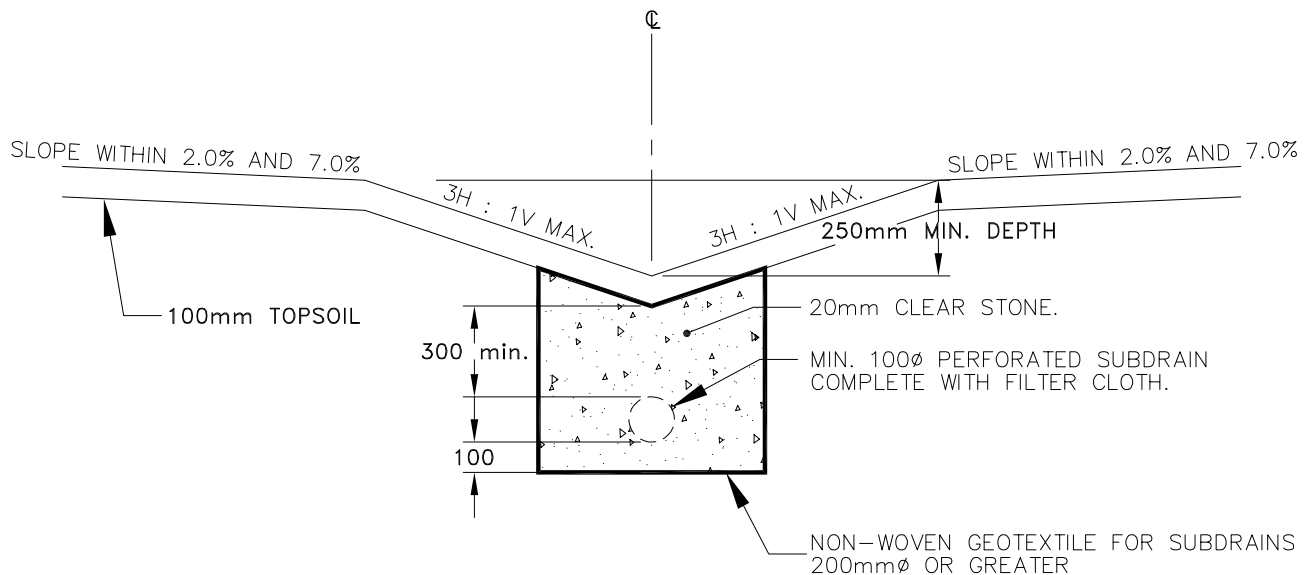
REAR SWALE DETAIL*



MIN 0.15m-MAX 0.6m
* SEE CRSD-230.02 AND CRSD-230.03 FOR SIDE SLOPE AND REAR SWALE DETAIL FOR TOWNHOUSES.

TYPICAL WALK-OUT BASEMENT LOT DRAINAGE





SWALE / DITCH SECTION

NOTE:

1. PERFORATED SUBDRAINS ARE REQUIRED WHERE SWALES/DITCHS ARE CONSTRUCTED AT LESS THAN 2.0% SLOPE. THE MINIMUM SWALE/DITCH SLOPE PERMITTED WITH A SUBDRAIN INSTALLED IS 1.5%
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE NOTED.

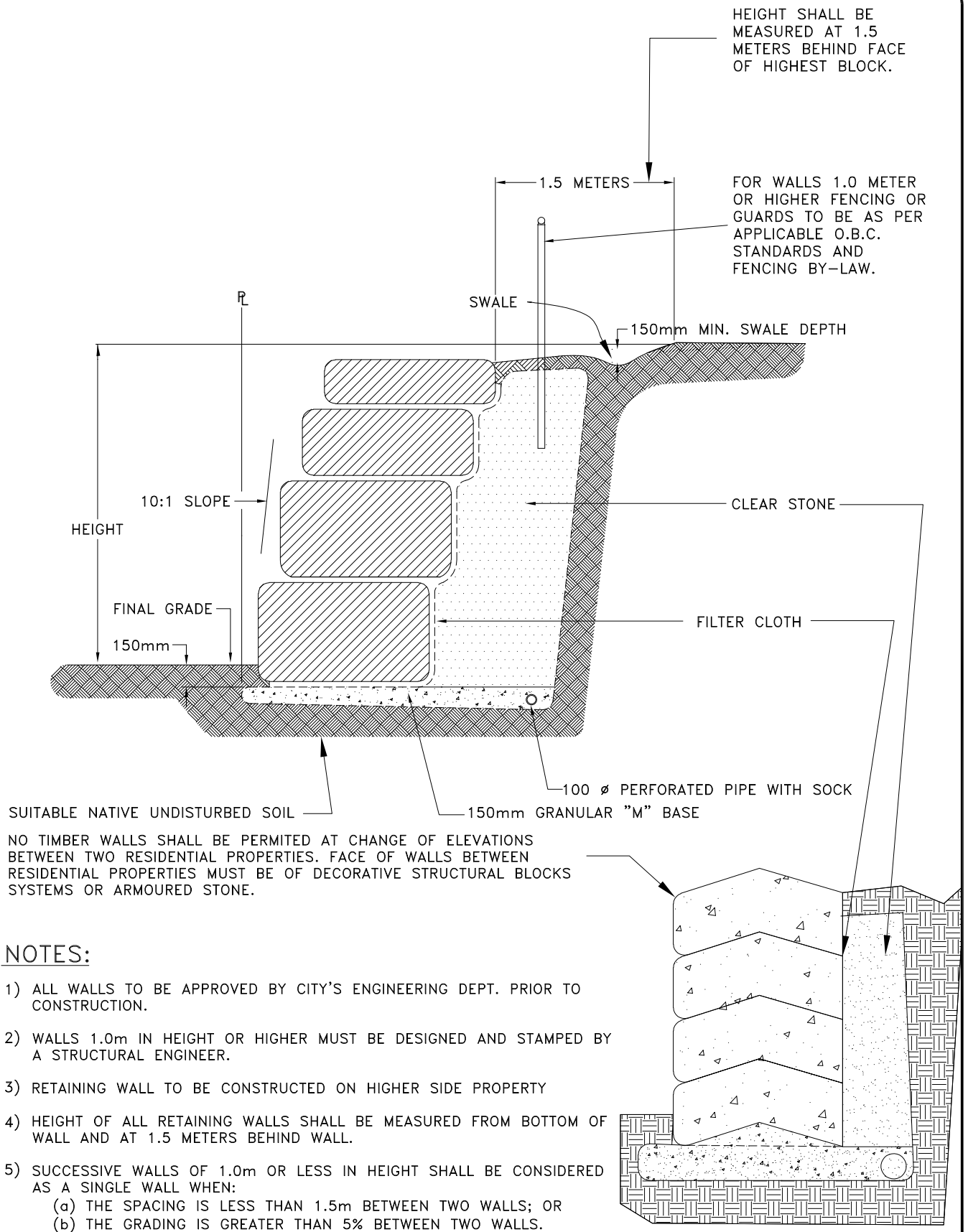


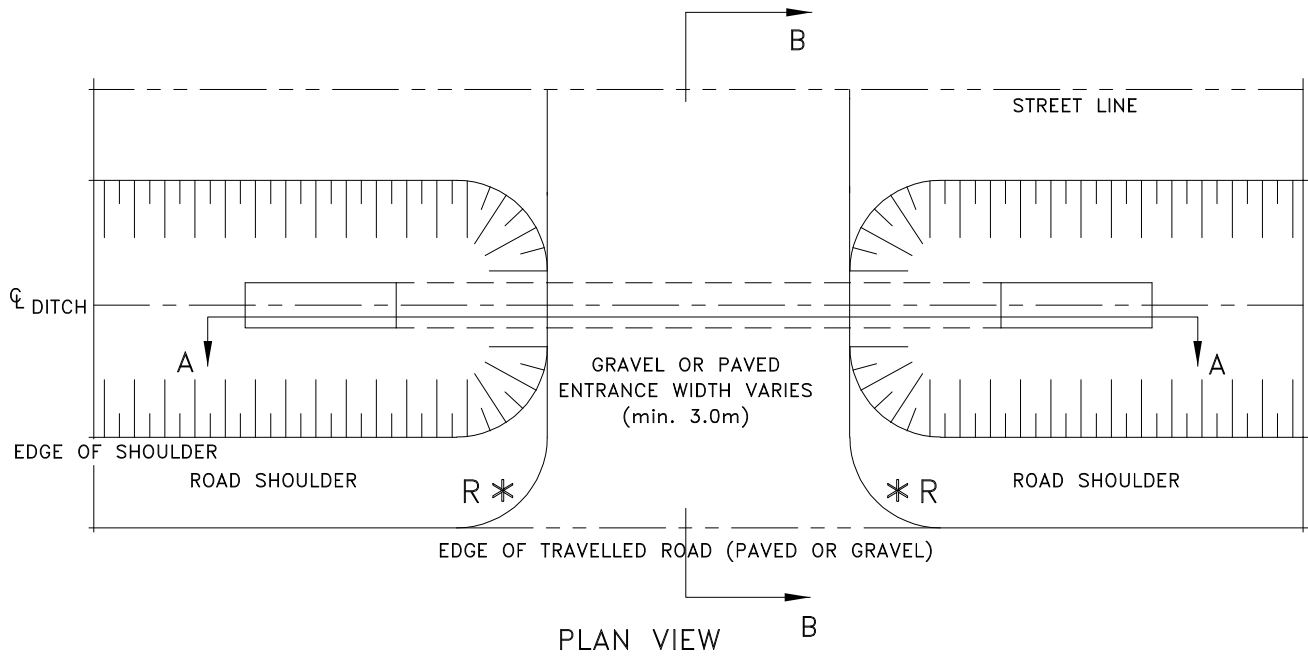
TYPICAL SUBDRAIN INSTALLATION IN SWALES AND/OR DITCHES

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: G3





NOTES:

- 1) SEE CITY DETAIL E2-EN FOR SECTION A-A AND SECTION B-B.
- 2) MINIMUM DISTANCE BETWEEN PRIVATE APPROACHES ON THE SAME PROPERTY IS 2R OR 9.0m, WHICHEVER IS GREATER.
- 3) MINIMUM DISTANCE OF PRIVATE APPROACH FROM SIDE PROPERTY LINE IS R.
- 4) * RADIUS OF ENTRANCE TO CONFORM TO THE FOLLOWING TABLE:

R - FOR ENTRANCE	
PROPERTY USE	RADIUS OF ENTRANCE
SINGLE FAMILY DWELLING	3.0m min./max.
DWELLING COMMERCIAL INSTITUTIONAL PUBLIC PURPOSE INDUSTRIAL	9.0m min. 10.5m max.
FARM AND FIELD ENTRANCES	4.5m min. 7.5m max.

SCHEDULE "A"

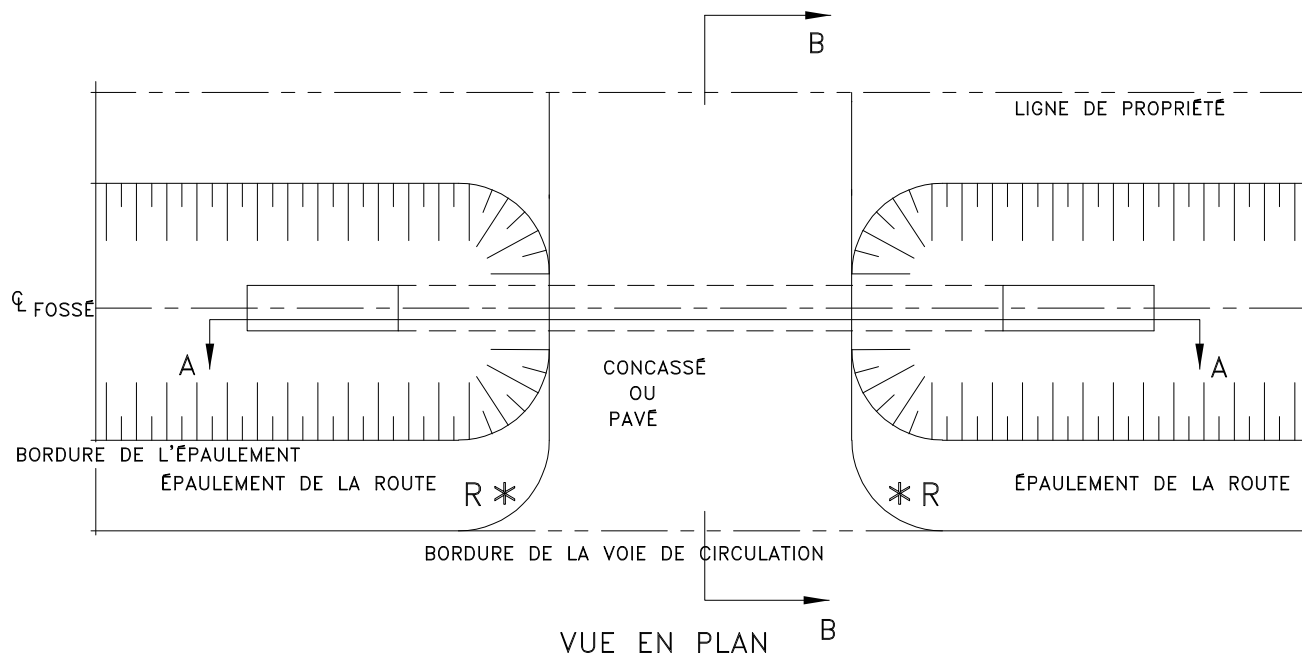


PLAN DETAIL
FOR ENTRANCE CULVERT

APPD. BY:
Yves Roussele, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: E1-EN



NOTES:

- 1) VOIR DÉTAIL E2-FR POUR SECTION A-A ET SECTION B-B.
- 2) DISTANCE MINIMUM ENTRE ENTRÉES PRIVÉES POUR UNE MÊME PROPRIÉTÉ EST DE 2R OU 9.0m, LA PLUS GRANDE DES DEUX DISTANCES SERA RESPECTÉE.
- 3) DISTANCE MINIMALE A RESPECTER ENTRE ENTRÉE PRIVÉE ET UNE LIGNE DE PROPRIÉTÉ EST D'AU MOINS R.
- 4) * RAYON DE L'ENTRÉE DEVRA ÊTRE CONFORME AU TABLEAU.

R – POUR ENTRÉE

DESTINATION	RAYON D'UNE ENTRÉE
UNIFAMILIALE	3m MIN./ MAX.
HABITATION COMMERCIALE INSTITUTIONNELLE DESTINATION PUBLIQUE INDUSTRIELLE	9m MIN. 10.5m MAX.
ENTRÉES DE FERMES ET DE CHAMPS	4.5m MIN. 7.5m MAX.



VUE EN PLAN
POUR PONCEAU D'ENTRÉE

RÉV. PAR:

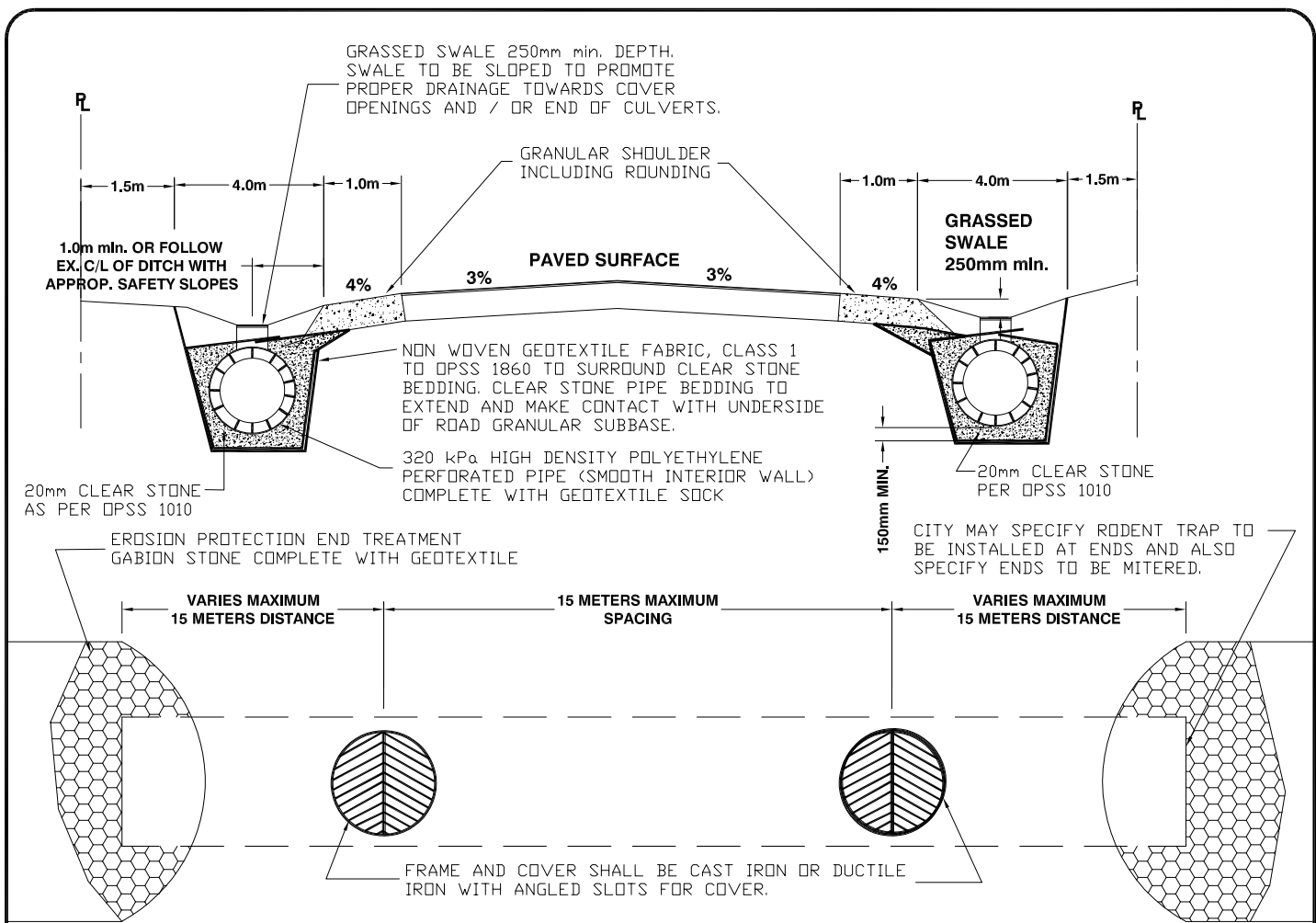
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

DATE RÉV. MAY 2018

NO. DESSIN:

E1-FR





NOTES:

- 1) IN HIGHLY FROST SUSCEPTIBLE MATERIAL SPECIAL BEDDING CONDITIONS WILL BE REQUIRED BY THE CITY.
- 2) REMOVE ALL ORGANICS FROM SIDE SLOPES AND DITCH BOTTOM PRIOR TO PLACING CULVERT AND GRANULARS.
- 3) CULVERT TO BE COUNTERSUNK 10% OF ITS DIAMETER BELOW FINISHED DITCH INVERT.
- 4) CULVERT: SMOOTHWALL 320 kPa HIGH DENSITY POLYETHYLENE PIPE, MINIMUM 450mmØ (LARGER OR SMALLER DIAMETERS MAY BE REQUIRED DEPENDING ON DESIGN FLOWS IN DITCH SYSTEM, AS REQUIRED BY CITY). ALL COMPLETE DRAINAGE SYSTEMS MUST BE DESIGNED BY A REGISTERED ENGINEER FOR A 5 YEAR AND 100 YEAR STORM EVENT.
- 5) REGRADING UPSTREAM AND/OR DOWNSTREAM OF DITCH MAY BE REQUIRED.
- 6) CULVERTS LOCATED UNDERNEATH DRIVEWAY ENTRANCES SHALL BE NON-PERFORATED TYPE. PIPES AND COUPLERS MUST BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
- 7) HEADWALLS OR OTHER FORMS OF HARD LANDSCAPING ARE NOT ALLOWED,
- 8) ADEQUATE RIP RAP OR EROSION PROTECTION TO BE INSTALLED AT ENDS FOR INLET AND OUTLET.
- 9) 15.0m MAXIMUM SPACING BETWEEN CATCHBASINS OR ONE BETWEEN EACH ENTRANCE OR ROAD.
- 10) TYPE AND LOCATION OF CATCHBASINS TO BE SPECIFIED BY CITY.
- 11) NO WORK TO BE PERFORMED ON R.O.W. WITHOUT CITY'S APPROVAL.
- 12) UTILITY COMPANIES SHALL BE CONTACTED BEFORE ANY EXCAVATION IS CARRIED OUT ALONG A MUNICIPAL ROAD OR DITCH.
- 13) ALL CONNECTIONS FOR SUMP PUMP OUTLETS MUST BE EQUIPPED WITH PROPER MANUFACTURED SADDLES



FRONT YARD DITCH DRAINAGE SYSTEM DETAIL

APPD BY:

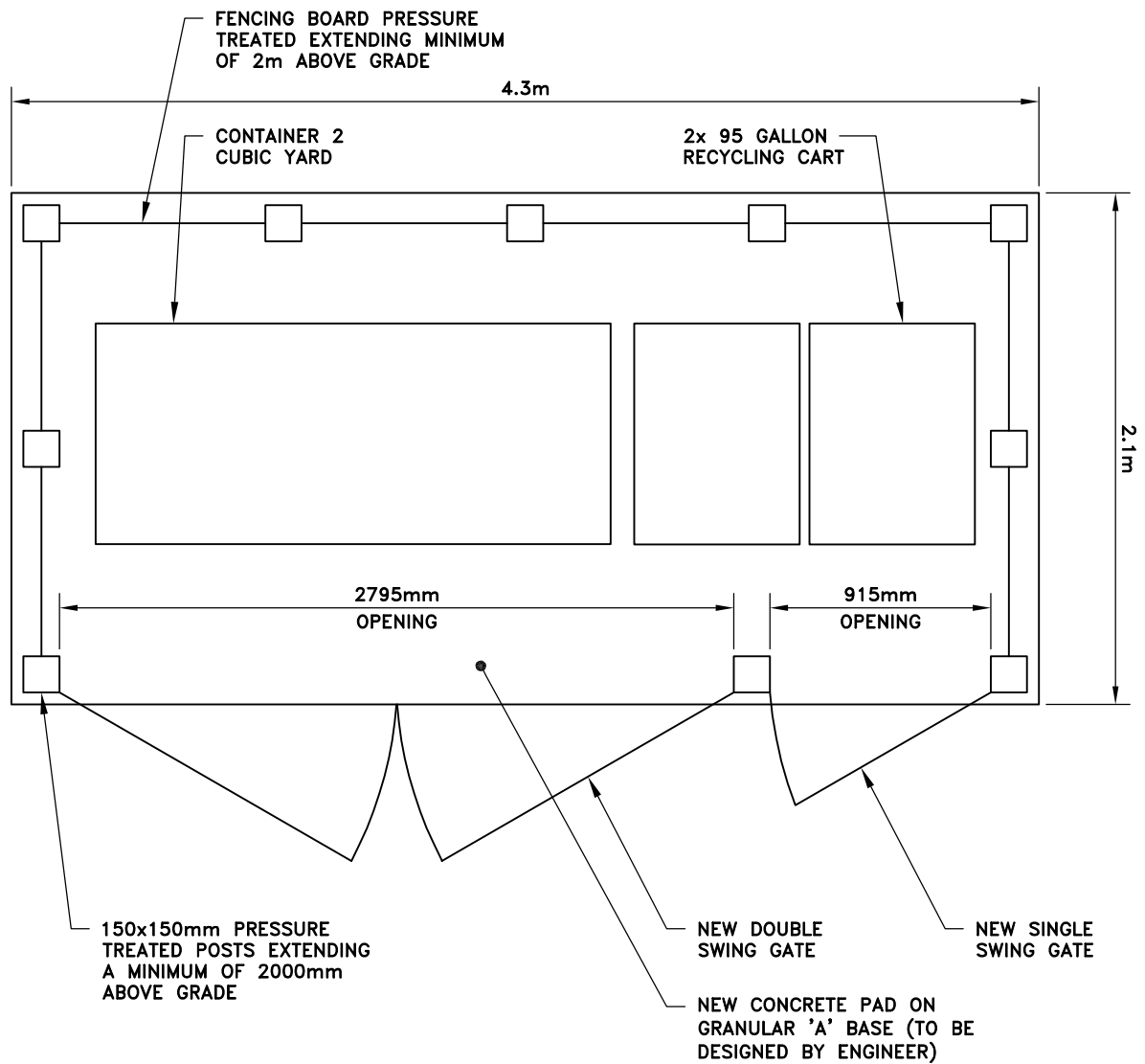
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

E3



TYPICAL GARBAGE ENCLOSURE DETAIL

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APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

E4



REPORT N° AMÉ-18-39-R

Date	23/05/2018
Submitted by	Marie-Eve Bélanger
Subject	Site Plan Control Area By-law and Site Plan process guide
File N°	D-11-1

1) **NATURE/GOAL :**

The nature of this report is to present a new Site Plan Control Area By-law and the new Site Plan process guide.

2) **DIRECTIVE/PREVIOUS POLICY :**

The current Site Plan By-law dates back to 2013, being 2013-05.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Draft Site Plan process guide and Site plan Control Area By-law attached to Report No. AMÉ-18-39-R, be received as information; and

THAT the Infrastructure and Planning Department be mandated to circulate the Site Plan Control Area By-law to the development community for their comments which shall be taken into consideration by Council prior to the adoption of the said by-law.

QUE le guide de processus pour les plans d'implantation, et le Règlement sur les plans d'implantation, soit reçu à titre d'information; et

QUE le département d'infrastructure et aménagement du territoire soit mandaté à faire circuler le règlement sur les plans d'implantation à la communauté de développeurs, afin d'obtenir leurs commentaires pour la considération du Conseil avant l'adoption dudit règlement.

4) **BACKGROUND :**

Site Plan approvals are regulated under Section 41 of the Planning Act of Ontario. The entire City of Clarence-Rockland is designated as a Site Plan Control Area.

Site Plan Control is an essential component of the development review process. The intention is to complement the objectives of the Official Plan and the requirements of the Zoning By-law. The implementation of Site Plan Control enables the City of Clarence-Rockland to ensure that all new development will be designed in accordance with the requirements of all provincial, regional and municipal authorities.

The Site Plan approval process allows the City staff to review and approve development details such as:

- Building locations and setbacks
- Parking facilities
- Landscaping
- Grading
- Servicing
- Snow storage
- lighting

5) **DISCUSSION :**

Site Plan Control By-law

The Site Plan process is guided by the Site Plan Control by-law and the Site Plan process guide. Those documents guide staff and applicants through the review of site plan approval application. The guide explains the review process and the requirements for types of plans and studies and provides guidance for applicants to have clear expectations of the development review process.

The Department has introduced a new pre-consultation process at the beginning of 2018, which is called the Development Review Team (DRT). The DRT is comprised of employees from various internal City departments, South Nation Conservation and the United Counties of Prescott and Russell. The new process places a greater emphasis on accountability of all parties involved to streamline the process in an effort to:

- Provide clarity to the process
- Reduce the number of submission per application
- Reduce processing times
- Reduce staff times in reviewing applications
- Ensure comments are clear and without conflicts

In addition, applicants are encouraged to review the process guide and engineering standards in details.

The current Site Plan Control By-law needs updating as it is more than 5 years old. The proposed by-law will be introduced with less information since the process guides and the engineering standards will cover the technical part of it.

One of the major changes in the By-law is the approval of a townhouse block without a Site Plan Agreement **if** the block was subject to a Plan of Subdivision and if all of the information was submitted at that time.

This process will be beneficial for developers as it will be less paperwork and they will be able to obtain a building permit faster and without going through another process.

We have also added the option of signing a letter of undertaking instead of a Site Plan Agreement if it is deemed acceptable, if there are no special conditions and if the securities do not exceed \$50,000.

The last major item in the by-law is the fact that we recommend that the Director of Infrastructure and Planning be the signing officer for Site Plan Agreements and in its absence the Manager of Development. Currently, the Mayor and the Clerk remain the signing authority for Site Plan Agreements. The Department is hoping to increase the level of service by being able to sign those documents.

Site Plan process guide

The Site Plan process guide is a guideline document that was drafted to help developers, contractors or residents understand the site plan process.

The Guide explains in details the major steps included in a Site plan process. Details about the pre-consultation meeting with the Development Review Team, the fees that will be required and when it will be required, the agreement preparation stage and when a building permit can be issued are all indicated under this guide. The processing times is also listed in this guide and will help an applicant understand the timeframe that is required from start to finish. There is also a section about each staff role and agencies role as well as information about the financial securities and obligations and engineering fees.

6) **CONSULTATION:**

The process guide was circulated with the development industry for a total of 4 months. We have received comments from Novatech Engineering, which were hired by over 5 developers and contractors of the region. Their comments were taken into consideration for this final version of the guide. They were also advised of our responses in regards to their comments.

The Site Plan Control By-law, on the other hand was not sent to the development industry yet. It must be submitted to the Committee of the Whole first. The Department will send a copy to the development industry for their comments following Council approval and we will bring back a report for final approval in early August.

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

n/a

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

9) **LEGAL IMPLICATIONS :**
n/a

10) **RISK MANAGEMENT :**
n/a

11) **STRATEGIC IMPLICATIONS :**
n/a

12) **SUPPORTING DOCUMENTS:**
Draft Site Plan Control Area By-law
Site Plan process guide

A GUIDE TO SITE PLAN APPROVAL



Infrastructure and Planning Department

June 2018

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1.0 Introduction

This document is intended to provide guidelines for the public, property owners, builders and the municipality that will assist in the preparation, submission, review, and approval of new developments in the City of Clarence-Rockland.

The City uses Site Plan Approval to address and resolve design matters related to the proper development of any site. Site Plan Approval works in conjunction with other approvals such as Zoning or Building Permit approval to provide for well-designed and functional sites.

Site Plan Approval is a site-specific type of development control authorized under Section 41 of the *Planning Act*. The Site Plan By-law of the City of Clarence-Rockland was approved by Council on January 21st, 2013 (currently under review) to establish Site Plan Control within the City. Site Plan Control requires that certain plans and studies be reviewed and approved by the municipality for any development that is subject to Site Plan Approval. Once plans and studies are approved, a Site Plan Agreement is executed. The agreement contractually binds the owner to develop a site in accordance with the approved plans and the terms of the Agreement.

These guidelines are provided to assist a proponent to understand the City's requirements and the types of issues that will be reviewed for approval.

Site Plan Agreements, along with other building regulations, are designed to protect the interests of all parties: the public, the City, the owner and the builder.

NOTE: The following guidelines do not exempt the developer from complying with any City By-law and should, in fact, be used in conjunction with such By-laws.

Site Plan Control generally applies to a site design and layout for all construction, development and re-development within the boundaries of the City of Clarence-Rockland.

NOTE: The applicant should verify with a City planner to specifically determine whether a proposal is subject to Site Plan Approval.

2.0 The Site Plan Process

2.1 Major Steps

2.1.1 Pre-Consultation with the City's Planning Staff through the Development Review Team

Applicants are advised to request a pre-consultation with the Planning Division staff, prior to the submission of the application, to gain preliminary planning review and direction. An application form must be submitted to the City in order to schedule a meeting with the Development Review Team. It is recommended that planning and engineering consultants be invited to this meeting.

The Development Review Team includes staff from the Infrastructure and Planning Department as well as staff from other City departments and agencies. The Review Team meets every two weeks. The goals of the Review Team are to:

- Identify issues influencing design considerations at an early stage;
- Help property owners identify the physical opportunities and constraints of their property;
- Provide guidance for the most effective use of the property to meet the functional needs of the owner;
- Ensure compatibility of the development with neighbouring properties;
- Determine requirements (plans, studies, etc.) from City departments and agencies; and
- Provide a forum for sharing information and achieving a resolution to site planning issues.

The submission of a preliminary site layout is required one week prior to the Review Team meeting date in order to allow time for the members of the Committee to review the plan(s). It is highly recommended that detailed engineering plans not be completed before the Review Team meeting.

Plans submitted to the Development Review Team for pre-consultation should include the following:

- location (lot lines, main intersection),

- lot area,
- proposed use(s),
- all existing and proposed buildings and structures,
- loading spaces and parking spaces and layout (including number of accessible spaces),
- building area (gross floor area),
- number of units, number of storeys,
- natural features affecting the site,
- landscaped areas and proposed features,
- proposed access/driveways,
- preliminary proposed servicing details (sanitary, water, storm),
building elevation drawings may also be submitted, if available.

Some minor Site Plan applications and amendments to existing Site Plan Agreements may be exempt from the requirement for a pre-consultation with the Development Review Team. In this case, a pre-consultation meeting will be scheduled with a City planner.

2.1.2 Submit a completed Site Plan Approval application

The applicant submits a completed application with the list of requirements set out by the Review Team. This includes a cover letter, a site plan, a landscape design, drainage, servicing and engineering design plans. Other reports or studies may also be required; the list of requirements is determined by the Review Team at the time of the pre-consultation meeting and will be sent to the applicant by email along with the meeting minutes. Please note that, although every effort is made to identify necessary documents during the Review Team meeting, additional documents or plans may be requested following a review of the Site Plan Approval application which was not anticipated during the Review Team meeting.

The application will be reviewed for compliance with the applicable regulations of the City's Zoning by-law and circulated to the necessary City departments and external agencies. You can refer to Section 2.2 of this document to get a better understanding of which departments and agencies are involved in the site plan review process and what their roles are. The outcome of the circulation may result in a list of requirements to complete the approval. The planner responsible for the file will send a letter or email

to the applicant with a list of all of the comments received and what the next steps are required. These requirements are specific to each property and may include, but are not limited to, items such as a tree conservation report, a cost estimate, a site evaluation report, traffic study, dedication of land for road widening or park, storm water management plans, noise impact analysis and special site-specific requirements. Revisions and alterations to the plans and/or reports may also be required at this stage.

Once the second submission has been received by the City, the plans and reports may need to be re-circulated to the relevant City departments and external agencies that submitted comments on the first submission.

Depending on the complexity of the application and the supporting technical reports, the City may require that an independent peer review of the reports be undertaken at the expense of the owner.

Once the review of the second submission is complete, the planner responsible for the file will again send a letter or email to the applicant outlining the next steps to the process. If no resubmission is necessary, a timeline will be presented to the applicant for final approval and preparation of the agreement.

2.1.2.1 Application fees

Application fees:

- Residential
\$140.00 / dwelling unit (*Minimum of \$1,000.00*)
- Commercial, Industrial, Institutional and other non-residential proposal
\$1,000.00 Less than 5000 square feet
\$1,500 5000 square feet and up
- Mixed use
\$1,000 + \$140,00 per residential unit
- Minor Amendment to an existing registered Site Plan Agreement
\$550.00

- Creation of/or addition to private parking area
\$550.00

Engineering fees:

- City Engineering Fee

\$550.00

+ \$1000 deposit that will be deducted from the Engineering fees at the time of the signature of the agreement

2.2.2.2 General Site Plan Requirements

A complete site plan application, accompanied by the required supporting documents and processing fee shall be submitted to the Infrastructure and Planning Department.

Site plans must be prepared by a qualified person to ensure that the information is clear, accurate and in compliance with the City's requirements and engineering standards.

The owner/agent is required to submit the following:

- Two (2) recent copies of the location plan or reference plan
- One (1) copy of the registration document (deed)
- Four (4) copies (full size folded) and twenty (20) copies (11" X 17" format folded) of the preliminary version of the "general plan" depicting the proposed improvements (landscaping, parking, lighting, and other), elevations, surface water drainage, and municipal services hook-up. (Where the plan contains an excess of information, provide attachments to the "general plan.")
- Electronic copy (PDF) of each submission
- Fees as listed under section 3.1.

All plans submitted shall be legible and include the following general information:

1. Title block and revision block to include:
 - a. Identification of the proposed use of the site
 - b. Name and address of firm submitting the site plan
 - c. Name and seal of the professional submitting the plan

- d. Name of applicant
- e. Municipal address and legal description
- f. Date prepared and all revision dates
- 2. Legend
- 3. Metric scale
- 4. Key plan indicating general location of the development with respect to the City's street network
- 5. North arrow.

For detailed engineering requirements, please refer to the City's Engineering Standards document.

2.1.3 Finalize the Approval

All Site plans located in the core area of Rockland are submitted to the Planning Committee and Council for conditional approval. These meetings are open to the public and residents will have a chance to comment on the proposal. A sign will be posted on the site by a private company, informing the public of the development proposal and the date of the public meeting. The sign will be removed after the public meeting. Council may impose conditions or request revisions or modifications to the plans and reports which support the application.

Council has delegated approval for all other site plans to the Director of Infrastructure and Planning. Public meetings are not usually held for Site Plan Approval applications which are under the approval authority of the Director of Infrastructure and Planning.

It is possible to apply for a building permit at this stage of the process, although the permit will not be issued until the agreement stage is complete. If other planning approvals (i.e. zoning by-law amendment, minor variance, etc.) are required in conjunction with the Site Plan Approval, these must generally be completed before the Site Plan Agreement is signed.

2.1.4 Preparation and Execution of the Agreement

Upon receiving conditional Site plan approval, the Site Plan Agreement will be drafted by a City planner. The City may require that the more complex site plan agreements be prepared with the assistance of outside legal

counsel. Tri-party agreements with the United Counties of Prescott and Russell are required where off-site work on a County road is required.

A Site Plan Agreement typically includes the following components:

- The legal authority under which the agreement is signed
- A list of definitions and general conditions and requirements
- The building and planning requirements
- Landscaping requirements
- Servicing and easement requirements
- Financial requirements
- Insurance requirements
- Timeline the project is required to meet
- Description of the lands to which the agreement applies
- City standards and specifications
- Site-specific conditions
- A list of the plans and reports which form part of the agreement
- A summary of the estimated site work costs and the amounts of the financial security and fees to be paid
- Templates for form letters

An electronic copy of the draft agreement will be sent by the planner to the applicant for review and revision, if requested. Three copies of the final site plan agreement shall then be forwarded to the owner to be signed and returned for signature by City officials.

An insurance certificate and financial obligations must be submitted prior to the execution of the site plan agreement by the City.

Financial obligations include, but are not limited to:

- Parkland fees as per the Parkland by-law
- Engineering review fees as per the Fees by-law
- Maintenance of road deposit (from \$2,000 to \$5,000)
- Financial security (letter of credit or certified cheque) of an amount of:
 - 50% of the cost estimate for on-site works, and
 - 100% of the cost estimate for off-site works

More information on the financial obligations is included in Section 4.0 of this document. Depending on the conditions of approval, other requirements

such as road widening dedications, encroachment agreements for features constructed on City-property, etc. may be required.

2.1.5 Agreement Registration and Building Permit

The Owner is responsible for registration of the agreement on title. A copy of the registered document is required to be submitted to the City planner as evidence of registration. While it is possible to apply for a building permit following the final approval of the plans, the City's Building Official will withhold issuance of the building permit until site plan approval has been formally completed with confirmation of the registration of the site plan agreement. Development charges and building permit fees are required at the building permit application stage. If the project includes any signage or requires connections to services, applications should be submitted at this stage for a sign permit and/or road cut permit, as required.

2.1.6 Sign Permit

The owner is responsible to apply for a sign permit if any permanent signs or temporary signs are proposed on the site. The Infrastructure and Planning Department is responsible to issue the permit. It is recommended that the application be submitted as soon as possible to confirm the location and the details of the signs.

2.1.7 Processing Times

1. Preliminary review by the Development Review Team to provide initial comments on concept plan.
 - a. Time Frame ... 2-3 weeks depending on the meeting date
2. Complete application submitted to the City.
 - a. Time Frame... variable (applicant's responsibility)
3. The Application is circulated to City departments and external agencies.
 - a. Time Frame... 4-6 weeks
4. Comments are received and reviewed and forwarded to the applicant
 - a. Time Frame...up to 2 week

5. Revised Site Plan Submission(s) made if necessary
 - a. Time Frame... variable (applicant's responsibility)
6. Second Submission re-circulated to the relevant departments/agencies and City response
 - a. Time Frame...4-6 weeks
7. Submission of Final Drawings /Site Plan Agreement prepared by City Planner/Letter of Credit prepared and sent to City
 - a. Time Frame... 2-3 weeks
8. Agreement signed by Owner and City officials, and registered on title
 - a. Time Frame... 1 week
9. Forwarded to Building Division to clear Site Plan Approval condition necessary prior to building permit issuance
 - a. Time Frame...Once Site Plan Agreement is registered
10. Release of Financial Securities once site work has been undertaken or completed
 - a. Time Frame... 3 weeks from date of application for release (no release in winter)

NOTE: If the application and submitted plans are complete and accurate, the process will proceed at more rapid pace. The total processing time may vary depending on the complexity of the proposal and issues encountered.

2.1.8 Development Start and Completion Dates

Timelines for the undertaking and completion of development activities approved under the site plan control are important in order to ensure that works are conducted in accordance with current development requirements and standards. The timelines recognizes that there may be delays to construction starts due to winter weather conditions.

Commencement within one (1) year

It is important that development activities approved under the site plan control be conducted in accordance with the development standards in effect

at the time of development. Unless otherwise noted, if the conditions of approval are not satisfied and the agreement is not finalized and registered within a one year anniversary of the issuance of the conditional approval, the City may elect to withdraw its approval by providing notice thereof to the owner. Extensions to this time limit may be requested prior to the conditional approval anniversary date. The owner shall provide a letter requesting an extension with reasons for the delay, and a revised expectation of satisfying the conditions and finalizing and registering the agreement. At this time, the site plan and original conditions of approval may be reviewed by the City to ensure compliance with current development standards. Minor revisions to the original site plan may be approved by the Director of Infrastructure and Planning. Should the City withdraw the approval, the owner shall be required to make a new application for site plan approval with the appropriate fee. As a new submission, the application will be evaluated in consideration of current City and relevant agency requirements.

Completion within two (2) years

If the development has not been substantially completed within two years of the effective date, the City may unilaterally find the owner is in default of this Agreement and may seek remedies. Such remedies include declaring the Agreement null and void and/or drawing on the Irrevocable Standby Letter of Credit, in whole or in part, to complete any outstanding works. Three months prior to the two-year anniversary date of the agreement, the Infrastructure and Planning Department will notify the owner. Extensions to this time limit may be requested prior to this anniversary date. The owner shall provide a letter requesting an extension with reasons for the delay and a revised schedule for development completion.

2.1.9 Completion and Release of Financial Security

Upon completion of the site development work, the owner can apply to obtain a release of the financial security. An application must be submitted with the applicable fees paid. The City Engineer will inspect the property, assist the owner to identify and correct any outstanding matters, and authorize the release of the financial security. A partial release may be authorized if it is determined that some works remain incomplete. In this

case, a second application for a release must be submitted and the City Engineer will perform another site inspection to ensure all works have been completed before final release of all financial securities.

2.2 Staff and Agency Roles

Planning

Planners act as the co-ordinator of the site plan control process. They review the proposed development for conformity with applicable policies and zoning provisions. Site Plan applications are circulated by the planner to relevant municipal departments and outside agencies for review and comments. Comments received are then presented to the applicant. Upon resolution of all outstanding agency and municipal issues, the planner presents the application to the Planning Committee, if necessary, for approval. The planner is also responsible for drafting the site plan agreement.

Building

The Building Division Staff provides preliminary comments respecting the Ontario Building Code. Building permits for proposed developments shall not be requested until site plan approval has been given, the site plan agreement has been entered into and registered, and any required financial security for landscaping, or other required site works, has been secured.

Infrastructure

The City's Engineer provides an engineering review addressing such matters as road widenings, curbs and ditch requirements, driveway locations, traffic impacts, parking design, safety and access, lot servicing (sanitary, water and storm water management), lot grading and drainage. The City's Engineer also reviews the estimate of costs and requests for release of securities.

Community Services

Community Services staff identifies any parkland and trail requirements.

Fire

The Fire Chief provides a review of the fire access routes, locations of fire hydrants and other fire protection requirements.

United Counties of Prescott and Russell

The United Counties staff reviews every new development in the City. They will provide comments on County Roads such as road widenings, driveway locations and traffic impacts and will provide comments on storm water management, lot grading and drainage, environmental issues, etc. The Counties may be party to the Site Plan Agreement and may require a separate letter of credit and insurance to address off-site works on County Roads.

South Nation Conservation

South Nation Conservation will be consulted if the project falls under their watershed. They may also be consulted if the project is located in proximity to any environmental constraints, such as fish habitat, wetland, significant woodland, etc, or as the City sees fit. South Nation Conservation is the peer review expert for the City in regards to environmental studies (fish habitat, woodland, species at risk, etc.), hydrogeological and terrain analysis and any other relevant studies. South Nation is also the approval authority on behalf of the City for septic systems. It is important to note that South Nation Conservation issues invoices to the owner in regards to peer review.

Utilities

Utility easements and servicing requirements can impact site design, particularly landscape design. Utilities such as Hydro One, Enbridge, Vidéotron and Bell Canada shall be given the opportunity to review and comment on site plan applications.

School boards

The school boards shall be given an opportunity to comment on site plan applications that have potential impacts on school enrollment or other school board interests.

3.0 Financial Securities and Obligations

3.1 Financial Securities

Pursuant to Subsection 41(17)(c) of the *Planning Act, R.S.O., 1990, c.P. 13*, the City has the ability to require the owner to provide financial security to ensure that any, or all of the facilities or works, subject to the site plan control, are implemented and maintained to the satisfaction of the City and/or County. These facilities include, but are not limited to, driveways, parking facilities, curbs, walkways, lighting facilities, waste storage facilities, storm water management facilities, fencing, walls and landscaping.

The recommended form of security is a letter of credit from a chartered bank in the format prescribed by the City. Alternate forms of financial securities may be accepted by the City and/or County Treasurer. The City and/or County shall not provide interest on any cash security that is held. All financial securities shall be required prior to the registration of the site plan agreement.

Following the approval of a cost estimate by the City Engineer and/or County Engineer, the owner shall deposit with the City and/or County a letter of credit of 50% of the cost estimate. Any works to be completed off-site will require a letter of credit of 100% of the cost.

3.2 Engineering fees

Following the approval of the cost estimate, the owner is required to submit engineering review fees as per the Fees by-law.

- 4% of the estimated cost of the site works up to \$100,000.00
- 3% of the estimated cost of the site works between \$100,000.00 to \$500,000.00
- 2% of the estimated cost of the site works over \$500,000.00

Any and all consultant fees collected for the review of plans and studies will be the responsibility of the applicant and deducted from the total engineering fees calculated for the project.

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2018-22

BEING a by-law to designate the whole area of the Corporation of the City of Clarence-Rockland as a site plan control area, to exempt certain classes of development from approval of plans and drawings, to delegate Council's power under Section 41 of the *Planning Act, R.S.O. 1990, c. P.13*, and to repeal By-law 2013-05, as amended.

WHEREAS Section 41 of the *Planning Act, R.S.O. 1990, c. P.13*, provides in part that, where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situated may, by by-law, designate the whole or any part of such area as a site plan control area and may delegate to either a committee of the council or to an appointed officer of the municipality any of the council's power or authority under that section;

AND WHEREAS Council deems it necessary to appoint the Manager of Development and the Director of Infrastructure and Planning as the appointed officer to sign letters of undertaking only under Section 41 of the *Planning Act, R.S.O. 1990, c. P.13*;

AND WHEREAS Council deems it necessary to appoint the Director of Infrastructure and Planning as the appointed officer to sign site plan agreements under Section 41 of the *Planning Act, R.S.O. 1990, c. P.13*;

AND WHEREAS Clause 5(2)(b) of the *Building Code Act* authorizes the council of a municipality to pass by-laws requiring applications for building construction permits to be accompanied by such plans, specifications, documents and other information as prescribed;

AND WHEREAS the Official Plan of the United Counties of Prescott and Russell designates the entire geographical area of the United Counties of Prescott and Russell as a Site Plan Control Area pursuant to the provisions of Section 41(2) of the *Planning Act, R.S.O. 1990, c. P.13*;

AND WHEREAS the Official Plan for the Urban Area of the City of Clarence-Rockland designates the whole of the Urban Area as a proposed Site Plan Control Area pursuant to the provisions of Section 41(2) of the *Planning Act, R.S.O. 1990, c.P.13*;

AND WHEREAS the Bourget Official Plan designates the entire area of the Village of Bourget as a proposed Site Plan Control Area pursuant to the provisions of Section 41(2) of the *Planning Act, R.S.O. 1990, c.P.13*;

AND WHEREAS the Council of the Corporation of the City of Clarence-Rockland considers it appropriate to designate the whole of the City of Clarence-Rockland as a site plan control area, to exempt certain classes of development from approval of plans and drawings, to delegate its powers or authority under Section 41 of the *Planning Act, R.S.O. 1990, c. P.13* to certain appointed officials of the Corporation that deal with or ensure the provision and maintenance of any of the facilities, works or matters to be provided in conjunction with all buildings and structures to be erected and any of the

facilities, works or matters mentioned in Subsection 41(7) of that Act and to repeal By-law 2013-05, as amended.

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

SITE PLAN CONTROL AREA BY-LAW

TITLE

1. This by-law shall be cited as the "Site Plan Control Area By-law of the Corporation of the City of Clarence-Rockland".

DEFINITIONS

2. In this by-law, unless a contrary intention appears,
 - (a) "Act" means the *Planning Act, R.S.O. 1990. c. P.13*;
 - (b) "Corporation" means The Corporation of the City of Clarence-Rockland;
 - (c) "Council" means the municipal council of the Corporation;
 - (d) "delegated official" means any of the appointed officers of the Corporation identified in Schedule 1 to this By-law either by name or position occupied;
 - (e) "development" means
 - (i) the construction, erection or placing of one or more buildings or structures on land; or
 - (ii) the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof; or
 - (iii) the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164(4) of the *Municipal Act, 2001* or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the *Planning Act, R.S.O. 1990. c. P.13*; or
 - (iv) sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of the *Planning Act, R.S.O. 1990. c. P.13*.and includes redevelopment however excludes the placement of a portable classroom on a school site of a distinct school board if the school site was in existence on January 1, 2007.;
 - (f) "Development Agreement" means an agreement entered into between the Corporation and the Owner outlining the terms and conditions of the development and the approved plans and drawings as provided under Section 41(7)(c) of the *Planning Act, R.S.O. 1990. c. P.13*;

- (g) "Owner" means the person appearing as the registered Owner according to the records of the proper land registry office;
3. Where a word or term used in this by-law is not defined, the word or term has the same meaning as defined under Part 3 of the City of Clarence-Rockland By-law No. 2016-10, as amended from time to time.

SITE PLAN CONTROL AREA

4. The whole of the area located within the geographic limits of The Corporation of the City of Clarence-Rockland is hereby designated as a site plan control area pursuant to subsection 41 (2) of the *Planning Act*.
5. The approval of plans or drawings in accordance with subsection 41(4) or 41(5) of the *Planning Act* is required before development is undertaken within the area described in Clause 4, unless otherwise exempt from approval as set out in this by-law.

EXEMPT CLASSES OF DEVELOPMENT

6. Where **there is no site plan agreement registered on title to the lot**, the following classes of development may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or (5) of the *Planning Act*, and this by-law does not apply to such classes:

Residential

- (a) A building or structure which is constructed, erected or placed on a free hold lot for the purpose of a detached dwelling, duplex dwelling, linked dwelling, seasonal dwelling, or a semi-detached dwelling.
- (b) Townhouse dwellings on a lot or block within a plan of subdivision where the lots or blocks were identified for said use and sufficient detail was provided at time of planning approvals to evaluate the grading and servicing.
- (c) An addition or alteration to a building or structure mentioned in Clause 6(a) or 6(b).
- (d) An accessory building or structure to a building or structure mentioned in Clause 6(a) or 6(b).
- (e) A second unit or garden suite associated with a permitted residential use. Does not include an accessory dwelling associated with a non-residential use.
- (f) A bed and breakfast or residential conversion to a bed and breakfast with no more than two (2) lodging units, or a building or structure

accessory thereto.

- (g) A group home, dormitory or lodging house that requires four (4) or less parking spaces, or a building or structure accessory thereto provided that the total floor area does not exceed one hundred and fifty (150) square metres.
- (h) A home-based business, home industry or private home day care that meets the requirements of Zoning By-law No. 2016-10, as amended.
- (i) Notwithstanding, site plan control is required for a condominium development (i.e. private roads, amenity areas, etc.).

Retail Uses, Service Commercial Uses, Office Uses, Hospitality Uses or Mixed-Uses

- (j) An addition or alteration to an existing retail, service commercial, office, hospitality or mixed-use (including combined with a permitted residential use) provided that the floor area:
 - (i) does not exceed fifty-five (55) square metres; or
 - (ii) 30% of the existing floor area, to a maximum of fifty-five (55) square metres;
 - (iii) does not accommodate the establishment on the lot of a new drive-through facility; or
 - (iv) does not include the addition of more than four (4) parking spaces.
- (k) The establishment of a temporary outdoor commercial patio that does not exceed thirty (30) square meters.

Employment, Institutional, Community, or Motor Vehicle Uses

- (l) An addition or alteration to an existing employment, institutional, community or motor vehicle use provided that the floor area, measured from the exterior walls of the addition:
 - (i) does not exceed fifty-five (55) square metres; or
 - (ii) 30% of the existing floor area, to a maximum of fifty-five (55) square metres;
 - (iii) does not accommodate the establishment on the lot of a new drive-through facility; or
 - (iv) does not include the addition of more than four (4) parking spaces.
- (m) Notwithstanding, site plan control is required for the following:
 - (i) Heavy industrial use (through rezoning)
 - (ii) Marine facility
 - (iii) Medium industrial Use (through rezoning)

- (iv) Motor vehicle dealership
- (v) Motor vehicle service station
- (vi) Motor vehicle storage compound
- (vii) Snow disposal facility
- (viii) Waste (solid) disposal facility
- (ix) Waste processing and transfer facility (non-putrescible)
- (x) Waste processing and transfer facility

Open Space Uses

- (n) Agricultural and farm related buildings, building additions, building alterations or structures that are utilized in farming operations but not including agricultural related, on-farm diversified, agricultural commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.
- (o) A mineral aggregate operation approved under the *Aggregate Resources Act*, but not including any associated medium or heavy industrial use such as a permanent asphalt or concrete plant.
- (p) A building or structure used for forestry uses if the floor area of the building does not exceed two thousand (2,000) square metres.
- (q) Notwithstanding, site plan control is required for the following uses:
 - (i) Boarding kennel
 - (ii) Campground
 - (iii) Ecotourism facility
 - (iv) Golf course
 - (v) Salvage yard
 - (vi) Storage yard

Temporary Building(s)

- (r) A temporary building or structure that is designed, constructed and placed on the land in a manner which permits its removal after a period of time not to exceed one hundred and twenty (120) consecutive days.
- (s) The placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

Parking

- (t) A commercial parking area containing less than five (5) parking spaces including all parking spaces and aisles, provided further that the said commercial parking area is to be constructed separate and apart from any other development as defined in this by-law which requires approval.

Other

- (u) A building or structure forming part of a transit network.
 - (v) A communication tower not exceeding 15 metres above ground level and/or located on a property owned by the City of Clarence-Rockland.
 - (w) Public Authority works such as a pumping station or utility installation.
 - (x) A community building in a public park, a seasonal dome over an existing outdoor field or court, an outdoor farmer's market, a seasonal garden centre in a parking lot or other temporary special event where written permission is obtained from the appointed officer(s).
 - (y) Any addition or modification required pursuant to the *Fire Protection and Prevention Act* or *Accessibility for Ontarians with Disabilities Act (AODA)* including but not limited to disabled parking spaces, ramps and related signs.
 - (z) Any works to implement sustainable initiatives such as solar panels, wind turbine, electric vehicle charging stations, etc.
 - (aa) Permitted additions or alterations (including change of use) are only permitted once every twenty four (24) months, unless written permission is obtained from the appointed officer(s).
 - (bb) An accessory building or structure to a permitted use where the delegated official deems it to be minor.
 - (cc) Notwithstanding Section 6, site plan control is required where the approval of plans or drawings is required as a condition of provisional consent or a condition of a Minor Variance decision or otherwise required by the Official Plan of the United Counties of Prescott and Russell, the Official Plan of the Urban Area of the City of Clarence-Rockland (i.e. potential retrogressive landslide areas, heritage properties, protection of significant natural heritage features, etc.) or the Bourget Official Plan.
7. Where **there is a site plan agreement registered on title to the lot**, the following classes of development may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or (5) of the *Planning Act*:

Residential

- (a) A second unit or garden suite associated with a permitted residential use. Does not include an accessory dwelling associated with a non-residential use.
- (b) The addition of no more than four (4) parking spaces.

- (c) The addition to a dwelling unit where the size of the addition does not exceed the greater of:
 - (i) Fifty-five (55) square metres; or,
 - (ii) 30% of the existing floor area, to a maximum of fifty-five (55) square metres.
- (d) An accessory building or structure to a permitted residential use.

Retail Uses, Service Commercial Uses, Office Uses, Hospitality Uses or Mixed-Use

- (e) The establishment of a temporary commercial patio that does not exceed thirty (30) square meters.
- (f) An addition or alteration (including change of use) to a retail, service commercial, office, hospitality, or mixed-use where:
 - (i) The size of the addition does not exceed the greater of:
 - a. Fifty-five (55) square metres; or,
 - b. 30 % of the existing floor area, to a maximum of fifty-five (55) square metres.
 - (ii) The addition or alteration (including change of use) does not accommodate the establishment on the lot of a new drive-through facility.
- (g) The addition of no more than four (4) parking spaces.

Employment, Institutional, Community, or Motor Vehicle Uses

- (h) An addition or alteration to an employment, institutional, community or motor vehicle use where:
 - (i) The size of the addition does not exceed the greater of:
 - a. Fifty-five (55) square metres; or,
 - b. 30 % of the existing floor area, to a maximum of fifty-five (55) square metres.
 - (ii) The addition or alteration does not accommodate the establishment of a new:
 - a. Heavy industrial use (through rezoning)
 - b. Marine facility
 - c. Medium industrial Use (through rezoning)
 - d. Motor vehicle dealership
 - e. Motor vehicle service station
 - f. Motor vehicle storage compound
 - g. Snow disposal facility
 - h. Waste (solid) disposal facility
 - i. Waste processing and transfer facility (non-putrescible)

- j. Waste processing and transfer facility
- (i) The addition of no more than four (4) parking spaces.

Open Space Uses

- (j) Agricultural and farm related buildings, building additions, building alterations or structures that are utilized in farming operations but not including agricultural related, on-farm diversified, agricultural commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.
- (k) Equestrian establishment.
- (l) Open space uses where:
 - (i) The size of the addition does not exceed the greater of:
 - a. Fifty-five (55) square metres; or,
 - b. 30 % of the existing floor area, to a maximum of fifty-five (55) square metres.
 - (ii) The addition does not accommodate the establishment on the lot of a new:
 - a. Boarding kennel
 - b. Campground
 - c. Ecotourism facility
 - d. Golf course
 - e. Salvage yard
 - f. Storage yard

Parking

- (m) A change to a commercial parking area so long as no more than five (5) parking spaces are added.

Temporary Uses

- (n) A temporary building or structure that is designed, constructed and placed on the land in a manner which permits its removal after a period of time not to exceed one hundred and twenty (120) consecutive days.
- (o) The placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

Other

- (p) The addition or alteration of a building or structure forming part of a transit network.
- (q) A communication tower not exceeding 15 metres above ground level

and/or located on a property owned by the City of Clarence-Rockland.

- (r) Public Authority works such as a pumping station or utility installation.
- (s) A community building in a park, a public or private park, a seasonal dome over an existing outdoor field or court, an outdoor farmer's market, a seasonal garden centre in a parking lot or other temporary special event where written permission is obtained from the appointed officer(s).
- (t) Any addition or modification required pursuant to the *Fire Protection and Prevention Act* or *Accessibility for Ontarians with Disabilities Act (AODA)* including but not limited to disable parking spaces and related signs.
- (u) Any modification to implement sustainable initiatives such as solar panels, wind turbine, electric vehicle charging stations, etc.
- (v) Permitted additions or alterations (including change of use) are only permitted once every twenty four (24) months, unless written permission is obtained from the appointed officer(s).
- (w) Notwithstanding Section 7, site plan control is required where the approval of plans or drawings is required as a condition of provisional consent or a condition of a Minor Variance decision or otherwise required by the Official Plan of the United Counties of Prescott and Russell, the Official Plan of the Urban Area of the City of Clarence-Rockland (i.e. potential retrogressive landslide areas, heritage properties, protection of significant natural heritage features), or the Bourget Official Plan.
- (x) An accessory building or structure to a permitted use where the delegated official deems it to be minor.

REPLACE OR REBUILD

- 8. Despite Sections 6 and 7, any development subject to site plan control that is damaged or destroyed by fire or natural hazard may be replaced or rebuilt without the need for site plan approval if it is within the same building envelope that existed before the damages occurred, the use does not required the addition of four (4) or more parking spaces and no new dwelling units or lodging units are created.

MINOR DEVIATIONS

- 9. Any deviation from any dimension deemed minor by the appointed officer(s) so long as the deviation does not result in a violation of any by-law requirement of the City of Clarence-Rockland.

PROVISION AND MAINTENANCE OF FACILITIES, ROAD WIDENINGS, ETC.

10. As a condition to the approval of the plans and drawings referred to in subsection 41(4) of the Act, the Owner of the land shall hereby:
 - (a) Provide at no expense to the Corporation the facilities, works or matters mentioned in clause 41(7)(a) of the Act approved in accordance with Section 41 of the Act and shown on the approved plans and drawings and in the development agreement; and
 - (b) Maintain at the sole risk and expense of the Owner the facilities or works mentioned in paragraphs 2, 3, 4, 5, 6, 7, 8 and 9 and clause 41(7)(a) of the Act and shown on the approved plans and drawings in the development agreement, approved in accordance with Section 41 of the Act, including the removal of snow from access ramps and driveways, parking and loading areas and walkways.

REQUIREMENT FOR SITE PLAN APPROVAL

PRE-CONSULTATION

11. Prior to the submission of any application for site plan control approval, the owner shall formally consult with the City, or their designate, for the purposes of identifying the need for and scope of any information and material necessary for consideration of the site plan control application.

CONSULTATION WITH UPPER-TIER

12. The City shall not approve any application for site plan control approval until the United Counties of Prescott and Russell has been advised of the proposed development and afforded a reasonable opportunity to require the owner of the land to:
 - (a) Provide to the satisfaction of and at no expense to the United Counties of Prescott and Russell any or all of the following:
 - (i) subject to subsection 41 (9) of the *Planning Act*, widenings of highways that are under the jurisdiction of the United Counties of Prescott and Russell and that abut on the land;
 - (ii) subject to the *Public Transportation and Highway Improvement Act*, where the land abuts a highway under the jurisdiction of the United Counties of Prescott and Russell, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs;

- (iii) where the land abuts a highway under the jurisdiction of the United Counties of Prescott and Russell, off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - (iv) where the land abuts a highway under the jurisdiction of the United Counties of Prescott and Russell, facilities designed to have regard for accessibility for persons with disabilities;
- (b) enter into one or more agreements with the United Counties of Prescott and Russell dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in clause (a) or (c) and the maintenance thereof at the sole risk and expense of the owner, including the removal of snow from access ramps and driveways and parking and loading areas; and
- (c) subject to subsection 41 (9.1) of the *Planning Act*, convey part of the land to the United Counties of Prescott and Russell to the satisfaction of and at no expense to the municipality for a public transit right of way.

APPLICATION FOR APPROVAL

13. Every site plan application shall be accompanied by the following plans, specifications, documents and information:
 - (a) the plans referred to in Paragraph 1 of Subsection 41(4) of the Act, showing all facilities and works to be provided in conjunction with the building or structure and all facilities, works and matters referred to in Clause 41(7)(a) of the Act;
 - (b) the drawings referred to in Paragraph 2 of Subsection 41(4) of the Act;
 - (c) where required under clause 12(b) of this by-law one or more agreements with the Corporation generally in the form in Schedule 2 of this by-law dealing with the provision and maintenance of the facilities and works to be provided in conjunction with the building or structure and the facilities, works and matters mentioned in Subsection 41(7) of the Act in accordance with the plans and drawings approved pursuant to the Act;
 - (d) where required under an agreement referred to in clause (c) cash or an irrevocable letter of credit in favour of the Corporation in accordance with Council's security policy to protect the Corporation in respect of its liability for holdback and costs under Subsection 17(4) of the *Construction Lien Act, 1990* and to assure satisfactory provision and maintenance of the facilities and works and matters mentioned in Subsection 41(7) of the Act in accordance with the plans and drawings

approved pursuant to the Act; and

- (e) all reports and studies required on the record of consultation or during review.

DELEGATION TO APPOINTED OFFICERS

- 14. All of the Council's powers or authority under Section 41 of the Act, except the authority to define any class or classes of development as mentioned in Clause 41(13)(a) of the Act, and development within the Urban Core Area, are hereby delegated to and may be exercised by one or more of the appointed officers of the Corporation identified in Schedule 1 to this by-law.
- 15. The Council hereby appoints each appointed officer to be appointed officers to sign and deliver, together with another one of the appointed officers, for and in the name and behalf of the Corporation agreements generally in the form in Schedule 2 to this by-law, and such agreements shall be binding upon the Corporation without any further authorization or formality.

EXERCISE OF POWERS

- 16. The exercise of the powers, authority or appointment delegated or made under Section 14 and 15 of this by-law is subject to the following:
 - (a) An appointed officer shall approve the plans and drawings referred to in Subsection 41(4) of the Act except where,
 - (i) the proposed facilities, works or matters shown on the plans and drawings are not consistent with the Provincial Policy Statement, do not conform with the policies of the Official Plans or other Council approved policy, do not comply with the Zoning by-law or any other applicable by-law.
 - (ii) where submission requirements of the application under Section 13 of this by-law are incomplete.
 - (b) As a condition to the approval of plans and drawing referred to in Subsection 41(4) of the Act, the appointed officer may require that the Owner of the land enter one or more agreements referred to in Paragraph 13(c) of this by-law.
 - (c) The powers or authority under Clauses 41(7)(b) and (c) of the Act with respect to any facilities, works or matters mentioned in Paragraphs 1, 2, 3, 7, 8 and 9 of Clause 41(7)(a) of the Act shall be exercised by an appointed officer on the advice of the City Engineer or his delegate.
 - (d) The form or wording of the Agreement in Schedule 2 shall be used with such variations or modifications as circumstances may require so long

as the substance is not changed or affected and any variance from Schedule 2, not being in manner or substance, does not affect the regularity of any agreement. In addition to this, other clauses may be added as required by the appointed officer.

(e) Public meetings.

- (i) At the time of considering a rezoning of a property or properties, the Planning Committee may as part of their recommendation to City Council require that a site plan public meeting be held to receive comments regarding the site plan, building elevations, landscape plan and any requirements of the development agreement by placing a holding provision with the proposed zone without further notice or by adding a direction for staff to hold a public meeting at Planning Committee and based on the one or more public meetings Council should advise the appointed officer of any items to consider in their review as raised by the public and/or as advised by Council;
- (ii) In some cases, Official Plan policies may require a site plan public meeting. In these cases the appointed officer(s) will request that the Planning Committee convene a public meeting on behalf of the appointed officer(s) to obtain input from the public and receive advice from Council and subsequently report to the appointed officer(s) the results of the public meeting and any comments of Council;
- (iii) City Council may by resolution revoke delegated authority and require a public meeting. The Planning Committee shall convene the public meeting and the Owner (or agent) shall be given an opportunity to present their development. The Planning Committee shall provide a recommendation to Council concerning the approval of the plans and drawings pertaining to the development and any requirements under Subsection 41(7) of the Act, including the provision of any required agreement;
- (iv) In any case where development has been the subject of a public meeting and that development does not proceed, a further public meeting will be required when a new or revised site plan application is made for the same lands. In cases where an application is made to make minor amendments in keeping with the general intent of the plans approved by Council, the appointed officer(s) may approve these changes and may add any additional clauses to the agreement without the need for a further public meeting except as otherwise directed by Council.

EXECUTIVE ACTS AUTHORIZED

17. The Mayor and the City Clerk are hereby authorized to execute on behalf and

under the seal of the Corporation any document necessary to give further effect to the provision of this by-law, when the appointed officers' authority has been revoked.

LETTERS OF UNDERTAKING

18. In the case of a residential development, a letter of undertaking may be provided as an alternative to a site plan control agreement where,
 - (a) easements or conveyances are not required to be made to the City after issuance of the building permit;
 - (b) the owner is not required to enter into other related development agreements (i.e. encroachment agreement) with the city after the issuance of the building permit;
 - (c) special conditions have not been imposed that require an agreement for purposes of enforcement and notification of subsequent owners of the conditions; and,
 - (d) the total amount of securities to be provided to the City does not exceed \$50,000.
19. In the case of non-residential development, a letter of undertaking may be provided as an alternative to a site plan control agreement where,
 - (a) easements or conveyances are not required to be made to the City after issuance of the building permit;
 - (b) the owner is not required to enter into other related development agreements with the city after the issuance of the building permit; and
 - (c) special conditions have not been imposed that require an agreement for purposes of enforcement and notification of subsequent owners of the conditions.
 - (d) the total amount of securities to be provided to the City does not exceed \$50,000.

ENFORCEMENT

CONFLICT OF LAWS

20. In the event of conflict between the provisions of any guidelines or standards and any applicable zoning by-law or federal or provincial statute or regulation, the provisions of the zoning by-law or federal or provincial statute or regulation shall apply.

DEVELOPMENT WITHOUT APPROVED PLANS

21. Every person who, without having plans or drawings approved in accordance with Section 41 of the Act, undertakes any development in the site plan control area designated by this by-law pursuant to Section 67 of the Act, is guilty of contravening Section 41 of the Act.

FAILURE TO PROVIDE OR MAINTAIN FACILITIES, ETC.

22. Every person who undertakes any development in the site plan control area designated by this by-law without providing or maintaining any of the facilities, works or matters that are mentioned in Clause 41(7)(a) of the Act and that are required by the Corporation under that clause as a condition to the approval of plans or drawings in accordance with Section 41 is, pursuant to Section 67, guilty of contravening Section 41 of the Act.

LIENS

23. When Council causes any work to be done pursuant to any approval provided for in this by-law, the City shall have a lien for any amount expended by or on behalf of the City and for an administrative fee of ten percent of any amount expended by or on behalf of the City, and the certificate of the City Clerk as to the total amount expended shall be admissible as evidence as prima facie proof of the total amount expended and such total amount together with the administrative fee shall be deemed to be municipal real property taxes and shall be added to the collector's roll of taxes to be collected and shall be subject to the same penalty and interest charges as real property taxes and shall be collected in the same manner and with the same remedies as real property taxes.
24. Before the certificate of the City Clerk is issued under Section 23 of this by-law, an interim certificate shall be delivered to the owner of the property that is subject to the lien, as well as to all prior mortgagees or other encumbrances and the affected owner, mortgagees or other encumbrances shall have two weeks from the date of receipt of the interim certificate to appeal the amount shown thereon to Council.

FAILURE TO ENTER INTO AGREEMENT

25. Every person who undertakes any development in the site plan control area designated by this by-law without entering into one or more agreements with the Corporation that deal with or ensure the provision or maintenance of any of the facilities, works or matters and that the person is required by the Corporation to enter into under that subsection as a condition to the approval of plans and drawings in accordance with Section 41 of the Act is,

pursuant to Section 67 of the Act, guilty of contravening Section 41 of the Act.

PENALTY UPON CONVICTION

26. Every person who is convicted of an offense under Section 41 of the Act is liable to a fine or penalty prescribed by Section 67 of the Act.

REPEAL

27. By-law 2013-05, as amended, being a by-law to establish Site Plan Control is hereby repealed.

ENACTED AND PASSED THIS ____ DAY OF _____, 2018.

xx, Clerk

xx, Mayor

SCHEDULE "1"

Delegated officials to By-law No. 2018-22

List of appointed officers of the Corporation identified by position occupied to whom Council's powers or authority under Section 41 of the Act have been delegated.

- Manager of Development and Director Infrastructure and Planning(Letter of Undertaking)
- Director Infrastructure and Planning (Site Plan Agreement)

SCHEDULE "2"
SITE PLAN AGREEMENT



«AddressBlock»

BETWEEN
NAME OF OWNER(S)
AND
THE CORPORATION OF THE CITY
OF CLARENCE-ROCKLAND

FILE NO.: [Click here to enter text.](#)

Date

This AGREEMENT made on the Date

BETWEEN: **[NAME OF REGISTERED PROPERTY OWNER]**
A company incorporated under the laws of the
Province of Ontario

HEREINAFTER CALLED THE "OWNER"
OF THE FIRST PART

AND: **THE CORPORATION OF THE CITY OF**
CLARENCE-ROCKLAND

HEREINAFTER CALLED THE "CITY"
OF THE SECOND PART

WHEREAS the City of Clarence-Rockland has enacted Site Plan Control By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS the Owner is the Owner of the lands and premises, more particularly described in the Schedule hereto annexed and marked "A", and which are hereinafter referred to as the "Site";

AND WHEREAS the Owner and the City have agreed to certain matters hereinafter expressed relating to the planning and development of the said lands pursuant to the City's Site Plan Control By-law, as amended, and approved on [insert date]:

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the approval of the plans for the development on the subject parcel of land by the City and the sum of One Dollar (\$1.00) of lawful money of Canada paid by the City to the Owner, the receipt whereof is hereby acknowledged, and other good and valuable consideration, the parties hereto agree to the following terms and conditions:

1. DEFINITIONS

In this Agreement:

"ACCEPTANCE" means the date on which the City accepts all Works and obligations which are constructed, installed, supplied or performed by the Owner pursuant to this Agreement and further referred to in this Agreement;

"AGREEMENT" means this Agreement and the Schedules which shall be deemed to be covenants as though specifically set out therein;

"APPROVAL" means the date on which the City is satisfied that certain Works have been constructed, installed or performed to the satisfaction of the City, and further referred to in this Agreement;

"AS-BUILT" means a revised set of drawings submitted by the Owner upon

completion of a project reflecting all changes made in the specifications and working drawings during the construction process, and showing the exact dimensions, geometry, and location of all elements of the Works completed during construction, as certified by an Ontario Land Surveyor or a Professional Engineer, licensed in the Province of Ontario;

"CHIEF BUILDING OFFICIAL" shall mean the senior officer of the Construction Division of the Infrastructure and Planning Department or his/her designate;

"CITY" means the Corporation of the City of Clarence-Rockland and includes its successors and assigns and its officers, employees, agents, contractors and subcontractors;

"CITY ENGINEER" means the engineer of the Corporation of the City of Clarence-Rockland for the time being or such other person or persons designated;

"CITY SPECIFICATIONS OR STANDARDS" means the detailed description of construction materials, workmanship and standards of Works to be carried out by the Owners as prescribed by the City and its amendment from time to time by the City and which are hereby incorporated by reference and to and shall form part of this Agreement as though the same were attached thereto;

"CITY TREASURER" shall mean the Treasurer of the Corporation of the City of Clarence-Rockland for the time being or such other person or persons so designated;

"DIRECTOR, INFRASTRUCTURE AND PLANNING" shall mean the senior officer of the Infrastructure and Planning Department or his or her designate;

"LANDSCAPE ARCHITECT" means a landscape architect in good standing with the Ontario Association of Landscape Architects or the Canadian society of Landscape Architects;

"LETTER OF CREDIT" means a letter of credit provided by the Owner to the City in accordance with the requirements of Section 10 of this Agreement;

"MAINTAIN" includes repair, replace, reinstate and/or keep operational;

"OWNER" means the party of the First Part, its heirs, executors, administrators, successors and assigns and agents thereof or contractor or subcontractor carrying out the Works for or on behalf of the Owner;

"PLAN" OR "SITE PLAN" means the Site Plan Approval by Council or a delegate of Council to act in the capacity of Council and includes the land described in Schedule "A";

"ROAD" means those public roads or any part thereof, any daylighting triangles, and any areas of road widening shown or laid out on the Site Plan. The use of "Street" or "Public Highway" shall be synonymous with "Road";

"WORKS" means those services, installations, structures, buildings and other works listed in and required by this Agreement.

2. DESCRIPTION OF LANDS

The lands to which this Agreement shall apply are those described in Schedule "A" hereto, and may be referred to herein as "site", "development", "subject lands", or "lands".

3. SCOPE OF WORKS AND CONFORMITY

The Owner acknowledges and agrees to construct and maintain the proposed development in conformity with this Agreement and Schedules attached hereto, at its sole expense. It is understood and agreed that written approval of the City, in a form determined solely by the City, is required prior to any departure from the specifications of this Agreement and Schedules.

4. COPIES OF PLANS TO BE KEPT ON SITE

Legible copies of the approved plans shall be kept on site throughout the period of construction for the guidance of City staff and those employed to construct the Works. Legible large scale copies of the said plans shall be available from the offices of the Director of Infrastructure and Planning.

5. ENTIRE APPROVAL/REVISIONS TO PLANS

The Owner acknowledges and agrees that the provisions of this Agreement do not comprise the entire site plan approval and reference must be made to the actual approval document, obtained from the Director of Infrastructure and Planning, and the Owner acknowledges and agrees to satisfy all conditions of approval and abide by all municipal by-laws, statutes, and regulations. The Owner further acknowledges and agrees that reference must be made to the latest approved plans containing any approved revisions. These approved revised plans shall also be kept in accordance with Clause 4 of this Agreement.

6. GENERAL

- a) The Owner shall not call into question, directly or indirectly, in any proceeding whatsoever, in law or in equity, or before any administrative tribunal, the right of the City to enter into this Agreement and to enforce each and every term, covenant and condition herein contained.
- b) The Owner covenants and agrees with the City that if the Owner sells or conveys the lands herein described as the "Site" or any part thereof; that each Deed or Grant document shall contain a covenant on the part of the Grantee in such Deed binding itself, its heirs, executors, administrators, successors and assigns to the terms of this Agreement. Furthermore, the carrying out of the Works and obligations of the Owner under this Agreement shall include a similar covenant in all subsequent Deeds of Grant of the said lands until the Works and obligations of the Owner under this Agreement

have been fully performed. All covenants and Agreements herein contained, assumed by, or imposed upon the Owner are deemed to be covenants which run with and bind the lands herein described and every part thereof.

- c) The Owner agrees that there will be no subdivision of the lands herein described on Schedule "A" except by application pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.
- d) The Owner covenants and agrees to satisfy all conditions of approval and abide by all municipal by-laws, statutes and regulations.
- e) The Owner shall provide and maintain the number of parking spaces or areas that are required for the proposed use of the Site pursuant to the provisions of the City's Zoning By-law, for the sole use of the Owner, occupants, or other persons entering upon or making use of the said premises.
- f) The Owner further agrees to compensate the City with a cash payment-in-lieu of parking for any number of parking space(s) or area(s) that cannot be provided on the Site due to a change of use or uses before, during or after completion of this Agreement, subject to the approval of the City.

7. BUILDING AND PLANNING REQUIREMENTS

- a) The property and buildings subject to this Agreement shall be maintained per the provisions of this Agreement as well as being in compliance with any Property Standards By-law adopted by the City of Clarence-Rockland Council. The Owner shall repair and maintain at all times and to the satisfaction of the City, all buildings located on the subject property together with all parking areas, loading bays, aisles, accesses and landscaping.
- b) The Owner covenants and agrees to pay to the City the development charges which are established by By-Law of the Council of the City and said charges shall be those in effect on the date of issuance of a building permit for which an application has been made.
- c) The Owner and its successors and assigns covenant and agrees to inform prospective purchasers of the development charges that have been paid or which are still applicable. The applicable development charges shall be states as of the time of the conveyance of the relevant land and the statement shall be provided at the time of the conveyance. The statement of the Owner of the applicable development charges shall also contain the statement that the development charges are subject to change in accordance with the *Development Charges Act, 1997, S.O. 1997, c.27*, as amended, and the *Education Act, R.S.O. 1990, c.E.2*, as amended, Part IX, Division E.
- d) The Owner covenants and agrees to pay to the City all applicable connection charges which are established by By-Law of Council of the City of Clarence-Rockland and said charges shall be those in effect on the date of the issuance of a building permit for which an application has been made.

- e) The Owner agrees that all electric installations throughout any building or structure on the property shall use exclusively copper wiring and unless the City is satisfied that the plans and specifications for any building or other structure do call for such exclusive use of copper wiring it may refuse to issue a building permit.
- f) The City may designate points of access for construction vehicles to the Site during the period of construction. The Owner may also be required to erect at its expense, at locations determined by the City, signs to prevent construction vehicles from using the roads other than the approved route.
- g) The Owner shall provide adequate parking facilities on-site or other approved locations where workers employed on the Site shall be required to park their vehicles, except for those times when reasonable access to the Site is not available due to services or street construction in the public street or except as may be authorized in writing by the City.
- h) Where any road has been used for the provision of access to a construction site and has been damaged by the Owner, or any employees or authorized agents of the Owner as a result of such use, the Owner shall restore or reconstruct it to its former state to the satisfaction of the City.

8. REGISTRATION AND ISSUANCE OF BUILDING PERMITS

The City shall cause this Agreement to be registered against the lands to which it applies immediately following the execution by the parties hereto and the Owner agrees not to register any other instrument against the subject lands until this has been accomplished. The Owner may apply for, but not request nor require the City to issue building permits for the construction of the Works on the subject lands, until this agreement has been signed and until all the payments and performance deposits required of the Owner by the terms and conditions of this Agreement have been made.

9. SERVICING AND EASEMENT REQUIREMENTS

- a) It is hereby agreed that the Owner shall be responsible to provide, at its own expense all connections to the municipal water and sewer systems. All such connections shall be subject to the approval and inspection of the City. The City shall make its best efforts to carry out these inspections within seventy-two (72) hours of the City receiving written notice from the Owner or at some other time as may be agreed upon by the parties.
- b) The Owner shall provide, dedicate, and register such easements to the City which may be required for water, sewer, drainage or other purposes related to the development of the Owner's lands. Copies of any and all plans and registration documents shall be provided to the City by the Owner.
- c) The Owner shall provide, prior to occupancy and at its own expense, a storm water control system, the design of which shall be submitted as part of the grading and drainage plan with all supporting calculations for approval by the

City.

- d) The Owner shall be responsible for the repair and maintenance of the temporary storm water erosion control system of the Site which prevents the transfer of solids to any storm sewer through the period of construction and preventing run-off from entering public water courses or storm drainage facilities at a rate in excess of that consistent with sound engineering practice. All identified erosion control measures installed during construction shall remain in place and be maintained during the time of any and all construction on the site. All temporary erosion control measures shall be removed at the time of completion of the Site Plan.
- e) The Owner agrees to clean out and remove solids accumulated in the sumps of catch basins and further agrees that the City shall be permitted lawful entry onto the Site in order to examine and adjust, at the Owner's expense, all storm water management devices that do not then conform to the requirements of this Agreement, provided that, if upon examination, the City determines that the devices are not in conformance with this Agreement, the City shall not enter to complete the adjustments aforesaid unless it has given prior written notice to the Owner and an opportunity to rectify the defect, all in accordance with Clause 16(a) provided further that if, in the opinion of the City, the non-conformance presents an emergency, the City may, without notice to the Owner enter upon the Site to complete the required adjustments at the Owner's expense.

10. FINANCIAL REQUIREMENTS

a) Payment

The Owner shall pay to the City, by cash or certified cheque, the charges and fees, as set out in Schedule "B" attached hereto and other financial requirements including but not limited to reasonable administrative fees, legal fees, planning and engineering fees, development charges, road cuts and building permit fees that may be required of the City as established by by-law or resolution of the Council from time to time, which pertain to this development and are not specifically referred to herein. It is the Owner's responsibility to verify which financial requirements are applicable to this development and the Owner shall pay same when required by the City.

b) Performance Deposits

All Works required to be provided and maintained by the Owner at its sole risk and expense and shall be to the satisfaction of the City. In order to ensure that such Works are provided and maintained by the Owner, before this Agreement is executed by the City, the Owner shall deposit with the City, a sum in cash, certified cheque or by irrevocable letter(s) of credit in a form approved by the City Treasurer, which deposit however made, may be referred to hereafter as a "performance deposit" or "performance redeposit", equal to fifty percent (50 %) of the estimated cost of the Works and 100% of the required offsite Works to be done by the Owner, such cost of

construction and installation of the Works being shown in Schedule "B" hereto annexed. If the Owner satisfies the provisions of this clause by depositing irrevocable letters of credit with the City they must be in the form set out in Schedule "C" annexed hereto.

c) Letters of Credit - Renewal

If the Owner satisfies the provisions of Clause 10 (b) by depositing irrevocable letter(s) of credit or cash with the City, the following provisions shall apply:

- i. Until the Acceptance or Approval of all Works required to be provided and maintained by the Owner pursuant to this Agreement, to the satisfaction of the City, it will be a condition of the letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the existing or any expiration date thereof, unless at least ninety (90) days prior to any such future expiration date, the financial institution which issued the letter of credit notifies the City in writing by registered mail that it elects not to consider the letter of credit to be renewable for any additional period.
- ii. Until the Acceptance or Approval of all Works required to be provided and maintained by the Owner pursuant to this Agreement, to the satisfaction of the City, the irrevocable letter(s) of credit shall continue to be automatically extended in the same manner as provided in sub-clause (i) hereof.
- iii. If the Owner and/or financial institution fails to extend the letter(s) of credit as required under sub-clauses (i) and (ii) hereof as required by the City, such failure shall be deemed to be a breach of this Agreement by the Owner, and the City, without notice to the Owner may call upon any part of the whole amount of the existing letter of credit notwithstanding anything herein otherwise contained. Any amount received by the City shall be held by the City in the same manner as if it had originally been cash deposited under the provisions of Clause 10 b).

d) Taxes

The Owner shall pay all arrears of taxes outstanding against the lands prior to the execution of this Agreement. The Owner shall pay all taxes levied or to be levied on the lands on the basis of and in accordance with assessment and the collector's roll entries until such time as the lands have been reassessed and re-entered on the roll.

11. INSURANCE POLICY

The Owner shall provide on or before the execution of this Agreement, and continue in force until such time as all obligations under this Agreement are satisfied the following insurance:

- a) Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000. annual aggregate for any negligent acts or omissions by the Owners and those parties which the Owner is legally liable relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

The policy shall have no exclusion pertaining to shoring, blasting, excavating, underpinning, demolition, pile driving, caisson work and work below ground surface including tunnelling and grading.

Coverage shall include Limited Pollution - \$1,000,000. Sub-Limit Sudden & Accident subject to 120 hour reporting.

The policy shall provide coverage against claims for all damage or injury including death to any person or persons, for damage to any property of the City or any other public or private property resulting from or arising out of any negligent act or omission on the part of the Owner, their officer, employees, contractors, sub-contractors or those parties which they are legally responsible arising from the construction, installation or maintenance of any Work to be performed upon public rights-of-way pursuant to this Agreement. The policy shall include completed operations coverage for 24 months and shall be maintained in full force until final acceptance of the Work by the City.

Such insurance shall add the Corporation of the City of Clarence Rockland as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.

Any Deductible shall be the sole responsibility of the Owner and the City shall bear no responsibility for the deductible.

- b) Automobile Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

The above noted policies shall not be cancelled, altered or lapsed unless the Insurer notifies the City in writing at least ninety (90) days prior to the effective date of any material change, cancellation or termination.

Prior to commencement of work, the owner shall furnish to the City with a

certificate of insurance evidencing the above noted insurance. The City reserves the right to request certified copies of the policies confirming the aforementioned insurance. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the City.

Approval of the insurance by the City shall not relieve or decrease the liability of the Owner hereunder.

c) Indemnification / Holdless Agreement

The Owner shall defend, indemnify and save harmless Corporation of the City of Clarence-Rockland, their elected officials, officers, and employees, from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the owner, their directors, officers, employees, contractors, subcontractors, and those parties whom they are legally responsible in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

The Owner agrees to defend, indemnify and save harmless Corporation of the City of Clarence-Rockland from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Owners status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Owner in accordance with this Contract, and shall survive this Contract.

12. FAILURE TO COMPLY

The Owner acknowledges and agrees that failure to comply with any term or condition herein may result in the City taking such action to enforce compliance, as deemed appropriate by the City.

13. IMPLEMENTATION OF REPORTS AND STUDIES

All reports and/or studies required as a result of the Works in this Agreement shall be implemented to the City's satisfaction at the sole expense of the Owner.

14. COMPLETION TIME LIMIT

Failure by the Owner to complete all Works required by this Agreement within the time limit specified in Schedule "B" hereof or as extended, in writing, by the

Director of Infrastructure and Planning, at his sole discretion, shall constitute a default, in which case the City may avail itself of the remedies hereinafter prescribed or available to it in law.

15. EXPIRY

If a building permit has not been issued within two years of the date of signing this Agreement by the Owner, the approval inherent herein shall be null and void, at the City's discretion, unless an extension is granted in writing by the Director of Infrastructure and Planning.

16. DEFAULT

- a) In the event of a default by the Owner or its assigns in the provision and maintenance of all Works required to be done by the Owner pursuant to this Agreement, the City may enter upon the lands and complete all Works that are in default, at the expense of the Owner. The City may authorize the use of any or all of the performance deposit(s) held by the City pursuant to Clause 10 (b), to pay for the cost to the City of carrying out of such matters or things. "Cost" and "expense of the Owner" in this Clause shall be actual cost incurred by the City plus twenty-five percent (25 %) of such cost as a charge for overhead and administration fees. Any costs incurred by the City pursuant to this clause which are in excess of the amount of a deposit held by the Corporation pursuant to clause 11(b) shall be paid by the Owner to the City within thirty (30) days of the mailing of an invoice by the City, for such amount in excess, addressed to the Owner at its last known address. Any costs referred to in this clause may be recovered by the City in like manner as municipal taxes pursuant to the provisions of Section 446(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.
- b) The total cost for Works upon which the performance deposit is based, is the sum of the estimated cost of each of the Works to be provided by the Owner, to the satisfaction of the Director Infrastructure and Planning, as described in Schedule "B" herein. Nothing contained herein shall be construed as limiting the use of the deposit on a proportional basis in the event of a default by the Owner, but rather the whole or such part of the performance deposit, as deemed necessary by the City, may be used to rectify the default.

17. RELEASE OF PERFORMANCE DEPOSIT

On Acceptance or Approval of all Works to be provided and maintained by the Owner in accordance with this Agreement, the Owner shall be entitled to have released to it the performance deposit then held by the City.

18. PARTIAL RELEASE OF PERFORMANCE DEPOSIT

- a) One partial release of the performance deposit may be permitted prior to final inspection and Approval as described in Clause 19 (Inspection – Release of Performance Deposit). Until final release of the performance deposit, the

Owner agrees that the City shall retain a minimum performance deposit in an amount that is the greater of 10% of the total amount of the performance deposit required by Schedule "B" herein, or five thousand (\$5,000.00) Dollars.

- b) If the performance deposit is less than five thousand (\$5,000.00), the full amount shall be retained until final release.

19. INSPECTION - RELEASE OF PERFORMANCE DEPOSIT

The Owner acknowledges and agrees that it is the Owner's responsibility to make an application to the Director of Infrastructure and Planning for the inspection of any completed Works for which the Owner wishes the release of a performance deposit. Said application must be submitted at least sixty (60) days prior to the expiry of any letter of credit held as a performance deposit by the City. Inspections for the release of a performance deposit will not be undertaken during winter conditions. The City shall use all reasonable efforts to reply to requests in a timely manner.

20. TRANSFER OF PERFORMANCE DEPOSIT

The Owner acknowledges and agrees that the City shall hold in its possession the Performance Deposit until completion of the Works in accordance with the approved Plans to the satisfaction of the City. The Owner covenants and agrees:

- a) that it shall be responsible to arrange for the transfer or replacement of the performance deposit provided to the City prior to the sale or transfer of the Owner's lands;
- b) that if the performance deposit has not been replaced prior to the sale or transfer of the Owner's lands, the City may, to the benefit of the new registered owner, apply the deposit for any Works as approved by the City which have not been completed pursuant to the Plans, and for this purpose, the City Treasurer is hereby authorized to call in letters of credit or other deposit provided. The City may refuse any or all necessary Building Permits until such time as a new Letter of Credit to the satisfaction of the Director of Infrastructure and Planning, is provided by the subsequent new Owner (s). The balance of deposit held, if any, will be refunded to the Owner who provided the deposit, upon Acceptance and Approval of the Works to the satisfaction of the City.

21. CONTINUED MAINTENANCE AFTER RELEASE OF PERFORMANCE DEPOSIT

- a) While this Agreement is in effect, the Owner shall maintain all site specific and surrounding landscaping, including all road allowances abutting the lands, so as to provide a neat and tidy appearance, to a standard satisfactory to the Director of Infrastructure and Planning. Maintenance shall include but not be limited to the regular watering, weeding, and cutting or pruning of all grass, shrubs and trees. All other landscape materials, such as fencing and walkway surfaces, shall similarly be maintained in a manner

satisfactory to the City. All grass, shrubs, and trees shall be replaced if they become unhealthy or die. Any vegetation, which by its size or nature creates a hazard or becomes a nuisance, shall be replaced with planting materials approved by the City. All curbs, asphalt, catch basins and other drainage facilities shall be maintained so as to ensure their continued, proper and safe functioning. All traffic aisles, parking stalls and accesses shall be kept free of snow and all painted markings shall be maintained so as to be clearly visible. All other matters and things to be provided and maintained by the Owner pursuant to this Agreement shall be so continually maintained to the satisfaction of the City.

- b) If, in the sole opinion of the City, the Owner has defaulted in the maintenance of Works to be provided, the Owner shall rectify, to the satisfaction of the City, all such Works as are in default, within sixty (60) days of mailing of a notification by the City addressed to the Owner at its last known address, or within a time deemed reasonable by the City and stipulated in writing. If, in the opinion of the City, the Owner has not rectified all such Work as are in default after said stipulated time period, the city may enter upon the lands and do all such Works as are in default, at the expense of the Owner. Actual cost incurred by the City in carrying out such Works plus 25% of such cost as a charge for overhead and administration, shall be paid by the Owner within thirty (30) days of mailing of an invoice by the City addressed to the Owner at its last known address or such costs may be recovered by the City in a like manner as municipal taxes pursuant to the provisions of Section 446(3) of the *Municipal Act, S.O. 2001, c. 25*, as amended.

22. RELEASE OF PLANS

The Owner hereby releases to the City its rights to any approved drawings that form part of this Agreement, for the purposes of tendering the construction upon any default of this Agreement. The Owner shall also ensure that appropriate releases to the City are obtained from the Owner's consultants, if required.

23. NOTICES

Any notice required to be given herein shall be in writing and shall be delivered in person or by prepaid registered mail, to the attention of the Owner and/or the City as follows:

TO THE OWNER:

.....
.....
.....

or such other address as the Owner has notified the City Clerk in writing.

TO THE CITY:

CORPORATION OF THE CITY
OF CLARENCE-ROCKLAND
1560 LAURIER STREET
ROCKLAND (ONTARIO) K4K 1P7

24. SUBSEQUENT PARTIES AND GENDER

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns, and all covenant and agreements herein contained, assumed by, or imposed upon the Owner are deemed to be covenants which run with and bind the lands and every part thereof. All covenants herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context or the party or the parties here to so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

25. INDEMNITY

The Owner, on behalf of himself, his heirs, executors, administrators and assigns, including his successors in title; covenants and agrees to indemnify and save harmless the City from all actions, causes of actions, suits, claims or demands whatsoever which arise directly or by reason of this Agreement and the construction and maintenance or the improper or inadequate construction and/or maintenance of Works.

26. SCHEDULES

The following Schedules are attached hereto and form part of this Agreement.

Schedule "A" -	Description of the land to which this Agreement applies.
Schedule "B"-	Performance Deposits and Fees/Financial Requirements
Schedule "C" -	Form of Letter of Credit
Schedule "D" -	City Standards and Specifications
Schedule "E" -	Site Specific Conditions
Schedule "F" -	List of Approved Plans and Approved Reports
Schedule "G" -	Consent of Mortgagee/Chargee or the lawyer form letter
Schedule "H" -	Cost Sharing for Off-Site Improvements

27. CLAUSE HEADINGS

All clause headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement.

IN WITNESS WHEREOF the Owner has hereunto affixed the Corporate Seal of the Company duly attested to by its proper signing officers in that behalf.

DATED AT _____ THIS _____ DAY OF _____, 20____.

SIGNED, SEALED AND DELIVERED in the presence of:

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have the authority to bind the Corporation

IN WITNESS WHEREOF the City of Clarence-Rockland has hereunto affixed its Corporate Seal duly attested to by its Mayor and City Clerk or appointed officer(s).

DATED AT THE CITY OF CLARENCE-ROCKLAND THIS _____ DAY OF _____, 20____.

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

Per: _____

Per: _____

We have the authority to bind the Corporation.

SCHEDULE "A"

DESCRIPTION OF THE LANDS TO WHICH THIS AGREEMENT APPLIES

All and singular that certain parcel or tract of land and premises situate, lying and being in the City of Clarence-Rockland, being composed of:

DESCRIPTION	P.I.N.
Part of Lot __, Concession __, name Being Part __ on Plan __ City of Clarence-Rockland	

SCHEDULE "B"
PERFORMANCE DEPOSITS AND FEES/FINANCIAL REQUIREMENTS

<u>ESTIMATED COSTS OF WORKS TO BE CONSTRUCTED</u>					
<u>1. Estimated Costs of Works On-Site (Private Property)</u>					
ITEM	QUANTITY		PER UNIT COST	TOTAL COST	COMMENTS
<u>Soft Servicing Items</u>					
Landscaping					
Typical House Lot Grading					
Fencing					
Street Name Traffic Signs, Pavement Markings					
Parking Lot					
Sidewalks					
Miscellaneous					
SUB TOTAL FOR SOFT SERVICING ITEMS				\$0.00	
<u>Hard Servicing Items</u>					
Noise Attenuation					
Curbs					
Roads					
Service Laterals					
Storm Sewers					
Sanitary Sewers					
Water					
Retaining Walls					
Miscellaneous					
SUB TOTAL FOR HARD SERVICING ITEMS				\$0.00	
TOTAL COST OF WORKS ON-SITE (Private Property)				\$0.00	Total Soft Servicing and Hard Servicing

2. Estimated Costs of Works Off-Site (Public Property)

ITEM	QUANTITY		PER UNIT COST	TOTAL COST	COMMENTS
<u>Soft Servicing Items</u>					
Landscaping					
Typical House Lot Grading					
Fencing					
Street Name Traffic Signs, Pavement Markings					
Parking Lot					
Miscellaneous					
SUB TOTAL FOR SOFT SERVICING ITEMS				\$0.00	
<u>Hard Servicing Items</u>					
Noise Attenuation					
Curbs					
Sidewalks					
Lighting					
Roads					
Service Laterals					
Storm Sewers					
Sanitary Sewers					
Water					
Roadway Modifications					
Retaining Walls					
Miscellaneous					
SUB TOTAL FOR HARD SERVICING ITEMS				\$0.00	
TOTAL COST OF WORKS OFF-SITE (Public Property)				\$0.00	Total Soft Servicing and Hard Servicing

SECURITIES AND CASH PAYABLE

1. Security Amount Required

100% of Total Estimated Cost of Work on public property

\$ _____

50% of Total Estimated Cost of Works on private property

\$ _____

TOTAL SECURITY BY LETTER OF CREDIT

\$ _____

2. Cash Payable

City Engineering Review Fee (By-law 2015-176)

4% of the estimated cost of the site works up to
\$100,000.00

\$ _____

Or

3% of the estimated cost of the site works between
\$100,000.00 to \$500,000.00

\$ _____

Or

2% of the estimated cost of the site works over
\$500,000.00

\$ _____

Minus (-) Original City Engineering Review Fee

\$1,000.00

(City Engineering Review Fee Deposit per By-law 2015-176)

Minus (-) Any and all consultant fees paid by the applicant

\$ _____

Total City Engineering Review Fee

\$_____

Special Charges

Agreement Planning Fee

\$_____

Cash-In-Lieu of Parkland

\$_____

Parkland Assessment Fee (including HST)

\$_____

Watermain Frontage Fee

\$_____

Encroachment Fees

\$_____

Engineering Peer Review Fees

\$_____

Consultant Fees for review of plans and studies (unpaid)

\$_____

Sanitary Sewer Fees

\$_____

Storm Sewer Fees

\$_____

Stormwater Development Charge

\$_____

Sub Total Special Charges:

\$ _____

TOTAL CASH PAYABLE BY CERTIFIED CHEQUE

\$ _____

COMMENTS:

Prior to the execution of this Agreement, the Owner shall pay the City the said sum of \$_____, in accordance with Clause 10 – FINANCIAL REQUIREMENTS, contained herein.

3. Time Limit for Completion of Works

All Works for which performance deposits are required shall be completed within the following time limit from the date of registration of this Agreement, unless an extension is granted in writing by the Director of Infrastructure and Planning.

Time Limit: 18 months

City of Clarence-Rockland HST Registration
Number: _____

SCHEDULE "C"
FORM OF LETTER OF CREDIT

The Corporation of the City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

RE: Guarantee No.:
Amount \$:
Expiry Date:

Dear Sirs:

At the request of _____ (the "Customer") the Bank of _____ (the "Bank"), for valuable consideration, the receipt whereof is hereby acknowledged, by this letter of guarantee (the "Guarantee") irrevocably and unconditionally guarantees payment to you, the Corporation of the City of Clarence-Rockland (the "Corporation"), of a total amount of \$ _____.

This guarantee is issued in connection with the performance by _____ of all the terms of a Site Plan Agreement (the "Agreement") dated the _____.

A payment under this Guarantee shall be made before the expiry hereof upon your presenting to the Bank at its _____ Branch.

- (a) Your written demand for payment in the form described below.
- (b) This Guarantee.
- (c) Either
 - i. Vouchers paid by the Corporation certified by its Treasurer as having been paid by him on account of the Customer, for work, services or materials required to be performed or supplied under the said Agreement, or
 - ii. a letter from the Corporation certifying that the "Customer" is in default in performing or supplying work, services or materials required to be performed or supplied under the said Agreement whether or not the Corporation has itself already performed or supplied the same.

The said demand shall refer to this Guarantee by the above number, shall state the amount demanded and shall certify:

- (a) That the amount is due and payable to you by the Customer, and
- (b) That you have requested payment of the said amount from the Customer and have not received payment, and
- (c) That the amount remains unpaid thirty (30) days after mailing of written demand.

Upon receipt by the Bank at the said Branch of the said demand and the other document(s) referred to above on/or before the Expiry Date, the Bank shall pay to you

the amount stated in the said demand to be payable to you by way of the Bank's draft without enquiring whether you have a right to such amount as between yourself and the Customer, provided that such amount, together with other amounts paid to you under this Guarantee, if any, does not exceed in the aggregate the amount of this Guarantee.

The Bank may note on this Guarantee the amount and date of any payment made to you under this Guarantee and shall retain this Guarantee if the aggregate amount of this Guarantee has been paid to you of the Expiry Date has occurred.

This letter of Guarantee is irrevocable until _____ but automatically renews from year to year, unless the Bank gives sixty (60) days notice that it does not propose to renew it.

Yours truly,

(Authorized Signature)

SCHEDULE "D"

CITY STANDARDS OR SPECIFICATIONS

Engineering

1. Extension of Municipal Services

The City will have no responsibility to install any extension to municipal services which may be required in order for the Owner to comply with this Agreement or with any Provincial or Municipal laws or by-laws. In cases where such an extension of municipal services is required, the Works shall be undertaken by and at the expense of the Owner and construction shall be to the Standards or Specifications of the City for the installation of such municipal services. The owner shall provide public liability insurance in a form acceptable to the City for any Works involving the extension of municipal services and obtain any required approvals and permits from the City.

2. Work on City Road Allowances

Any Works required to be done by the Owner on City road allowances shall be according to the specifications and by-laws of the City. The owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the City road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the City Engineer.

3. Approval

The Owner shall obtain all necessary approvals from the Ministry of the Environment and Climate Change and the City with regard to the installation of the storm and sanitary sewers and watermains and the provision of sewage holding/treatment facilities. In addition, the Owner shall obtain all other permits, licenses and approvals from all other federal, provincial or regulatory agencies, as may be required.

4. Paving/Concrete Curbs

The owner hereby agrees that all driveways and parking lots shall be curbed with poured-in place concrete curbs, unless otherwise specified and approved by the City Engineer. It is further understood and agreed that all driveways and parking lots shall be paved in accordance with municipal standards in effect at the time of construction unless otherwise specified and approved by the City Engineer.

5. Maintenance

The Owner shall be responsible to maintain all infrastructure relating to the watermains and the sanitary and storm sewer networks on the property. The Owner may be required by the City, from time to time, to maintain, clean, and/or repair any infrastructure within the Site.

6. Utilities

The Owner shall be required to coordinate the preparation of an overall utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all utilities (on-ground, below-ground) through liaison with the appropriate electrical, gas, telephone and cablevision authorities and including on-site drainage facilities and streetscaping, such location plan being to the satisfaction of the Director of Infrastructure and Planning and approved prior to the issuance of a building permit for development by the Chief Building Official.

7. Storm Water Management

- a) The Owner shall require the storm water management calculations be submitted in writing by a Professional Engineer to the Director of Infrastructure and Planning for his approval. Upon Acceptance and Approval of the Works, a written certification from said Professional Engineer and As-Built plans must be submitted to the Director of Infrastructure and Planning, confirming that the storm water measures have been implemented as per the approved design.
- b) The Owner shall be responsible for the repair and maintenance of the storm water control facility until Acceptance by the City Engineer.

8. Blasting

The Owner shall conduct all blasting in accordance with the most recent Ontario Provincial Standard Specifications (OPSS) namely OPSS 120 and OPSS 206, and must include a pre-blast survey by a qualified consultant. A copy of this survey shall be provided to the Director of Infrastructure and Planning.

9. Erosion and Sediment Control

The Owner agrees to implement the erosion and sediment control plan to provide for the protection of the receiving storm sewer or water course during construction activities. This plan to be used during construction is intended to ensure that no sediment and/or associated pollutants are discharged to a receiving water course which could degrade water quality and/or impair fish or other aquatic habitat. The methods used should be regularly maintained to ensure effectiveness of the methods and compliance with Provincial/Federal legislation pertaining to water quality and habitat.

10. Maintenance of Manholes

The Owner shall install manholes or stormwater treatment device or its equivalent on the Site. The maintenance of such manholes is required and it shall be the responsibility of the Owner to perform a regular removal of any trapped material (minimum once per 6 months). All materials arising from any spill should be removed immediately. These facilities are not to be dismantled or removed unless approval has been granted by the City Engineer.

11. Street Cleaning

On a continuous basis during development, the Owner shall maintain all streets within the area in order that they are clear of mud, dust, and other material, resulting from vehicles involved in construction, to the satisfaction of the City Engineer. The Owner shall prevent the "flushing" of dirt and debris associated with development Work into any sewers. Upon any default by the Owner to maintain the streets, the City Engineer may, in his discretion, arrange for the required cleaning to be performed and the cost incurred by the City shall be recovered pursuant to Clause 17a) – Default, of this Agreement.

12. Performance of Works

The Owner shall ensure that the performance of Works required as a result of this Agreement, whether by the Owner or its employees, servants, agents, contractors or subcontractors, shall be performed so as to not constitute a nuisance or disturbance to abutting or nearby properties or to the owners thereof. The Owner shall comply with and ensure that all of its contractors and subcontractors comply with any written instructions issued by the City concerning any such nuisance or disturbance regardless of whether such instructions require positive action or discontinuance of action.

13. Site Servicing

The Owner shall design all site servicing to the approval of the Director of Infrastructure and Planning and shall construct all site servicing to the approval of the City Engineer.

Inspection

14. Dye Test Inspection

- a) The Owner shall not convey the subject lands or allow any building on the lands to be occupied until the Owner has filed written certification with the City Engineer that the plumbing and lateral services have received and passed a dye test inspection.
- b) The Owner shall submit written certification from a professional engineer, to the City Engineer, that all sanitary sewers and manholes have passed leakage testing. This verification will include certified test results for all sections of sanitary sewers constructed as part of this development.

- c) Such certification as described in subsection a) and b) above, shall be provided by a Professional Engineer, licensed in the Province of Ontario, retained by the Owner and approved by the City.

15. Testing

- a) The Owner may be required by the City to perform qualitative and quantitative testing, at the Owner's expense, of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement to determine whether they are in conformity with applicable standards as determined by the City Engineer.
- b) The Owner shall be responsible, at his expense, to provide all necessary CCTV inspection for sanitary and storm sewer works on the Site. If the inspection is not satisfactory to the City Engineer, the Owner shall rectify the works at his sole expense.
- c) The Owner shall be responsible, at his expense, to conduct pressure tests for the watermain network on the Site (as per OCWA and OPS standards). If the pressure test results are not satisfactory, the Owner shall rectify the Workss at his sole expense.

16. Video Examination

Video examination of storm and sanitary sewers 200 mm or larger in diameter shall be required by the City Engineer, at the Owner's expense, before final Acceptance or Approval of the Works.

17. Chlorination Test

The Owner shall be required to conduct and coordinate all chlorination tests prior to connecting Site services to the municipal water system to the satisfaction of the City Engineer.

18. Test Results

All necessary and mandatory test results such as CCTV, pressure testing, chlorination, and compaction tests must be submitted to the City Engineer for Acceptance or Approval prior to receiving a request from the Owner to reduce the applicable security deposits.

Fire Requirements

19. Fire Fighting Performance Standards

Every Owner of a building or structure shall ensure that its building is served by access routes for fire fighting, as required, designed and constructed in accordance with the *Ontario Building Code Act, 1992, S.O., 1992, c.23, as amended*, and regulations made thereunder. The approved access routes shall

be maintained in accordance with the *Protection and Prevention Act*, 1997, S.O. 1997, c.4, as amended. The Owner further agrees to abide by any City by-law relating to the maintenance and signage of such access routes. The location of any fire hydrants and siamese connections on the site shall be in accordance with the Ontario Building Code, O. Reg. 333/12, as amended. The required fire hydrant shall be installed and in service prior to the commencement of any structural framing for buildings in the subject development.

20. Fire Fighting Maintenance Standards

- a) Hydrants shall be maintained in operating condition, free of snow and ice accumulations and readily available and unobstructed for use at all times in accordance with the Ontario Fire Code, O. Reg. 213/07, as amended, and the requirements of the City.
- b) The Owner acknowledges and agrees that no driveway serving any lot shall be located within 3.0 metres of a fire hydrant. No person shall obstruct the access to any fire hydrant. Vegetation or other objects shall neither be planted nor placed within a 3.0 meter corridor between the hydrant and the curb, nor within a 1.5 meter radius beside or behind a hydrant, without the express written consent of the City.

21. Fire Lanes and Parking Spaces for the Physically Disabled

- a) The Owner acknowledges and agrees to provide, maintain, and post signs designating fire lanes and parking for the physically disabled in conformity with City By-laws. The Owner shall ensure that fire lanes are to be kept free and clear of vehicles and that parking spaces for the physically disabled are not illegally occupied.
- b) The Owner shall, if necessary, request the City's assistance and agrees to permit the Police and/or Municipal Law Enforcement Officers to enter upon the lands for the purposes of patrolling areas where parking is not permitted and to allow the ticketing of any vehicles that are in contravention of the parking regulations with respect to fire lanes or parking spaces for the physically disabled.

Landscaping

22. Inspection and Maintenance

- a) Maintenance of plant material by the Owner shall begin immediately following completion of each portion of planting. Maintenance shall consist of watering, weeding, and rodent, pest and disease control in accordance with generally accepted horticulture practices. Should the Owner pass the maintenance of plant material onto the subsequent owner, the Owner shall provide, for the City's approval, a copy of the maintenance directions provided to subsequent owners.
- b) The plant material shall be guaranteed until Acceptance and the Owner

shall replace any plant material, as determined by the City and be in accordance with the approved landscape plan.

General

23. Snow Storage

- a) Any portion of the lands which is intended to be used for snow storage shall be shown on the approved Site Plan or as otherwise approved by the Director of Infrastructure and Planning. The grading and drainage patterns and/or servicing of the site shall not be compromised by the storage of snow. Snow storage areas shall be setback a minimum of 1.5 metres from property lines, foundations, fencing and/or landscaping. Snow storage areas shall not occupy driveways, aisles, required parking spaces or any portion of a road allowance.
- b) The Owner shall be responsible for the removal of snow within the site and to ensure that no accumulation in excess of 2.0 metres is to be stock piled within the Site. Once notified in writing by the City, the Owner shall remove the snow stockpile within 24 hours of being notified.

24. Dumping

The Owner shall not dump, or permit to be dumped, any fill and/or debris on adjacent lands, and/or road allowances, except as may be approved in writing by the Director of Infrastructure and Planning.

25. Exterior Lighting

All exterior lighting proposed for the subject lands shall be installed only in locations and in accordance with specifications shown on the approved plans referenced herein unless otherwise approved in writing by the Director of Infrastructure and Planning. Sharp cut-off fixtures or, in exceptional circumstances only, an alternative fixture design approved by the Director of Infrastructure and Planning, shall be used to minimize possible lighting glare onto adjacent properties. It is noted that exterior lighting includes exterior building lighting.

26. Municipal Numbering Signs

The Owner shall provide and erect, at its expense, such municipal number signs, illuminated or otherwise, in such locations and of such a size, design, and colour as submitted to and approved by the Director of Infrastructure and Planning and Chief Building Official, prior to occupancy of any buildings, or part thereof.

27. Waste Handling

- a) The Owner shall provide, to the City's satisfaction, an enclosed environmentally acceptable solid waste disposal system and handling

facilities for waste and recyclables generated from the development. In the event that exterior waste storage, central collection pads or other handling facilities are proposed on the subject property, then the location and the screening of the identified facilities shall be shown on the approved Site Plan. Uses that require food processing or food storage, which could generate an effluent or leachate, shall have the area around the disposal facility graded so that this material is directed to the sanitary sewer, subject to the approval of the Director of Infrastructure and Planning.

- b) The Owner acknowledges and agrees that not all types of developments will be serviced by the City's waste collection program. The Owner is responsible for determining if this service will be provided by the City and, if not, shall arrange for separate private service contracts for the proper collection and disposal of waste from the development.

28. Retention and Protection of Existing Trees

All those existing trees on the subject lands which are to be retained and protected as detailed on the approved Site Plan or Landscape Plan shall be protected by fencing to the satisfaction of the City prior to the commencement of any development on the said lands. It is further understood and agreed that in the event that any existing tree, which has been designated for retention, is damaged or destroyed in any manner whatsoever during the development, that the Owner, at its own expense, shall replace the damaged or destroyed tree(s) with a species of a height and calliper as determined and approved by the Director of Infrastructure and Planning.

29. Community Mailboxes

Canada Post requires that community mailboxes be located as shown on the Site Plan referenced in Schedule "F" of this Agreement. The Developer shall be responsible for ensuring that the community mailboxes are placed in the locations as set out on the Site Plan, and agrees to construct any related facilities, including concrete pads and drainage culverts required to permit the location of the community mailboxes.

30. Submission of Approved Plans

The Owner shall file with the Director of Infrastructure and Planning, one digital copy of all approved plans referenced in the Schedules to this Agreement, in a format acceptable to the Director of Infrastructure and Planning. The boundaries of the land within the development application shall be referenced to the Horizontal Control Network in accordance with City requirements and guidelines for referencing legal surveys.

31. Provision of As-Built Drawings

- a) The Owner shall submit to the Chief Building Official a certified building location survey, prepared by a licensed Ontario Land Surveyor, including

foundation, elevations, upon completion of the foundation to ensure interim compliance with the relevant City Zoning By-law, being By-law 2016-10, as amended.

- b) The Owner shall supply to the Director of Infrastructure and Planning, one set of mylar or plastic film As-Built road, grading and service drawings including the location of all Works, certified under seal by a Professional Engineer, licensed in the Province of Ontario, for City record upon Acceptance and Approval of the Works. Furthermore, the Owner shall provide the As-Built information and the attribute data for the Works in a form that is compatible with the City's computerized systems.

SCHEDULE "E"

SITE SPECIFIC CONDITIONS

1. Execution of Agreement Within One Year

The Owner shall enter into this Site Plan Agreement, including all standard and special conditions, financial and otherwise, as required by the City. The Owner acknowledges and agrees that the approval shall lapse within one (1) year of Site Plan approval if the Owner has not executed this Agreement and has not completed the conditions required to be satisfied prior to execution of this Agreement.

2. Permits

The Owner shall obtain such permits as may be required from municipal or provincial authorities and shall file copies thereof with the Director of Infrastructure and Planning.

3. Professional Engineering Inspection Personnel On-Site

The Owner shall have competent professional engineering inspection personnel on-site during the period of construction to supervise the Works, and the Director of Infrastructure and Planning and/or City Engineer, shall have the right at all times to inspect the installation of the Works. The Owner acknowledges and agrees that should it be found, in the sole opinion of the Director of Infrastructure and Planning, that such personnel are not on-site or are incompetent in the performance of their duties, or that said Works are not being carried out in accordance with the approved plans or Specifications and in accordance with good engineering practice, the Director of Infrastructure and Planning, may order all Work in the project to be stopped.

4. Construction Fencing

The Owner shall install construction fencing, at its expense, in such a location as may be determined by the Director of Infrastructure and Planning.

5. Stormwater Manager Works

The Owner covenants and agrees that upon completion of all stormwater management Works, the Owner will provide to the Director of Infrastructure and Planning certification from a professional engineer, licensed in the Province of Ontario, which certificate shall confirm that all required stormwater management Works have been implemented in accordance with the approved plans referenced in Schedule "F" hereto.

6. Stormceptor

The Owner agrees to install the stormceptor as identified on the approved

drawings referenced in Schedule "F" hereto. The Owner acknowledges that the performance of the storm water pollutant control device is based upon regular maintenance intervals recommended by the manufacturer, and that ownership of the stormceptor requires that the Owner shall have a licensed waste management company perform the required maintenance. The Owner further acknowledges and agrees to keep all records of inspection and maintenance in perpetuity and make said records available for inspection upon demand by the City and/or the provincial regulatory bodies.

7. Discharge of Water to the Sanitary Sewer

No person shall, directly or indirectly, discharge or deposit or cause or permit the discharge or deposit of sewage or matter of any type into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer or combined sewer in circumstances where, to do so may cause or result in a health or safety hazard to any person, animal, property, or vegetation.

8. Private Water and Sewer Services

The Owner acknowledges and agrees that the water plant within the lands is a private system including the private water and sewer services and appurtenances, and the Owner acknowledges and agrees that it is responsible for the operation, maintenance and/or replacement of the private system including the private watermains, private hydrants, and private sanitary and storm sewer infrastructure located on the site. The Owner further acknowledges and agrees to maintain and retain in perpetuity records of associated works and maintenance contracts and agrees to make said records available for inspection upon demand by the City and/or Fire Department.

9. Water Supply For Fire Fighting

The Owner shall provide adequate water supply for fire fighting for every building. Water supplies may be provided from a public water works system, automatic fire pumps and pressure tanks, or gravity tanks.

10. Barrier Curbs

The Owner acknowledges and agrees that the parking areas and entrances shall have barrier curbs and shall be constructed in accordance with the drawings of a design professional, such drawings to be approved by the Director of Infrastructure and Planning.

11. Extend Internal Walkways

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the Director of Infrastructure and Planning.

12. Construct Sidewalks

The owner shall design and construct sidewalk(s) within the public right-of-way or on other City owned lands to provide a pedestrian connection from or to the site as may be determined by the Director of Infrastructure and Planning. Such sidewalk(s) shall be located and constructed to City Standards and as approved by the Director of Infrastructure and Planning.

13. CR Transpo

The Owner acknowledges and agrees to contact CR Transpo in order to ensure that all impacts and possible changes to transit provision are identified, and where applicable, transit service facility improvements are incorporated into the design.

14. Landscaping

The Owner agrees to implement the approved Landscape Plan referenced in Schedule "F" hereto to the satisfaction of the Director of Infrastructure and Planning. In addition to the requirements of Clause 22 above, Landscaping – Inspection and Maintenance of Schedule "D" herein, the Owner further agrees to maintain and warranty all planting materials for two (2) years.

15. Reinstatement of City Property

The Owner shall reinstate, at its expense and to the satisfaction of the Director of Infrastructure and Planning, any property of the City, including, but not limited to sidewalks, bicycle paths, curbs, boulevards, which is damaged as a result of the subject development.

16. Roof Top Equipment

The Owner acknowledges and agrees that any roof top equipment must include an acoustical shield to attenuate airborne noise from reaching adjacent residential properties. The Owner further acknowledges and agrees that the design shall give consideration to the stationary noise source sound levels of the mechanical equipment or provide attenuation by providing a barrier between the units and the residential properties. The design of the acoustical shields or barriers shall be certified by an acoustical engineer, at the cost of the Owner, and must meet the Ministry of Environment and Climate Change Environmental Noise Guideline – Stationary and Transportation Sources.

17. Noise Study

Where a noise study has been completed, the Owner acknowledges and agrees to implement the noise control attenuation measures recommended in the approved Noise Report referenced in Schedule "F" herein, including but not limited to the following requirements:

- a) Each unit shall be equipped with central air conditioning;
- b) Prior to issuance of a building permit, a review of building components

(windows, walls, doors) is required and must be designed to achieve indoor sound level criteria, using the acoustic insulation factor (AIF) method, to the satisfaction of the Director of Infrastructure and Planning; and

- c) Notices-on-title respecting to noise, as contained in clause 17 herein, shall be included in all agreements of purchase and sale for all units.

18. Notices on Title – Noise – All Units

The Owner acknowledges and agrees that all agreements of purchase and sale for all units within the subject lands hereto shall contain the following clauses:

“The Purchaser of each of the residential units, for himself, his heirs, executors, administrators, successors and assigns, acknowledges being advised that this dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the Ministry of the Environment and Climate Change’s noise criteria.

The Purchaser of each unit(s) acknowledges being advised that despite the inclusion of noise control features in this development and within building units, noise levels from increasing roadway traffic may be of concern, occasionally interfering with some activities of the dwelling occupants, as the outdoor sound level exceeds the Ministry of the Environment and Climate Change’s noise criteria.

The Purchaser covenants that the above clauses, verbatim, shall be included in all subsequent agreements of purchase and sale conveying the lands described herein.”

19. Municipal Covenant Agreement

The Owner acknowledges and agrees to enter into a municipal covenant agreement containing the notice set out in clause 18 herein, and to register said agreement on title, at the Owner’s sole expense.

20. Maintenance and Liability Agreement

The Owner acknowledges and agrees to enter into a maintenance and liability agreement for all walkways, raised planters, shrubs, sod, and street trees placed in the City’s right-of-way in accordance with City specifications. The Maintenance and Liability Agreement shall be registered on title immediately after the registration of this Agreement at the Owner’s expense. The Owner shall assume all maintenance and replacement responsibilities in perpetuity.

21. Letter of Tolerance

The Owner shall, prior to the issuance of the building permit, file with the Director of Infrastructure and Planning, a copy of the letter of tolerance issued by the Engineering and Planning Department for the encroachment of any

structures or appurtenances to be constructed within the City's right-of-way, as shown on the approved plans reference in Schedule "F" herein.

22. Permanent Encroachment Agreement

The Owner acknowledges and agrees to enter into a permanent encroachment agreement to permit the encroachment of any structures or appurtenances to be constructed within the City's right-of-way. The Owner shall, at its expense, provide a reference plan for registration, indicating the approved encroachments, and the Owner shall submit the draft reference plan to the Director of Infrastructure and Planning for review and approval prior to its deposit in the Registry Office. The Owner further acknowledges and agrees that the cost of preparation and registration of the encroachment agreement will be borne by the Owner.

23. Enbridge Gas Distribution Inc. Conditions and Easements

The Owner acknowledges and agrees to contact Enbridge Gas Distribution Inc. for service and meter installation details and to ensure that all gas piping is installed prior to commencement of site landscaping, including but not limited to tree planting, Silva Cells, and/or soil trenches, and/or asphalt paving. The Owner further acknowledges and agrees that any costs relating to the relocation of a gas main as a result of changes in the alignment or grade to the road allowances or for temporary gas pipe installations pertaining to phased construction shall be borne by the Owner. The Owner acknowledges and agrees to provide Enbridge Gas Distribution Inc., at the Owner's cost, any easements required to service the development.

24. Communication and Telecommunication Infrastructure

The Owner acknowledges and agrees that, prior to commencing any Work on the subject lands, it shall confirm that sufficient wire-line communication and telecommunication infrastructure is currently available to the proposed development to provide communication and telecommunication service to it. The Owner acknowledges and agrees that, in the event that such infrastructure is not available, the Owner shall be required to pay for the connection to and/or extension of the existing communication and telecommunication infrastructure. If the Owner elects not to pay for such connection and/or extension, it shall provide evidence satisfactory to the Director of Infrastructure and Planning, that sufficient alternative communication and telecommunication facilities are available on the subject lands to enable, at a minimum, the effective delivery of communication and telecommunication services for emergency management services, such as 911 emergency services.

25. Utilities

a) Bell Canada or Local Cable Company Easements

The Owner agrees to convey to Bell Canada or any other local cable company, at the Owner's cost, any easements that may be required for the

telecommunication series, to the satisfaction of Bell Canada or the local cable company. The Owner acknowledges and agrees that the easement requirement is subject to final servicing dimensions. In the event of any conflict with existing communication facilities or easements, the Owner agrees to be responsible for the relocation of such facilities or easements.

b) Hydro One Networks Inc.

The Owner shall arrange at its own expense with Hydro One or any other similar utility company for the installation and connection of such services to the Site and for the provision of any easements with respect to such installations and in accordance with the terms, conditions and specifications laid down by said company. If in relation to the development of the site the Owner is required, is shall also arrange for the relocation of any existing installation at no cost to the City.

Notwithstanding, the location of all boxes, lines or other works proposed to be installed in connection with the provisions of any service shall be submitted to the City for approval.

All hydro, cablevision, and telecommunication services shall be underground except where such services are not underground on the street fronting the site.

26. Archaeological Investigations

Where a Stage 1 Archaeological Assessment was undertaken, the Owner acknowledges and agrees to obtain clearance from the Ministry of Tourism, Culture and Sport, confirming that no additional archaeological investigations pertaining to this site are required.

27. Deposits of an Archaeological Nature

The Owner acknowledges and agrees to immediately notify the Ministry of Tourism, Culture and Sport should deeply buried deposits of an archaeological nature be found on the subject lands during any construction activities.

28. Human Remains

The Owner acknowledges and agrees that in the event that human remains are encountered during the construction activities, both the Ministry of Tourism, Culture and Sport and the Registrar of the Cemeteries Regulations Unit of the Ministry of Government and Consumer Services shall be notified immediately.

SCHEDULE "F"

LIST OF APPROVED PLANS AND APPROVED REPORTS

SCHEDULE "G"

CONSENT OF MORTGAGEE/CHARGE

IN THE MATTER OF a Site Plan Agreement for the lands described in Schedule "A" attached hereto, the Mortgagee/Charge, _____, under a Mortgage/Charge registered as Instrument Number _____, hereby consents to the terms of the attached Site Plan Agreement dated on the ____ day of _____, 20____ between _____ and the Corporation of the City of Clarence-Rockland and covenants and agrees that in the event that the lands hereinbefore vest in the said Mortgagee/Charge, the said Mortgagee/Charge shall be required to comply with the terms herein to the same extent as if it had been the Owner.

IN WITNESS WHEREOF the Mortgagee/Charge has hereunto affixed its hands and seals this _____ day of _____ 20____.

WITNESS:

Per: _____

OR

THE LAWYER FORM LETTER

We have been advised by (*name of owner*) that you will be retained by (*him-or-her*) to take the necessary steps to complete the registration of the site plan which is referred to above.

The owner (*name*) has confirmed to the Corporation of the City of Clarence-Rockland that you will certify to the said City that the rights conferred to it pursuant to the provisions of the said agreement will rank in priority to the interests of any persons or parties which the said owner may have granted or may grant in the future.

The Municipality will not take any further steps in the above matter (issue of permit, etc.) until the aforementioned certification has been received by it.

The Municipality will require the following information to be provided to it at the time that the certification is provided:

1. a copy of the aforementioned site plan agreement including confirmation of the details of registration;
2. a copy of the abstract page (legal description) including the details of registration of the said agreement;

3. (*list other required info*).

Please confirm to the City of Clarence-Rockland by return mail that you have in fact been retained by (*owner*) to carry out the aforementioned matters.

Yours very truly,

SCHEDULE "H"
COST SHARING FOR OFF-SITE IMPROVEMENTS

SCHEDULE "3"

LETTER OF UNDERTAKING TEMPLATE

NOTE: Developers/land owners, please copy to your company letterhead (if applicable) and remove comment.

The City of Clarence-Rockland
1560 Laurier Street
Rockland, ON
K4K 1P7

Attention: Manager of Development, Infrastructure and Planning Department

Dear: Mrs. Bélanger

Subject: **Letter of Undertaking for Site Plan Control**
 (NAME)
 File Number: (#)

I/We, the Owner of the above-noted lands (INSERT ADDRESS) hereby acknowledge(s) that Site Plan Control Approval has been applied for from the City under the above-noted site plan reference. Approval was granted on (INSERT DATE) for a (Describe Project). Once construction has commenced, I/WE undertake to carryout our development of the Site in strict accordance with the various plans approved by the City (describe list of plans and studies) and any modifications thereto which may from time to time be approved by the City.

In addition to all the conditions contained in the Site Plan Control Approval and any other provisions of municipal by-laws, statutes, and regulations that I/We acknowledge must be satisfied, I/We further agree to the following terms and conditions:

1. Installation and Planting of Landscape Elements

I/We agree to install and plant all landscape elements in accordance with the Site Plan Control Approval, within one year from the date of occupancy, to the satisfaction of the Director Infrastructure and Planning. The landscape elements shall include but not be limited to, all vegetation and topographic treatment, walls, fences, hard and soft surface materials, lighting, site furniture, free-standing ground-supported signs, steps, play equipment and other ground cover and new tree(s) and shrubs located on the road allowance.

2. Reinstatement of Damaged City Property, Including Sidewalks and Curbs

I/We agree to reinstate to the satisfaction of the Director Infrastructure and Planning, any property of the City including sidewalks and curbs, that is

damaged as a result of the subject development. I/We acknowledge that this reinstatement will be at our expense.

3. Financial Securities for Landscape Elements and Other Works

I/We acknowledge and agree that the City shall hold in its possession security for the landscape elements and any other works until completion and in accordance with the approved plan(s) to the satisfaction of the City. The City may, without notice and at its discretion, utilize the financial security for any matter required to be done by the Owner as a result of site plan and associated approvals.

4. Time Limit for Approval

It is understood that the Site Plan Control Approval is valid for one year from the date the approval is granted provided that the Letter of Undertaking is signed and financial securities submitted within six months of approval; and that if a building permit (where required) has not been issued during this period, the approval shall lapse and no development of the site shall be undertaken until a further Site Plan Control Approval has been granted by the City.

I/We understand that this Letter of Undertaking shall be considered to be of the same force and effect as an Agreement executed with the City under the authority of clause 41(7) of the *Planning Act, R.S.O. 1990, c.p. 13* as amended, and that it may formally be constituted as such an agreement by execution of the Letter of Undertaking by the City.

Dated at _____ this _____ day
of _____ 201__

Signature of Owner

Corporate Name (if applicable)

(print name)

I have authority to bind the
Corporation (authorized signature)

Witness (for individuals)

Please print name

Execution for the City of Clarence-Rockland

Marie-Eve Bélanger, MCIP, RPP
Manager of Development

Date



REPORT N° AMÉ-18-42-R

Date	23/05/2018
Submitted by	Marie-Eve Bélanger
Subject	Process guides
File N°	A-09-01

1) **NATURE/GOAL :**

The goal of this report is to present the new process guides for consent applications, Zoning and Official Plan Amendment applications and Minor Variance applications.

2) **DIRECTIVE/PREVIOUS POLICY :**

n/a

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the process guides for consent, minor variance and OP/Zoning By-law Amendment, attached to Report No. AMÉ-18-42-R, be received as information.

QUE les guides de processus pour une autorisation, une dérogation mineure et un amendement au Plan Officiel et au règlement de zonage inclus avec le rapport no. AMÉ-18-42-R, soient reçus à titre d'information.

4) **BACKGROUND :**

The City does not currently have any process guide for residents and developers.

5) **DISCUSSION:**

The Department has created different process guides to help residents and developers/contractors to understand the process for each application type. We have created a consent guide, a minor variance guide and a zoning/OP amendment guide. These guides explain the process of each step that is required along with the fees and processing time to complete a file. The consent guide also lists all of the potential condition for a future severance. All of the guides will be available in both official languages.

The creation of these guides will be very beneficial for the public, as it will reduce the number of questions regarding the process and deadlines. Additionally, they will clarify the roles expectations of both the applicants and City staff. The guides do not constitute policies and as such are presented to Council for information purposes only.

- 6) **CONSULTATION:**
The process guides were circulated to the development community, which provided feedback to the City through the retention of Novatech Engineering. Staff has taken into consideration the comments received and revised the guides to incorporate them.
- 7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**
n/a
- 8) **FINANCIAL IMPACT (expenses/material/etc.):**
n/a
- 9) **LEGAL IMPLICATIONS :**
n/a
- 10) **RISK MANAGEMENT :**
n/a
- 11) **STRATEGIC IMPLICATIONS :**
n/a
- 12) **SUPPORTING DOCUMENTS:**
Consent guide
Minor variance guide
Zoning and OP Amendment guide

A GUIDE TO ZONING BY-LAW AND OFFICIAL PLAN AMENDMENTS



Infrastructure and Planning Department

June 2018

1.0 Introduction

This document is intended to provide guidelines for the public, property owners, builders and the municipality that will assist in the preparation, submission, review, and approval of new developments in the City of Clarence-Rockland.

1.1 What is a Zoning By-law?

A Zoning By-law regulates the use of lands, buildings and structures in the municipality, and sets out specific rules and regulations that control the use and development of land and buildings within the municipality.

The Zoning By-law contains specific legal regulations - for example, what uses are permitted, how high buildings can be built, setbacks from a watercourse and the amount of parking required.

The Zoning By-law Maps divides the City of Clarence-Rockland into "zones", where different land uses are permitted. Each zone has permitted uses and its own set of requirements for lot coverage, setbacks, and building heights. There are zones, for example, which permit single detached dwellings, apartment buildings, retail uses, industrial uses, parks and agricultural activities.

The Zoning By-law must always conform to the applicable Official Plan for that area. Sometimes an Official Plan Amendment is required along with a Zoning By-law Amendment.

1.2 What is an Official Plan?

An official plan describes municipal council's goals, objectives, and policies on how land in the community should be used. It is prepared with input from the community and helps to ensure that future planning and development will meet the specific needs of the community.

There are three Official Plans in effect in the City of Clarence-Rockland:

- The Official Plan of the Urban Area of the City of Clarence Rockland, which covers the urban area (Rockland)
- The Bourget Official Plan
- The Official Plan of the United Counties of Prescott and Russell

1.3 How can these documents be changed?

The Zoning By-law is periodically updated by municipal staff. The Official Plan is updated in a mandatory review every 5 years (10 years after a new Official Plan is adopted by Council).

Any property owner can submit an application to amend the Zoning By-law or Official Plan.

Any inquiries regarding amendments to the Official Plan of the United Counties of Prescott and Russell should be directed to the Counties' Planning and Forestry Department.

Applications for amendments to the Zoning By-law, Official Plan of the Urban Area, and Bourget Official Plan are submitted to the City of Clarence-Rockland Infrastructure and Planning Department. These applications are reviewed by municipal staff, are subject to public consultation, and are either approved, approved with modifications or refused by the municipality. A single application form can be submitted for both an application to amend the Zoning By-law and an application to amend one of Clarence-Rockland's Official Plans if they affect the same property; the two applications will be processed concurrently.

1.4 Why Change the Zoning By-law or Official Plan?

A common reason for amending the Zoning By-law or the Official Plan is that the existing zone or land use designation does not permit the full development potential of a property. An amendment may be required to add a specific use or change the policies for a specific use. Where minor changes to zoning regulations are proposed, applying to the Committee of Adjustment for a Minor Variance may be more appropriate. City planning staff can help you to decide if your proposal requires a Minor Variance or a Zoning By-law Amendment.

1.5 Who Approves a Zoning By-law Amendment or Official Plan Amendment?

The approval authority (final decision-maker) for the Zoning By-law is the Municipal Council of the City of Clarence-Rockland. The approval authority for the Official Plan is the United Counties of Prescott and Russell.

2.0 Zoning By-law and Official Plan Amendment Approval Process

2.1 Major Steps

2.1.1 Pre-Consultation with the City's Planning Staff and other Agencies

A pre-consultation meeting with a planner or with the Development Review Team is required. At this meeting, potential issues with the proposal can be identified, and staff can also help to figure out exactly what changes to the Zoning and Official Plan may be required. Staff will also be able to confirm what additional plans or studies are required to support the application.

2.1.2 Preparation and Submission of Application

The project proponent (land owner or their agent) will prepare the application form and supporting documents and submit these to the City's Infrastructure and Planning Department.

2.1.3 Application deemed complete

Municipal planning staff will verify that all the required information is included in the application package. This includes any drawings or reports that are required, as well as application fees.

2.1.4 Public Notice and Technical Circulation

A technical circulation is sent to internal departments and external agencies to ask for comments on the proposed amendment. A notice sign will be placed on the property by a company, and will be removed by the company after the public meeting. A public notice is sent by mail to all properties within 120m of the subject land, at least 20 days before the public meeting.

2.1.5 Public Meeting of the Planning Committee

The Planning Committee holds one meeting per month, on a weeknight at 7pm. Meetings are open to the public and between 1 and 5 files are usually discussed per meeting.

The Planning Committee hears a presentation from planning staff, comments from the public, and the proponent, and then makes a recommendation to Council.

2.1.6 Municipal Council - Adoption (or refusal)

Municipal Council will discuss the application and issue a decision. For Official Plan Amendments, the Council decision is sent to the United Counties for approval.

2.1.7 Approval from the United Counties of Prescott and Russell

County approval is required for an amendment to the Official Plan.

2.1.8 Notice of Decision and Appeal Period

Municipal staff will send a notice of decision once the final decision has been made. There is a 20-day appeal period, starting the day the notice is sent.

2.1.9 Decision becomes final OR Appeal to the Local Planning Appeals Tribunal (LPAT)

Building Permit/Business License can be issued if no appeal is made.

2.2 Processing Times

1. Notice of Complete Application
 - a. Time Frame: 5-15 days
2. Public Notice and Technical Circulation
 - a. Time Frame: approximately 3 weeks
3. Public Meeting of the Planning Committee
 - a. Time Frame: 6-12 weeks after complete application
4. Approval by Council
 - a. Time Frame: 4 weeks after Public Meeting
5. Approval from the United Counties (OPA only)
 - a. Time Frame: 15-35 days after Council approval
6. Notice of Decision
 - a. Time Frame: within 15 days of the decision
7. Final Decision (Appeal Period has elapsed)
 - a. Time Frame: 20 days after the notice of decision is sent

The total duration of the process, from the date of submission of a complete application to final adoption is usually between 3-5 months. An Amendment to the Official Plan takes a few weeks longer than a Zoning By-law Amendment because final approval from the Counties is required after Council has made its decision. The process is longer if an application is not complete when it is first submitted, or if changes are made to the proposal during the process.

Tip: If your goal is to start construction before the winter, make sure the application is submitted in June.

2.3 What If Other Approvals Are Also Needed?

If a development proposal involves the creation of new lots, the required applications for a consent or plan of subdivision may be able to be processed concurrently with the application to amend the Zoning By-law, but sometimes a Zoning By-law Amendment is a condition of the severance approval, to be completed after the Committee of Adjustment has made its decision. If the proposed development requires Site Plan approval, these processes may be undertaken concurrently. A Site Plan Agreement cannot be signed until the proposed development conforms to the Zoning and Official Plan. Any required approvals from the construction service or fire services for construction, renovation, or change of use can only be given after the Zoning By-law Amendment or Official Plan Amendment has been finalized. A sign permit or business license can only be issued once the Zoning By-law Amendment and/or Official Plan Amendment has been finalized. Any required approvals from the Conservation Authority can be done concurrently with the planning process.

2.4 Can the decision be appealed to the Local Planning Appeal Tribunal?

The Local Planning Appeal Tribunal (LPAT) is a provincial organization that reviews planning decisions (it replaces the Ontario Municipal Board). An appeal to the LPAT can be made by the applicant/owner, by a member of the public, or by the municipality after Council has made its decision and before the 20-day appeal period has lapsed. Anyone may appeal a decision by personally delivering or sending a Notice of Appeal to the City Clerk. The appeal must set out the reasons for objecting to the decision and must include the LPAT's prescribed appeal fee. The Infrastructure and Planning Department will then prepare an appeal package and forward it to the LPAT. A person who makes an appeal to the LPAT must have spoken at the public meeting of the Planning Committee or sent a letter if they could not attend, stating their support or objection to the proposed amendment. The LPAT is a

new institution; therefore an estimate of the delay and associated costs to the applicant is currently unavailable. Development on the site is put on hold until the final decision has been issued.

3.0 Submission Requirements

The following are required to be submitted as part of a complete application:

- 1 original copy of the completed application form, signed by the property owner or agent in front of a Commissioner, and accompanied by a cover letter or a planning rationale
- The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland
- 3 copies of the supporting documentation described in the application form (if applicable)
- Survey plan and/or reference plan of the subject property
- Copy of the Deed of Land or Parcel Register for the subject property, indicating the name of the current property owner and a full legal description of the subject property

3.1 Application fees

OFFICIAL PLAN AMENDMENT

\$4,000.00

ZONING BY-LAW AMENDMENT

\$2,600.00

AMENDMENT FOLLOWING A CONDITION OF SEVERANCE

\$1,000.00

TEMPORARY USE

\$1,650.00

HOLDING PROVISION

\$700.00

LOCATED WITHIN THE SOUTH NATION CONSERVATION WATERSHED

\$350.00

A 10% discount is applied for multiple types of applications for the same project.

3.2 Reports and Studies

If your proposal involves construction on a vacant lot that does not have access to Municipal water and sewer services, a hydrogeological study and terrain analysis may be required in order to demonstrate that there is sufficient quality and quantity of water available on the property and to ensure the soil can accommodate the proposed septic system. These reports will be reviewed by South Nation Conservation, and a revision fee is required.

If your proposal involves a new commercial use outside of the Commercial Core Area or one of the villages, a Retail Market Study may be required in order to demonstrate that the proposed development will not have a negative impact on the viability of the Commercial Core Area.

If your proposal involves new development on a property with a Natural Heritage Feature designated in the Official Plan of the United Counties (such as a woodland, watercourse, or habitat of an endangered species), an Environmental Impact Study may be required in order to assess the potential negative impacts on the natural features and the ecological functions of the area in question. This report will be reviewed by South Nation Conservation, and a revision fee is required.

A Traffic Impact Study may be required for proposals which will generate a high volume of traffic or are located on collector roads.

If the proposal is for a new or expanded livestock facility, an MDS II calculation and approved Nutrient Management Plan are required. If the proposal is in proximity of an existing livestock facility, an MDS I calculation may be required.

Other studies or reports may be required, depending on the location and type of development, including: Noise, Vibration, Odour, or Air Quality Study, Mineral Aggregate Impact Study, Slope Stability Study, Floodplain Analysis, Drainage and/or Stormwater Management Report, Servicing Capacity/Feasibility Report, and Geotechnical Study. The complete list of required reports and studies for any given project will be determined at the pre-consultation meeting.

If your proposal is subject to Site Plan Approval, the same plans and studies as are required for the Site Plan Application may be required for the Zoning or Official Plan Amendment, even if the Site Plan Application will not be submitted until after the Zoning or Official Plan amendment is finalized.

Need more information or have any questions?

Contact:

Infrastructure and Planning Department, City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario K4K 1P7
Telephone: 613-446-6022
Fax: 613-446-1497
www.clarence-rockland.com

Planning and Forestry Department, United Counties of Prescott and Russell
59 Court Street, P.O. Box 304
L'Original, Ontario K0B 1K0
Telephone: (613) 675-4661
Fax: 1-800-667-6307 ext. 7101
Email: urbanisme@prescott-russell.on.ca
www.prescott-russell.on.ca

South Nation Conservation
38 Victoria Street, P.O. Box 29
Finch, Ontario K0C 1K0
Telephone: 613-984-2948, Toll free: 1-877-984-2948
Fax: 613-984-2872
Email: info@nation.on.ca
www.nation.on.ca

A GUIDE TO CONSENTS



Infrastructure and Planning Department

June 2018

1.0 Introduction

This document is intended to provide guidelines for the public, property owners, consultants, builders and the municipality that will assist in the preparation, submission, review, and approval of new developments in the City of Clarence-Rockland.

A “consent” or “severance” is required before a parcel of land can be divided to create a new lot, to enlarge an existing lot, register certain easements, etc. Consent approval gives the City of Clarence-Rockland a way of ensuring that new lots that are created are consistent with the planning policies of the Official Plan of the Urban Area of the City of Clarence-Rockland, the Bourget Official Plan, the Official Plan of the United Counties of Prescott and Russell, and other Provincial planning documents.

NOTE: An applicant should verify with a City Planner to determine whether or not a property can be severed.

2.0 Consent Approval Process

2.1 Major Steps

2.1.1 Pre-Consultation with the City’s Planning Staff

Applicants are advised to request a pre-consultation meeting with a municipal planner prior to the submission of an application. During the pre-consultation meeting, the planner will advise the applicant of applicable policies and zoning provisions such as lot size requirements, environmental concerns, and required studies. Applicants may also use the pre-consultation meeting to ask any questions they have regarding the severance process and request assistance to fill out their application form.

2.1.2 Submit a Complete Application

The applicant submits a complete application including a cover letter or planning rationale, a sketch of the proposed severance, the required fees, a copy of the Deed of Land, and any required plans or studies determined at time of pre-consultation. The applicant should consider retaining an Ontario Land Surveyor (OLS) and lawyer to assist them through this process. The application will then be reviewed by the Secretary Treasurer to ensure that the application is complete (all required information was provided).

2.1.3 Circulation of Application

Once the application is deemed complete, and at least 14 days before the Committee of Adjustment meeting, the Secretary-Treasurer of the Committee of Adjustment will send a notice of the application to neighbours within 60 meters of the subject property, and any person or public body that made a written request to be notified. A notice sign will also be placed on the property by a company, and will be removed by the company after the public meeting.

The application will also be circulated to a prescribed list and to the City's Departments in order to obtain comments and conditions to take into consideration when making a recommendation to the Committee of Adjustment on the application.

2.1.4 Approval by the Committee of Adjustment

The Committee of Adjustment meets once a month and is the approval authority for consents and minor variances. The Committee carefully considers all aspects of the application, which includes but is not limited to:

- The effect on public health and safety of present and future inhabitants;
- The impact on Provincial interests;
- Whether the application is in the public interest;
- The suitability of the land for a severance;
- The size and shape of the lots;
- The impact on the environment;
- Whether the request is supported by existing municipal infrastructure;
- Whether the request conforms to the applicable planning documents and is compatible with adjacent land uses.

A report and presentation will be prepared by a municipal planner and presented at the public meeting, followed by a recommendation to the Committee based on whether any concerns have or can be addressed. If the application is approved, the Committee of Adjustment will impose conditions (provisional consent) as part of the decision.

2.1.5 Notice of Decision

A notice of decision will be mailed to the applicant and anyone who filed a written request to be notified of the decision and provided written comments within 15 days of the date on which the Committee of Adjustment made a decision.

NOTE: There is a 20 day appeal period following the notice of decision, where any agency or public body who opposes the Committee's decision (letter of objection supported by a planning justification) can appeal the decision to the Local Planning Appeal Tribunal (LPAT).

2.1.6 Final Decision

If no appeals are made by the end of the 20 day appeal period, the decision is final and binding. The applicant may proceed to fulfill the conditions of provisional consent.

NOTE: Section 53 of the *Planning Act* states that:

- Where consent is granted with conditions, the conditions must be fulfilled within one year of the "giving of notice of a decision" or the consent is deemed to be "refused", and,
 - Where a conditional consent has been certified as to the fulfillment of the conditions, the consent itself "lapses" after two years from the date of the certificate if the land is not transferred.
- * Conditions need to be fulfilled before one year, or else the application lapses and the applicant must resubmit the application (repaying application fees, another public meeting, etc.).
- * It is the applicant's responsibility to ensure that all conditions are completed, and that all studies are approved before the lapsing date.

2.2 Processing Times (assuming no appeals to the LPAT)

1. Notice of Complete Application and Public Notice
 - a. Time Frame: 1-2 weeks of receiving a complete application
2. Approval by the Committee of Adjustment
 - a. Time Frame: 5-9 weeks

3. Notice of Decision
 - a. Time Frame: within 15 days of the Committee's decision
4. Final Decision
 - a. Time Frame: 21 days after the notice of decision is sent
5. Review of Studies by the South Nation Conservation Authority
 - a. Time Frame: 4-8 weeks
6. Road widening transfer process
 - a. Time Frame: 5-6 weeks

The total timeframe, from submission of a complete application to a final decision is usually between 9-14 weeks (3-4 months). The process is longer if an application is not complete when it is first submitted, if changes are made to the proposal during the process, or if there are delays in producing supporting studies.

2.3 Staff and Agency Roles

Planning

Planners act as the co-ordinator of the consent process. They ensure that the severance conforms with the policies of the Official Plans and meets Zoning By-law requirements. Applications for consent are circulated by the planner to municipal departments, Council, and outside agencies for review and comments. The comments received by these contacts allow the planners to draft a report and create a presentation for approval at the Committee of Adjustment. The Committee of Adjustment may approve, approve with modifications, or refuse an application. Where approved or approved with modifications, the Committee grants provisional consent. The certificate for consent will be given by the Secretary Treasurer once all the conditions are completed by the applicant.

Building

The Building Division provides comments in regards to the building code. Building permits for proposed developments on the new lots are not to be requested until the certificate of consent is issued and the transaction in respect of which the consent was given has been carried out.

Infrastructure

The City's Engineers provide comments regarding septic systems, wells, connection to municipal water/sewer, entrances, drainage and environmental features.

Finance

The Finance Department ensures that all taxes owed on the property are paid before the lot is severed.

Community Services

The Community Services Department may require land to be conveyed to the municipality for park or other public recreational purposes or request 5% cash in lieu of parkland for residential properties or 2% for cash in lieu of parkland for commercial or industrial properties.

Protective Services

The Protective Services Department ensures that there are no safety concerns regarding flood plains, fire routes, entrances and incompatible uses nearby.

The United Counties of Prescott and Russell

As the upper-tier municipality, the United Counties of Prescott and Russell(UCPR) reviews development applications in the City. They will provide comments regarding conformity to the UCPR Official Plan, impacts on County Road(s), environmental issues, etc.

South Nation Conservation

South Nation Conservation reviews consent applications within the South Nation watershed and elsewhere. They provide comments regarding environmental features on or near the properties affected by the severance requested and the location of existing and proposed septic systems. South Nation is also the City's peer review expert for environmental studies, hydrogeological and terrain analysis and any other relevant studies required as part of a severance.

3.0 Conditions

Provisional consent means that you have approval to complete “conditions”, before the Secretary-Treasurer can stamp a deed to finalize the Consent process. You have (1) year to complete these conditions, or your “conditional approval” runs out and you must start over again.

A list of the most common conditions is provided below, with an explanation. The exact conditions imposed by the Committee for any given file depends on the site specific circumstances.

	Condition	Explanation
	<p>2 (two) copies of the deed along with a PDF and DWG copy and one paper copy of the deposited plan of survey (R-plan), or a legal description acceptable to the Registrar of Deeds, being received by the Secretary-Treasurer.</p> <p>(Note to solicitor: Please attach a Schedule as Page 2 to the deed, which names the Transferor, Transferee, the Description of the property to which the Certificate applies and the Application for Consent File No.)</p>	<p>The deeds are prepared by a lawyer, using a deposited plan of survey, which must be prepared by a qualified Ontario Land Surveyor (OLS).</p> <p>The digital copy of the survey is provided by your OLS.</p> <p>The lawyer and OLS are chosen by you.</p> <p>Deeds and surveys are not required until all of the other conditions are met. However, you may need to have the survey completed early in order to meet other conditions such as a rezoning.</p> <p>The paper copies of the survey will be kept in the property file and severance file. The PDF copies will be kept in a digital archive and the DWG copy will be used to update the County’s mapping system “A la Carte”.</p>
	An undertaking from the applicant’s solicitor confirming that the deeds will be registered on title within two (2) years of the date of the certificate.	Your lawyer will provide this undertaking at the same time as the deeds are submitted. This condition ensures that your consent does not lapse after two years.
	Subsection 3 or 5 of Section 50 of the Planning Act R.S.O. 1990, shall apply to any subsequent conveyance or transaction involving the severed land.	This is a condition imposed when you are “adding to a lot” or “adjusting a lot line”. This ensures that the piece that is being severed can never be sold or considered separately from the newly merged lot.

		This clause is also used when you are creating a "right-of-way" across your property or establishing an "easement" for a utility such as Bell Canada. In these instances, it ensures that the piece that is being severed can never be sold or considered separately from the original lot.
	If the application is for a lot addition, the documents or instruments, submitted to the Secretary-Treasurer for review and consent endorsement, shall be accompanied by an undertaking from the applicant's solicitor confirming that the lands to be severed will be consolidated on title with the adjacent lands.	This is a condition imposed when you are "adding to a lot" or "adjusting a lot line". This condition requires the solicitor to provide an undertaking confirming that the severed and benefitting lands will be consolidated on title. Your solicitor will provide you with this undertaking.
	A copy of all reference plans associated with this application shall be provided to the City for approval prior to registration.	If you have this type of condition imposed you must ensure that your OLS provided the designated City staff person with a copy of the preliminary survey, <u>prior to it being registered on title</u> , so that it can be reviewed for conformity to the municipal zoning by-law.
	The registered owner shall provide, to the City, certification from an OLS that all buildings and structures comply with the applicable setback requirements to the newly created lot lines.	This is a condition used to ensure that all buildings and structures conform to the minimum zoning setback requirements. In order to clear this condition, you must have your OLS forward a letter of certification to the City.
	Cash-in-lieu of parkland fee be paid to the Municipality.	This is a fee that the City is able to apply to severances as a condition. A "cash-in-lieu of parkland fee" is imposed instead of 5% (residential) or 2% (commercial or industrial) of your property for parkland, which is allowed to municipalities under the Ontario Planning Act. A cash-in-lieu fee is more common than a transfer of land for severance applications. The Owner will be required to hire a market appraiser to evaluate and provide the City with an evaluation of the future lot in order for the City to calculate parkland.
	A Hydrogeological study prepared by a professional engineer hired	Development applications which propose to utilize individual on-site water

	by the applicant. The report will be reviewed by South Nation Conservation at the applicant's expense.	services (well) may be required to include a hydrogeological study.
	A terrain analysis prepared by a professional engineer hired by the applicant. The report will be reviewed by South Nation Conservation at the applicant's expense.	Development applications which propose to utilize individual on-site sewage services (septic system) may be required to include a terrain analysis.
	An Environmental Impact Study for the natural heritage features and areas to be prepared by a professional in the field. The report will be reviewed by South Nation Conservation at the applicant's expense.	If there is a natural heritage feature such as a wetland, fish habitat, significant woodland etc. located within a specified distance of the proposed severed property, an environmental impact study may be required. The report must be completed by a professional hired by the applicant and will be reviewed by South Nation on behalf of the City at the applicant's expense.
	The applicant shall, at his/her own expense, convey to the City sufficient lands, along the frontage on (name of the public road), fronting the applicant's property to meet the requirements of the City and/or County for road widening purposes. Surveys are to be submitted to the City and/or County for review and approval prior to registration. Deeds are to be submitted to the City and/or County, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances to the City and/or County for their records. The City and/or County shall be consulted prior to commencing survey to determine the amount of road widening.	<p>This is a condition which may be imposed by the County or local road authority in order to ensure that the road authority has adequate road width for future road works.</p> <p>If this condition is imposed, you must follow the instructions and ensure that your OLS and solicitor are aware of the requirements. Your survey will need to add the road widening as parts on the survey and your solicitor will need to prepare the additional deed.</p>
	The registered owner shall obtain, from the City or County, any required entrance approvals.	This is a condition which may be imposed by the County or City in order to ensure safe ingress and egress from a newly created lot. Contact the appropriate public road authority to

		obtain an entrance approval.
	A mutual access for the benefit of both the Severed and Retained parcel must be installed by the applicant and shown in both the deeds and the survey, to the satisfaction and specifications of the public road authority. Draft documents must be shown to the public road authority before finalizing the Consent.	This is a condition which may be imposed by the public roads authority in order to ensure safe ingress and egress from a newly created lot. If this condition is imposed, you must follow the instructions and include the mutual driveway in your survey.
	That the severed parcel connects to municipal water along the street and that the existing well is decommissioned at the expense of the applicant.	The new and existing properties will be required to connect to municipal water if it is available.
	A written undertaking sent to South Nation acknowledging that the proposed property lines must be at a minimum clearing distance of three (3) metres from all existing private sewage systems for the proposed severed lot.	South Nation may require that a letter be sent directly to them stating that the new lot lines are 3m from an existing septic system to ensure that it conforms to regulations. South Nation is the approval authority for septic systems, and the letter will be kept in their file.
	A written undertaking which acknowledges that South Nation Conservation may conduct a site visit of the proposed severed and retained parcels in the spring of <u>201X</u> .	If South Nation is unable to conduct a site visit on the property due to weather or other factors, they will require a letter stating that they may conduct a site visit at a later date.
	Rezoning of the Severed and/or Retained parcel(s), to the satisfaction of the Municipality. OR The completion of a Minor Variance on the Severed and/or Retained parcel(s), to the satisfaction of the Municipality.	If you have this type of condition imposed, you must attend at the Municipality to apply for rezoning or a minor variance. There will be an application fee and a process similar to the Consent process to go through. It is suggested you attend to this condition early as it can become time-consuming and cost valuable time for the one year time limit for conditions to be met.
	Payment of the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) to the City.	This is required to ensure that the severed portion does not have any outstanding property taxes owing against it at the time the certificate of consent is granted.
	A requirement that the deeds for one application shall be registered prior to another accompanying application OR an undertaking will	This is a condition that is imposed when more than one new lot is being created, reciprocal lot additions are proposed, or a right-of-way is being created across

	be provided by the solicitor indicated that the deeds will be registered in the appropriate order.	several properties or any other situation where failure to register the deeds for one application prior to those of another will result in a Planning Act violation. This condition is completed by your solicitor.
	The registered owner shall enter into a severance agreement pursuant to Section 51(26) of the Planning Act to address all planning matters, including but not limited to, (items will be listed specific to your proposal). A copy of the registered agreement shall be provided to the City, prior to endorsement of the deeds for this Application for Consent.	This condition is imposed as a way to ensure that matters identified during the severance process can be dealt with in the future. Items included in a severance agreement could be things such as site specific development requirements (e.g. access by private right-of-way, grading, mitigation measures, etc.) The City can provide guidance on who prepares the agreement and the format and content of the agreement. The agreement is signed by the Transferor/Transferee and the City and is then registered on title as notice to any future owners.
	Prior to endorsement of the deeds, the Secretary-Treasurer shall receive a letter, from the (public agency), confirming that conditions #_, #_ have been fulfilled to its satisfaction.	This is a condition which requires the public agency or other which requested a condition to confirm to the City that its condition(s) have been satisfied prior to the Secretary-Treasurer certifying the deeds.
	That each condition be completed within a year.	The applicant has one (1) year to complete all the conditions and get the transfer stamped and signed. If the applicant fails to do so, the request lapses and they will be required to re-apply.

4.0 Fees

4.1 Application Fees

- Lot Creation
\$1,200.00/application* (payable to the City of Clarence-Rockland)

- Lot Enlargement (payable to the City of Clarence-Rockland)
\$850.00
- United Counties of Prescott and Russell Review (payable to the UCPR)
\$350.00/application
- South Nation Conservation (payable to SNC)
\$450.00/application

All application fees are provided to the City of Clarence-Rockland at time of submission.

* A 10% discount is applied if another type of application is submitted concurrently

4.2 Additional Fees

Note: The cost of a study, survey and legal fees varies based on the severance request and the agencies hired to perform the work.

Peer Review Fees by South Nation Conservation (invoice sent by SNC):

- Hydrogeological Assessment
\$400.00 – \$2,600.00
- Environmental Impact Studies
\$400.00 - \$2,600.00

Other Conditions:

- Dedication of Public Highway
\$150.00
- 2% or 5% Cash in lieu of Parkland

* Cash-in-lieu of parkland will be determined by either a market appraisal or letter of opinion obtained by the owner from a certified appraiser, or the most recent land sale record of the subject property no more than 2 years prior to the date of the agreement; provided the sale was at market value.

Note: Review Fees are based on the size of the severed property. Please review SNC's fee schedule for more information.

(http://www.nation.on.ca/sites/default/files/2018%20Approvals%20Fee%20Schedules_EN%20updated.pdf)

Need more information or have any questions?

Contact:

Infrastructure and Planning Department, City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario K4K 1P7
Telephone: 613-446-6022
Fax: 613-446-1497
www.clarence-rockland.com

Planning and Forestry Department, United Counties of Prescott and Russell
59 Court Street, P.O. Box 304
L'Original, Ontario K0B 1K0
Telephone: (613) 675-4661
Fax: 1-800-667-6307 ext. 7101
Email: urbanisme@prescott-russell.on.ca
www.prescott-russell.on.ca

South Nation Conservation
38 Victoria Street, P.O. Box 29
Finch, Ontario K0C 1K0
Telephone: 613-984-2948, Toll free: 1-877-984-2948
Fax: 613-984-2872
Email: info@nation.on.ca
www.nation.on.ca

A GUIDE TO MINOR VARIANCES / PERMISSIONS



Infrastructure and Planning Department

June 2018

1.0 Introduction

This document is intended to provide guidelines for the public, property owners, builders and the municipality that will assist in the preparation, submission, review, and approval of new developments in the City of Clarence-Rockland.

A “minor variance” is a minor change to a performance standard set out in the City’s Zoning By-law, granted by the Committee of Adjustment. Applying for a minor variance is a method to seek relief when hardship or circumstances make it difficult to meet the standards set out in the Zoning By-law. Minor variances cannot add a use that is not permitted under the Zoning By-law that would require a “Zoning By-law Amendment”. Note, in certain instances a “permission” under Section 45(2) of the *Planning Act*, (ie. *for a change of non-conforming use and enlargements*) *could be considered under this process*.

These guidelines are provided to assist a proponent to understand the City’s requirements and the types of issues that will be reviewed for approval.

2.0 Minor Variance Approval Process

2.1 Major Steps

2.1.1 Pre-Consultation with the City’s Planning Staff

Applicants are advised to request a pre-consultation meeting with a municipal planner prior to the submission of an application. During the pre-consultation meeting, a planner will help the applicant specify the variance or variances required and whether it is of their opinion that the variance requested would meet the four tests. Applicants may also use the pre-consultation meeting to ask any questions they have regarding the minor variance or permission process and receive assistance to fill out their application form.

2.1.2 Submit a Complete Application

The applicant submits a complete application including a cover letter or planning rationale, required information identified during the pre-consultation meeting (ie. up-to-date survey plan, site plan, building

elevations, etc.) the required fees and a copy of the Deed of Land. The application will then be reviewed by the Secretary Treasurer to ensure that the application is complete and all the required information was provided.

2.1.3 Circulation of Application

Once the application is deemed complete, and at least 10 days before the meeting, the Secretary-Treasurer of the Committee of Adjustment will send a notice of the application to neighbors within 60 meters of the subject property, and any person or public body that made a written request to be notified. A notice sign will also be placed on the property by a company, and will be removed by the company after the public meeting.

The application will also be circulated to prescribed agencies and to the City's Departments in order to obtain comments and conditions to take into consideration when making a recommendation on the application.

2.1.4 Approval by the Committee of Adjustment

The Committee of Adjustment is the approval authority for consents, minor variances and permissions. The Committee carefully considers all aspects of the application, which includes:

- Whether the request maintains the general intent and purpose of the Official Plan;
- Whether the request maintains the general intent and purpose of the Zoning By-law;
- Whether the request is considered minor, and,
- Whether the request is desirable for the appropriate development of land.

Note in addition to these four 'tests' all planning decisions shall also be consistent with the Provincial Policy Statement.

A report will be prepared by a municipal planner and presented at the public meeting, followed by a recommendation to the Committee based on whether the concerns have or can be addressed. If the application is approved, the Committee of Adjustment may impose or remove conditions as part of the decision.

2.1.5 Notice of Decision

A notice of decision will be mailed to the applicant and anyone who filled a written request for notice of decision or provided written comments within 10 days of the date on which the Committee of Adjustment made a decision.

NOTE: There is a 20 day appeal period following the decision.

2.1.6 Final Decision

If no appeals are made by the end of the 20 day appeal period, the decision is final and binding.

2.2 Processing Times

1. Notice of Complete Application and Public Notice
 - a. Time Frame: within 1 week of receiving a complete application
2. Approval by the Committee of Adjustment
 - a. Time Frame: within 30 days of receiving the application
3. Notice of Decision
 - a. Time Frame: within 10 days of the Committee's decision
4. Final Decision
 - a. Time Frame: 21 days after the decision is made

The total processing time, from the submission of a complete application to the decision becoming final is approximately 6 – 10 weeks, assuming no appeal to the Local Planning Appeals Tribunal (LPAT).

3.0 Fees

3.1 Application Fees

- Minor Variance / Permission
\$700.00/application*
- South Nation Conservation(If located in the South Nation Watershed)
\$350.00/application

* A 10% discount is applied if it is concurrent with another application (i.e. consent)

Need more information or have any questions?

Contact:

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REPORT N° ADMIN 2018-016

Date	04/06/2018
Submitted by	Helen Collier, Chief Administrative Officer
Subject	Works in Progress/Completed Projects
File N°	Click here to enter text.

1) NATURE/GOAL:

The purpose of this report is to provide members of Council with a status report for current Works-in-Progress and a overview of capital projects that have been completed in 2014-2018.

2) DIRECTIVE/PREVIOUS POLICY:

At a previous Council meeting, direction was given to staff to submit a summary of projects that have been completed in the last four years (2014-2018).

3) DEPARTMENT'S RECOMMENDATION:

BE IT RESOLVED THAT Council receive the attached Works- in- Progress report (Attachment 1) and the capital works projects completed in 2014-2018 (Attachment 2) as information;

4) BACKGROUND:

The administration will be providing members of Council with regular monthly Works-in-Progress detailing the status of these projects and how they meet the Strategic Plan.

This report also response Council's request to provide a summary of capital works completed in 2014-2018.

5) DISCUSSION :

Attachment 1 summarizes current Works- in- Progress projects that are underway in 2018 and provides the following information:

- Ward affected by the project
- year of approval
- project name
- Strategic Plan Pillar impacted by the project
- budget amount approved
- status of project including percentage completed

- anticipated project completion date

Currently, the City has 98 projects underway-the majority of which are scheduled for completion by the end of this year.

Attachment 2 identifies projects that were completed in 2014-2018. It also reflects the Ward impacted by a project, year of budget approval, actual costs and year of completion.

The attachment confirms that 132 projects were completed in the 2014-2018 timeframe. It is interesting to note that 65% of these projects were completed in the same year that budget approval was received. Approximately 88% of the 132 projects were completed within two years of budget approval. Projects that extended beyond this timeframe represented more complex and involved projects such as the Waste Management Master Plan, Strategic Plan, Email Archiving Software, Recreation Master Plan, Zoning Bylaw amendments, etc.

6) CONSULTATION :

N/A

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS:

N/A

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

The Works-in-Progress projects may have additional or decreased funding requirements once the projects are completed and final costs are known. The monthly status reports will identify any significant variations with approved budgets.

9) LEGAL IMPLICATIONS:

N/A

10) RISK MANAGEMENT:

The Works in Progress summary reports will identify potential timing and budgeting issues and will enable the organization to appropriate corrective measures at an early stage in the project delivery.

11) STRATEGIC IMPLICATIONS:

The Works-in-Progress report supports the Strategic Priorities identified in Pillar 3 of Council's Strategic Plan.

12) SUPPORTING DOCUMENTS:

Attachment 1-2018 Works in Progress (WIP) Summary

Attachment 2- Capital Works Completed 2014-2018

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

#	Quartier Ward	Approuvé Approval	Nom du projet Project Name	Piliers stratégiques Strategic Pillars	Budget approuvé Approved Budget	État du projet Project status	Réalisation Completed
Directrice générale / Chief Administrative Officer							
1	Tous All	2016 & 2017	Gestion de la documentation Document Management	1	265,000	Pré appel d'offres Pre-tender	Dec 2018
		Nombre de projets: Number of projects:	1	sous-total sub-total	265,000		
Finances et développement économique / Finance and Economic Development							
2	Tous All	2011-2015	Projets de l'information et technologie Information Technology Projects	3	359,478	En cours In progress	75% Aug 2018
3	Tous All	2018	Étude des redevances d'aménagement Development Charges Study	4	50,000	Contract approved in May with Hemson	25% 2019
4	Tous All	2018	Politique pour les redevances d'aménagement Policy for Development Charges	4	25,000	Contract approved in May with Hemson	25% 2019
		Nombre de projets: Number of projects:	3	sous-total sub-total	434,478		
Services communautaires / Community Services							
5	5	2018	Toiture de l'hôtel de ville à Clarence Creek Roof at Clarence Creek City Hall	2	10,000	En cours In progress	Jul 2018
6	5	2017-2018	Génératrice de l'hôtel de ville à Clarence Creek Generator at Clarence Creek City Hall	2	180,000	Soumission en mai Tender in May	25% Oct 2018
7	5	2018	Parc Jules Saumure - sentier d'asphalte Jules Saumure Park - accessible path	2	50,000	Soumission en mai Tender in May	25% Sept 2018
8	7	2018	Parc Alphonse Carrière - sentier accessible Alphose Carrière Park - accessible path	2	55,000	Soumission en mai Tender in May	25% Sept 2018

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

#	Quartier Ward	Approuvé Approval	Nom du projet Project Name	Piliers stratégiques Strategic Pillars	Budget approuvé Approved Budget	État du projet Project status	Réalisation Completed
9	8	2018	Parc de jeux d'eau Bourget - sentier d'asphalte Bourget splash pad - asphalth path	2	15,000	Soumission en mai Tender in May	25% Sept 2018
10	3	2018	Parc Laviolette - bande de patinoire Laviolette Park - outdoor skating boards	2	30,000		0% Oct 2018
11	8	2018	Parc Naturel Lavigne - aménagement Naturel Lavigne Park - development	2	75,000	Conception Design	25% Nov 2018
12	6	2018	Parc St-Pascal gazebo St-Pascal Park - gazebo	2	15,000	En cours In progress	50% Jul 2018
13	1	2018	Parc Richelieu-Grande-Rivière - bande de patinoire Richelieu Grande Rivière Park - outdoor rink boards	2	30,000		0% Oct 2018
14	8	2017	Abri pour le parc de Bourget Shelter for the Bourget Park	2	30,000		50%
15	1	2017 & 2018	Parc Village Morris - Développement du parc Morris Village Park - Park Development	2	485,000	Soumission en mai Tender in May	25% Sept 2018
16	5	2017	Parc de Clarence Creek Clarence Creek Park	2	50,000	Conception Design	0% Oct 2018
17	Tous All	2015, 2016 & 2017	Circuit de sentiers de vélo Bike Trails and network	2	43,500	En attente On hold	2019
18	8	2014 & 2016	Gare de Bourget Bourget Train Station	1	455,000	En attente On hold	2019
19	5	2018	Toiture à l'aréna de Clarence Creek Roof at the Clarence Creek Arena	4	15,000	En cours In progress	Jul 2018
20	5	2017 & 2018	Aréna de Clarence Creek - rénovations (salles de bain et salle communautaire) Clarence Creek Arena - Renovations (washrooms and community hall)	4	180,000	En cours In progress	25% Jul 2018
21	Tous All	2017-2018	Réparations au complexe récréatif Repairs at the Recreation Complex	4	56,500	En cours In progress	50% May 2018

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

#	Quartier Ward	Approuvé Approval	Nom du projet Project Name	Piliers stratégiques Strategic Pillars	Budget approuvé Approved Budget	État du projet Project status	Réalisation Completed
22	3	2018	Centre arts et culture - chauffage et climatisation Arts and Cultrual Centre- heating and air conditioning	4	25,000	Soumission en juillet Tender in July	0% Oct 2018
23	6	2018	Centre R. Lalonde - chauffage et climatisation R. Lalonde Centre- heating and air conditioning	4	25,000	Soumission en juillet Tender in July	0% Oct 2018
24	3	2017	Aréna Jean-Marc Lalonde Jean-Marc Lalonde Arena	2	50,000	En attente On hold	Oct 2018
25	3	2018	Aréna Jean-Marc Lalonde - aménagement Jean-Marc Lalonde Arena - redevelopment	2	110,000	Concept effectué Concept done	Oct 2018
26	Tous All	2018	Site Web Web site	1	70,000	Amount transferred to Sharepoint project	2019
27	Tous All	2018	Salle serveur - système d'extinction des feux IT server room - fire extinguishing system	4	25,000	Conception Design	0%
Nombre de projets: Number of projects: 23				sous-total sub-total	2,080,000		

Services de la protection / Protective Services							
28	Tous All	2018	Bateau - département des incendies Boat - Fire Department	2	65,000	Commande placée Order placed	Jul 2018
29	Tous All	2018	2002 Bateau de sauvetage eau/glace de déploiement rapide 2002 Ice Water Rescue Rapid Deployment Craft	2	5,000	Obtention de prix Getting pricing	June 2018
30	Tous All	2018	Système électronique de gestion des dossiers New Records Management Software Program	2	27,000	Confirming specs	
31	Tous All	2018	Système de formation à la gestion des incidents Blue card command (IPAD)	2	12,000	With Finance	

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PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

#	Quartier Ward	Approuvé Approval	Nom du projet Project Name	Piliers stratégiques Strategic Pillars	Budget approuvé Approved Budget	État du projet Project status	Réalisation Completed
32	Tous All	2018	Caméra Thermique Thermal imaging camera	2	5,000	Getting pricing	
33	Tous All	2018	2 Équipement de sauvetage pour pompiers en difficulté 2 Downed Firefighter Rescue Equipment	2	9,000	Obtention de prix Getting pricing	May 2018
34	Tous All	2017	Radios	2	200,000	En attente CUPR Waiting for UCPR	Jul 2018
35	Tous All	2014-2015	Caserne 3 - Rockland Fire Station 3 - Rockland	2	3,918,000	En cours In progress	May 2019
36	Tous All	2017	Caserne 1 - Bourget Fire Station 1 - Bourget	2	3,000,000	En cours In progress	May 2019
37	Tous All	2014	Entraînement Fire training live Burn container	2	75,000	En cours In progress	Sept 2018

Nombre de projets:
Number of projects: 10

sous-total
sub-total 7,316,000

Bibliothèque / Library

38	Tous All	2018	Système intégré de gestion de bibliothèque Integrated Library System	1	41,380	Complet Done	Feb 2018
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Nombre de projets:
Number of projects: 1

sous-total
sub-total 41,380

Infrastructure

39	Tous All	2014, 2016, 2017 & 2018	Expansion du garage municipal Municipal garage expansion	4	883,000	Rencontre en juin Meeting in June	0%
40	Tous All	2014	Terrain pour dépotoir de neige Snow Dump Land	4	350,000	Pré-conception Pre-design	0%

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

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41	2	2015-2018	Bassin rue Caron Pond Caron street	4	1,342,400	Pré-conception Pre-design	0%
42	Tous All	2017	Étude maitre du transport Master Transportation study	4	130,000	En cour In progress	50% Dec 2018
43	Tous All	2017	Lumières LED LED Street lights	4	800,000	En cour In progress	50% Aug 2018
44	1	2018	Design pour la Montée Poupart et rue adjacente Poupart Side Road and adjacent street design	4	100,000	En attente On hold	0%
45	5	2018	Route Lacasse Lacasse Road	4	700,000	En cour In progress	25% Sept 2018
46	2	2018	Rue Edwards Edwards Street	4	132,000	Conception Design	0% 2019
47	2	2018	Rue Edwards - Route de comté 17 à Albert Edwards Street - County 17 to Albert	4	250,000	Conception Design	0% 2019
48	7	2018	Rue St-Félix traitement de surface Surface treatment St-Félix Street	4	306,000	En cours In progress	50% Oct 2018
49	2-3	2018	Rue Laurier (phase 1 de 2) Laurier Street (phase 1 of 2)	4	130,000	Conception Design	50% Aug 2018
50	8	2018	Rue Bouvier Bouvier Street	4	350,000	Rencontre en mai Meeting in May	25% Oct 2018
51	7	2018	Rue Butler traitement de surface (phase 1 de 2) Surface treatment Butler street (phase 1 of 2)	4	20,000	En cours In progress	50% Oct 2018
52	8	2018	Rue Bouvier traitement de surface (phase 1 de 2) Surface treatment Bouvier street (phase 1 of 2)	4	20,000	En cours In progress	50% Oct 2018
53	1	2018	Rue St-Jacques St-Jacques Street	4	140,000	Rencontre en mai Meeting in May	25% Sept 2018
54	7	2018	Ponceau - Butler / Legault Culvert - Butler / Legault	4	1,254,000	En cours In progress	25% Sept 2018

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

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55	5	2018	Ponceau - Lacasse Culvert - Lacasse	4	285,000	En cours In progress	25% Sept 2018
56	5	2018	Ponceau Vinette Est (phase 1 de 2) Culvert - Vinette East (phase 1 of 2)	4	25,000	Conception Design	50% Aug 2018
57	5	2018	Ponceau Vinette West (phase 1 de 2) Culvert - Vinette West (phase 1 of 2)	4	25,000	Conception Design	50% Aug 2018
58	5	2018	Ponceau - Baseline Culvert - Baseline	4	272,750	Rencontre en juin Meeting in June	25% Aug 2018
59	1	2018	Ponceau - Laurier (phase 1 de 2) Culvert -Laurier (phase 1 of 2)	4	20,000	Conception Design	50% Aug 2018
60	7	2018	Ponceau - St-Félix Culvert - St-Félix	4	120,000	En cours In progress	50% Aug 2018
61	8	2018	Pont - Nord de Indian Creek Bridge - North of Indian Creek	4	30,000	En cours In progress	50% Oct 2018
62	4	2018	Pont Tucker Tucker Bridge	4	30,000	En cours In progress	50% Oct 2018
63	8	2018	Pont Bear Brook inondation Bearbrook Bridge Overflow	4	55,000	En cours In progress	50% Oct 2018
64	5	2018	Ponceau - Landry (phase 1 de 2) Culvert - Landry (phase 1 of 2)	4	25,000	Conception Design	50% Aug 2018
65	Tous All	2018	Étude de creusement de fossés dans toute la ville Ditching City Wide study	4	125,000	En attente On hold	0%
66	1	2018	Rue St-Jean trottoir - lumières Street St-Jean sidewalk - lights	4	300,000	Conception Design	0% 2018
67			Élargissement de la rue Industrielle Rue Industrielle widening	4		Pré-conception Pre-design	
Nombre de projets: Number of projects: 29				sous-total sub-total	8,220,150		

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

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Aménagement / Planning								
68	2	2018	Lotissement Verdun Verdun Subdivision	2	402,000	Pré-conception Pre-design	0%	2019
69	Tous All	2018	Révision du Plan Officiel de l'aire urbaine Urban Area Official Plan review	2	30,000	Pré-conception Pre-design	0%	Nov 2018
70	1-2-3-4	2016 & 2017	Embellissement de la Cité City Beautification	1	355,000	Rencontre en juin Meeting in June	0%	Dec 2018
71	Tous All	2016 & 2018	Enseignes Cité phase finale City signs final phase	1	175,000	En cours In progress	50%	Oct 2018
72	Tous All	2014	Plan secondaire - Rockland (Sancor) Secondary Plan - Rockland (Sancor)	4	250,000	En cours In progress	50%	Dec 2018
		Nombre de projets: Number of projects:	5	sous-total sub-total	1,212,000			
Flotte / Fleet								
73	Tous All	2018	2006 camion F450 travaux publics 2006 Pickup F450 publics works	4	65,000	Rencontre en mai Meeting in May	25%	
74	Tous All	2018	2008 -camion 3 tonne travaux publics 2008 -3 ton snow plow publics works	4	320,000	Soumission en mai Tender in May	0%	2019
75	Tous All	2018	Nouveau camion infrastructures New pickup Infrastructures	4	30,000	En cours In progress	50%	June 2018
76	Tous All	2018	1992 tracteur loisirs 1992 tractor recreation	4	80,000	Soumission en avril Tender in April	0%	Aug 2018
77	Tous All	2018	2007 camion F150 loisirs 2007 Pickup F150 recreation	4	45,000	Complet Done	100%	May 2018

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

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78	Tous All	2018	Nouveau -Resurfaceuse de glace extérieur New outdoor ice resurfacer	1	20,000	En cours In progress	0%	Sept 2018
79	5	2017	Resurfaceuse Ice resurfacer	1	103,378	En cours In progress	50%	Sept 2018
80	Tous All	2018	1993 Chargeur - remplacement site d'enfouissement 1993 Loader - landfill replacement	4	250,000	Rencontre en mai Meeting in May	25%	June 2018
		Nombre de projets: Number of projects:	8	sous-total sub-total	14,654,278			
Égouts / Sanitary								
81	1-2-3-4	2014-2015-2017	Système de dégrillage - usinge d'eaux usees et conduite Screening system wwtp c/w forcemain	4	12,600,000	Conception Design	25%	2020
82	1	2018	Bassin de drainage d'égout # 2 Sanitary Sewage bassin # 2	4	300,000	En cours In progress	25%	Aug 2018
83	8	2014	Construction des égouts à Bourget Bourget sanitary sewers construction	4	500,000	En attente On hold	0%	
84	5	2014	Construction des égouts à Clarence Creek Clarence Creek sanitary sewers construction	4	500,000	En attente On hold	0%	
85	2	2018 & 2017	Poste de pompage égouts #3 Sanitary Sewage Pumping # 3	4	70,000	Soumission en mai Tender in May	0%	Aug 2018
86	1	2018	Poste de pompage d'égout # 2 - étude Sanitary sewage pumping station 2 - study	4	100,000	En attente Pending	0%	Dec 2018
87	Tous All	2014 & 2015	Plan maitre de gestion des eaux usées Storm sewer master plan	4	400,000	En cour In progress	50%	Dec 2018
		Nombre de projets: Number of projects:	7	sous-total sub-total	29,124,278			

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

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	Eau / Water							
88	5-8	2017	Bouclage aqueduc - Bourget et Clarence Creek Waterlooping - Bourget and Clarence Creek	4	3,360,450	Soumission en mars Tender in March	25%	Oct 2018
89	4	2018	Station de supression de la rue Caron Booster station, Caron Street	4	25,000	En attente Limoges Pending Limoges	0%	
90	Tous All	2018	Usine traitement de l'eau potable - efficacité énergétique Water Treatment Plant - Energy Efficiency Retrofit	4	150,000	En cours In progress	50%	Dec 2018
91	2-3	2018	Rue Laurier - Giroux à Simoneau (phase 1 de 2) Laurier Street- Giroux to Simoneau (phase 1 of 2)	4	50,000	Pré-conception Pre-design	0%	
92	2	2018	Rue Gareau - Wallace à Laurier (phase 1 de 2) Gareau Street - Wallace to Laurier (phase 1 de 2)	4	71,000	Pré-conception Pre-design	0%	
93	2	2018	Rue Pouliotte - fin à Laurier (phase 1 de 2) Pouliotte Street - End to Laurier (phase 1 of 2)	4	127,000	Pré-conception Pre-design	0%	
Nombre de projets: Number of projects:				sous-total sub-total	3,783,450			
6								

Déchets / Waste								
94	Tous All	2017	GEOWARE - Balance pour site d'enfouissement GEOWARE - Landfill / Weight scale	4	26,000	En cours In progress	50%	June 2018
95	Tous All	2018	Site d'enfouissement clôtures Landfill Facility fences	4	35,000	En cours In progress	50%	Jul 2018
96	Tous All	2016-2017	Site d'enfouissement Landfill Facility	4	942,000	En cours In progress	75%	May 2018
97	Tous All	2018	Site d'enfouissement capage Landfill Facility capping	4	40,000	Pré-conception Pre-design	0%	Nov 2018

Cité de / City of Clarence-Rockland

PROJETS EN PROGRESSION / WORKS IN PROGRESS (WIP) 2014-2018

30/05/2018

Projets approuvés et non complétés / Projects approved but not yet completed

#	Quartier Ward	Approuvé Approval	Nom du projet Project Name	Piliers stratégiques Strategic Pillars	Budget approuvé Approved Budget	État du projet Project status	Réalisation Completed
98	2	2018	Capage site d'enfouissement Notre Dame Capping Notre Dame landfill	4	983,000	En cours In progress	
Nombre de projets: Number of projects: 5				sous-total sub-total	2,026,000		
Total des projets : Total projects: 98				Total	69,157,014		

Soumission/contrat accordé 25%
 Tender/contract awarded
 Travaux commencés 50%
 Actual work has begun
 Achèvement des travaux 75%
 Substantial completion

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
1	1	2016	Feux de circulation à l'intersection de la rue Laurier et de la rue Laporte Traffic lights at the intersection of Laurier and Laporte Street	264,395.49	2017
2	1	2016	Poupart - fossés Poupart - ditching	36,021.27	2016
3	1	2017	Refaire la surface du sentier multi-usage St-Denis-Campeau Resurface the multipath St-Denis-Campeau.	14,704.33	2017
4	1	2017	Revêtement - Campeau Scratch coat - Campeau	49,859.00	2017
5	1	2017	Traitement de surface - Poupart Surface Treatment - Poupart	108,006.68	2017
6	2	2014	Salle du conseil - de Rockland à Clarence Creek Council Chambers - from Rockland to Clarence Creek	78,880.30	2015
7	2	2014	Conduits d'eau Edwards et Catherine Water pipe Edwards and Catherine	444,342.80	2014
8	2	2015	Usine sanitaire SCADA améliorer système informatique Waste Water Treatment Plant SCADA I.T. Improvement	24,563.07	2015
9	2	2015	Usine sanitaire changer les lumières usine aux DEL Waste water treatment plant - change LED lights	26,922.65	2015
10	2	2016	Hôtel de ville - reconstruction rentrée avant City Hall - rebuild the front entrance	85,487.21	2016
11	2	2016	Pluvial Rodrigue Storm Rodrigue	375,886.45	2017
12	2	2017	Rue Industrielle changer tuyaux eaux et égouts Industrielle sanitary spot reconst and watermain decommis	31,399.46	2017

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
13	2	2017	Rue Victoria - conceptualiser la reconstruction et refaire les marches et murs de rétention Victoria Street - Design the reconstruction and redo the steps and retaining walls	165,736.39	2017
14	3	2015	Planchodrome Joël Gauthier - Phase 3-3 Simon Skate Park phase 3-3	118,183.18	2015
15	3	2015	Sanitaire Morris St (dep option) Sanitary sewer on Morris St. (dep option)	312,232.87	2016
16	3	2016	Support à vélo et abris bus pour le transport en commun Bike racks and bus shelter for Transit	13,434.34	2016
17	3	2016	Park Simon à Rockland (refaire surface terrain tennis) Simon Park in Rockland (resurface tennis court)	21,059.48	2016
18	3	2016	Programme de trottoirs (Ave du Parc et la rue Giroux) Sidewalk program (Du Parc Ave an Grioux Street)	38,052.64	2016
19	3	2016	Égouts sanitaires (rue Morris) Sanitary Sewer (Morris Street)	91,288.73	2016
20	3	2016	Reconstruction de St-Joseph Reconstruction of St-Joseph	2,540,980.61	2017
21	3	2017	La toiture faite en bardeaux d'asphalte du centre des arts et de la culture doit être changée The shingle roofing of the Cultre and Arts Centre needs to be replaced.	4,579.14	2017
22	3	2017	Remplacé bardeaux d'asphalte de la toiture du centre Chamberland Replace shingle roofing of the Chamberland Centre	5,694.54	2017
23	3	2017	Revêtement - St-Laurent Scratch coat - St-Laurent	13,881.00	

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
24	3	2017	Abri pour le parc Simon Shelter for the Simon Park	31,902.59	2017
25	3	2014-2015	Parc du village Morris - Phase 2-2 Morris Village park phase 2-2	164,366.34	2015
26	4	2013	Berges Clarence Point Embankment at Clarence Point	51,440.49	2015
27	4	2015	Paving on Laurier from Caron to Michel Pavage sur Laurier de Caron a Michel	175,000.00	2016
28	4	2016	Parc Mountain View à Clarence Creek Mountain View Park in Clarence-Creek	98,891.43	2016
29	4	2017	Les bandes de patinoires extérieures au parc Dalrymple The outside rink boards at Dalrymple Park	20,352.01	2018
30	4	2017	Reconstruction de la route Marquette-Vaudreuil- Lasalle Road crown and surface reconstruction (including entrance culverts (18))	516,713.90	2017
31	5	2013	Pavage Station 2 Clarence Creek Paving Station 2 in Clarence Creek	18,784.35	2016
32	5	2014	HVAC Garderie Ste-Félicité HVAC Ste-Félicité Daycare	6,441.00	2015
33	5	2014	Espace requis à Clarence pour ré-aménager Infrastructure au sous sol suite au déménagement de la salle du conseil Space required in Clarence Creek to move Infrastructure to basement following Council Chambers move	117,755.36	2015
34	5	2015	Aréna de Clarence Creek Clarence Creek Arena	38,049.09	2015
35	5	2015	Pluvial sur Claude à Clarence Creek Storms on Claude Street in Clarence Creek	57,743.96	2016

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
36	5	2016	Trottoirs et lumières (côté sud de Labonté jusqu'à Céline avec lumières) Sidewalk and lights (south side of Labonté up to Céline with street lights)	92,970.97	2016
37	5	2016	Forest Hill-Blue Jay (réfection du système de drainage existant en bordure de route) Forest Hill-Blue Jay (regrading of existing roadside drainage system)	118,388.52	2016
38	5	2016	Structures de jeu et jeux d'eau à Clarence Creek Play Structures and splash pad in Clarence Creek	165,809.10	2017
39	5	2016	Tour de refroidissement et toiture de la salle de réfrigération/garage Cooling tower and garage and mechanical room roof	175,407.13	2017
40	5	2017	Égout Pluvial 1629 Landry Clarence Creek Storm Sewer at 1629 Landry Clarence Creek	35,709.98	2017
41	5	2017	Remplacement de trois ponceaux Forest Hill Replacement of three road culverts Forest Hill	50,000.00	2017
42	5	2017	Fermer fossé parc Jules Saumure (installer des sous-drains) Closing ditches at Jules Saumure Park (install sub-drains)	53,382.62	2017
43	5	2017	Restauration - Céline Rehabilitation - Céline	188,889.15	2017
44	6	2016	Centre de loisirs de St-Pascal - revêtement extérieur St-Pascal Recreation Center - exterior siding	49,349.31	2017
45	6	2017	Remplacement du réservoir sceptique du chalet au terrain de balle St-Pascal Replacement of holding tank of field cabin at the St-Pascal Ball Diamond	8,954.89	2017
46	7	2015	Pont McDougall McDougall Bridge	254,441.56	2015
47	7	2015	Parc Cheney Cheney Park	4,070.40	2015
48	7	2015	Parc de Hammond - Construction du terrain de tennis Hammond Park - Tennis court construction	103,846.02	2017

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
49	7	2016	Terrain de tennis à Hammond et éclairage (lumières) tennis Tennis court in Hammond and tennis lighting	43,655.06	2016
50	7	2016	Chemin Gagné Gagné Road	291,487.59	2016
51	8	2014	Rénovations - Gare de Bourget Bourget Train Station Renovation	20,364.74	2015
52	8	2015	Bearbrook bridge Pont Bear Brook si octroie	1,393,969.65	2016
53	8	2016	Ponceaux (ponts Butler et Legault) Culverts (Butler and Legault bridges)	25,626.51	2018
54	8	2016	Cul-de-sac à Bourget (Dollard et Lapointe) Dead end in Bourget (Dollard and Lapointe)	37,186.41	2016
55	8	2016	Parc d'eau à Bourget Water Park in Bourget	147,256.32	2016
56	8	2017	Pavage Bouvier (entre Vinette et Baseline) Paving Bouvier (between Vinette et Baseline)	342,946.43	2017
57	8	2017	Pont Boileau Bridge Boileau	761,901.73	2017
58	8	2014-2015	Centre communautaire de Bourget Bourget Community Center	130,453.98	2017
59	8	2015-2016	Pluvial - Champlain sud de Laval Storm - Champlain south of Laval	322,250.37	2016
60	1-2-3-5	2017	Trottoirs rue Simoneau et Labonté, ouest de Céline Sidewalk on Simoneau St and Labonté St, west of Céline	80,260.90	2017
61	2-3	2015	Égout sanitaire de la rue Laurier - Phase 1 Laurier Sewer on Laurier Street - Phase 1	590,491.34	2016

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
62	2-3	2016	Égout sanitaire de la rue Laurier - Phase 2 Laurier Sewer on Laurier Street - Phase 2	1,190,000.03	2017
63	2-3-4	2012-2015	Caron	11,768,779.13	2015
64	4-6	2016	Fossé chemin Clark Ditching Clark	160,838.22	2016
65	5-6-7-8	2015	Réparations ponts Bridge repairs	69,319.95	2015
66	5-6-7-8	2015	Changement de ponceaux routier (Legault, Brazeau, Duquette et Bouvier) Change of road culverts	84,898.18	2015
67	5-6-7-8	2015	Nettoyage des talus Berm removal	148,864.60	2015
68	5-6-7-8	2015	Resurfacage (Drouin) Resurfacing	250,680.72	2015
69	5-6-7-8	2015	Fossés (St-Félix, Marcil, Schnupp, Bouvier, Vinette, Lavigne, Indian, Laviolette, Lalonde et du Lac) Ditching City-wide	307,473.71	2015
70	5-6-7-8	2015	Traitement de surface (Baseline, du Lac, Duquette, Pilon, du Golf et Lacroix) Surface Treatment	924,146.91	2015
71	5-6-7-8	2016	Programme des ponceaux Culvert Program	13,049.25	2016
72	5-6-7-8	2016	Réparation de ponts Bridge repairs	87,149.33	2016
73	5-6-7-8	2016	Fosés (Ramage, Drouin, Lavigne, Marcil, Vinette, Lacroix, Nolan, Baseline, du Lac, Brazeau, Lalonde et Rollin) Ditching shoulder maintenance,	200,433.42	2016
74	5-6-7-8	2016	Traitement de surface (Duquette et Bouvier) Road resurfacing	535,922.69	2016

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
75	5-6-7-8	2017	Traitement de surface Marcil Surface Treatment on Marcil	53,971.00	2017
76	5-6-7-8	2017	Traitement de surface - Ramage Surface Treatment - Ramage	58,777.00	2017
77	5-6-7-8	2017	Nettoyage des talus et fossés (Lavigne et Lacroix) Ditch and Embankments Cleaning	78,856.33	2017
78	5-6-7-8	2017	Traitement de surface - Baseline Surface Treatment - Baseline	117,755.00	2017
79	5-6-7-8	2017	Traitement de surface Lacroix Surface Treatment on Lacroix	122,662.00	2017
80	5-6-7-8	2017	Traitement de surface - Lavigne Surface Treatment - Lavigne	137,382.00	2017
81	5-6-7-8	2017	Revêtement (Vielle Route 17, Rollin, Gagné, St-Louis, St-Jean, Bouvier, David, Sharf, McDermitt, Patricia, Oakwood et Albert) Scratch coat	523,718.26	2017
82	Tous All	2011	Programme archives des courriels Email archiving software	33,904.42	2017
83	Tous All	2013	Plan directeur de la gestion intégrée des déchets Waste Management Master Plan	68,559.73	2015
84	Tous All	2014	Évaluation ergonomique Ergonomic assessment	9,215.32	2015
85	Tous All	2014	Everbridge - Mass communication system Everbridge - Système de communication	10,693.69	2016
86	Tous All	2014	Escribe	18,545.77	2015
87	Tous All	2014	Camion pour le département de la construction Truck for Construction Department	24,640.35	2015

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
88	Tous All	2014	Remplacement de processeurs CPU replacement	27,661.76	2016
89	Tous All	2014	Support Vehicles infra	34,041.72	2015
90	Tous All	2014	Véhicule pour Services de la réglementation Bylaw Services vehicle	40,479.09	2015
91	Tous All	2014	Plan Gestion des actifs Asset Management Plan	45,392.69	2016
92	Tous All	2014	Règlement zonage Zonning Bylaw	61,328.09	2016
93	Tous All	2014	Plan stratégique Strategic Plan	67,309.85	2018
94	Tous All	2014	Plan maître des loisirs Recreation Masterplan	80,394.34	2016
95	Tous All	2015	Remorque TRB01 Trailer TRB01	3,988.00	2015
96	Tous All	2015	VADIM Open	4,065.31	2015
97	Tous All	2015	Projets bibliothèque publique Public Library projects	7,769.35	2015
98	Tous All	2015	ATV 500 Artic Cat 4x4 pour les Services de la réglementation ATV 500 Artic Cat 4x4 for Bylaw Services	11,464.90	2015
99	Tous All	2015	Ajout Lumières de rue Additional Street lights	12,598.52	2016
100	Tous All	2015	Pluvial Inspections caméra Storm camera inspection	13,507.98	2015

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
101	Tous All	2015	Matériel d'effraction -ProFire Forcible entry tool / pro-fire	15,949.10	2015
102	Tous All	2015	Équipements et ameublement additionnels pour garderies Additional Furniture and Equipment for Daycare	18,403.74	2015
103	Tous All	2015	Kubota 1994 - Gazon Kubota 1994 - Lawn	20,606.41	2015
104	Tous All	2015	Inspection et réparation bornes fontaines Repair & Inspection of Fire hydrants	23,678.30	2015
105	Tous All	2015	Camera pour inspection des égouts sanitaires Cameras to inspect storm sewers	24,175.80	2015
106	Tous All	2015	Vêtements de protection Bunker gear	29,302.74	2015
107	Tous All	2015	Collections et matériaux additionnels (Bibliothèque) Additional collections materials (Library)	40,159.91	2015
108	Tous All	2015	Recycleur d'asphalte Asphalt Recycler	50,718.24	2016
109	Tous All	2015	Machine pour trottoirs Sidewalk machine	131,831.44	2015
110	Tous All	2015	Camion Mack pour épandage de sel et charrue (Remplacement) Mack truck with salter & plow (Replacement)	322,036.02	2017
111	Tous All	2016	Équipements de sauvetage Extrication Equipment	14,958.73	2016
112	Tous All	2016	Plan d'améliorations communautaires Community improvement plan	21,458.83	2016
113	Tous All	2016	Plan secondaire secteur spécial Special area secondary plan	25,185.61	2016

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
114	Tous All	2016	Outils d'information et de sécurité Line of sight and security info tools	31,915.55	2016
115	Tous All	2016	Remplacement de camion - Services de la réglementation Replacement of Bylaw vehicle	34,853.25	2016
116	Tous All	2016	Remplacement de camion - Services communautaires Truck replacement - Community Services	36,096.00	2016
117	Tous All	2016	Technologies de l'information, pare-feu, antiVirus, remplacement de systèmes de filtrage de malveillants et spam Information technology, firewalls, AntiVirus, Malware and Spam filtering appliances replacement	52,789.75	2016
118	Tous All	2016	Gestion de projets (Intersection Laporte, fossés et accotement, sanitaire Morris, traitement de surface et eau Champlain) Project Management	58,258.18	2016
119	Tous All	2016	Comité du patrimoine Heritage Committee	60,000.00	2017
120	Tous All	2016	Équipement additionnel pour nouvelles places dans les garderies Additional equipment for new daycare spaces	74,793.46	2017
121	Tous All	2016	Deux nouveaux véhicules Two new vehicles	96,329.33	2017
122	Tous All	2016	Remplacement de la niveleuse Replacement of grader with plow	279,744.54	2017
123	Tous All	2016	Remplacement de camion avec épandage de sel Replacement of truck with salter	319,272.22	2016
124	Tous All	2017	Balai hydraulique - Kubota Hydraulic broom - Kubota	6,405.08	2017
125	Tous All	2017	Pièce pour souffleuse à neige TYM Snowblower attachment TYM	8,089.93	2017

Cité de / City of Clarence-Rockland

PROJETS COMPLÉTÉS / COMPLETED CAPITAL PROJECTS (2014-2018)

30/05/2018

	Quartier Ward	Approuvé Approved	Nom du projet Project Name	Coût réel Actual Cost	Réalisation Completed
126	Tous All	2017	Exam de lots vacant contaminé Review of contaminated vacant lands	12,711.01	2017
127	Tous All	2017	Étude de cas pour Parc Industriel Development of Business case for Industrial Park	25,338.26	2017
128	Tous All	2017	Camion de pompier Fire truck	25,440.02	2017
129	Tous All	2017	Remplacement de véhicule pour département d'eau Vehicle replacement in water department	29,968.34	2017
130	Tous All	2017	Projets dépotoir (clôtures) Landfill projects (fencing)	61,849.00	2018
131	Tous All	2017	Tracteur bucket avec tondeuse 8' pour fossés Tractor bucket with mower 8' for ditches	102,385.00	2017
132	Tous All	2017	Souffleuse a neige (résolution 2016-122) Snow blower (resolution 2016-122)	115,416.56	2017



RAPPORT N° LOI2018-06-03

Date	Le 4 juin 2018
Soumis par	Pierre Boucher
Objet	Aréna Jean-Marc Lalonde
# du dossier	R05-LED

1) **NATURE / OBJECTIF :**

Information sur la santé et sécurité de l'aréna Jean-Marc Lalonde.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

La Loi sur la santé et la sécurité au travail exige l'inspection des installations.

3) **RECOMMANDATION DU SERVICE:**

ATTENDU QU'ne inspection régulière de la santé et de la sécurité a été effectuée à l'aréna Jean-Marc Lalonde en avril 2018.

ATTENDU QUE l'inspection a révélé des problèmes de peinture écaillée.

ATTENDU QU'une inspection de suivi a été effectuée immédiatement le 3 mai 2108 par un spécialiste de l'environnement qui identifie le plomb contenu dans la peinture au-dessus de la limite acceptable.

QU'IL SOIT RÉSOLU QU'un rapport d'ingénieurs professionnels soit complété pour fournir les étapes nécessaires pour enlever la peinture au plomb de l'aréna.

WHEARAS a regular Health and Safety inspection was conducted on the Jean-Marc Lalonde Arena in April 2018.

WHEREAS the inspection identified concern with flaking paint.

WHEREAS a follow-up inspection was conducted immediately May 3rd, 2108 by an environmental specialist that identifies lead is contained in the paint above the acceptable limit.

BE IT RESOLVED THAT a professional engineers report be completed to provide the necessary steps to remove the lead paint from the

arena.

4) **HISTORIQUE :**

Depuis plusieurs années le dossier des rénovations nécessaire à l'aréna fut mis de côté afin d'étudier la future vocation de l'édifice. Suite à la fermeture de glace au printemps 2011 aucun travail de peinture ou de rénovations ne fut entrepris dans cet établissement.

5) **DISCUSSION :**

Suite à une inspection plus approfondie de notre Agent d'évaluation des édifices municipaux, l'item de la peinture qui écaillait a soulevé de multiples questionnements de la part du Service.

Nous avons fait analyser des échantillons de peinture afin de connaître ses composantes.

Les résultats recueillis et analysés nous montrent qu'il y a une faible teneur de plombs dans la peinture de l'édifice

Nous avons demandé un avis de CM3 environnemental de nous proposer des solutions afin de minimiser l'ampleur des travaux requis pour remédier au problème relié à la peinture.

Nous avons reçu les résultats de l'avis de CM3 environnementale par écrit le lundi 7 mai 2018.

Nous soumettrons un rapport avec recommandations dans un avenir rapproché suite à avoir recueillis toutes les informations pertinentes.

6) **CONSULTATION :**

N/A

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

N/A

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

La première étape de ce projet est d'embaucher une firme d'ingénierie environnementale afin de superviser les travaux et de remettre un rapport de conformité à la Cité ainsi qu'au Ministère si nécessaire suite aux travaux effectués.

Puisque nous sommes au courant que cette étape du projet sera moins de 5 000\$, nous allons procéder par demande de 3 cotations.

9) **IMPLICATIONS LÉGALES :**

N/A

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

Les travaux doivent être effectués afin de respecter les lignes directives pour l'exposition au plomb sur les chantiers de construction (The Guideline for Lead on Construction Projects) du Ministère du Travail.

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Pièce-jointe 1 – Recommandation #2018-04

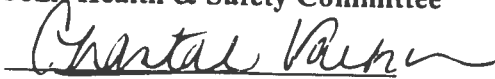
Pièce-jointe 2 – Recommandation de CM3 environmental

**Clarence-Rockland
Joint Health & Safety Committee – Recommendation Form**

Recommendation # 2018 – 04

To: Helen Collier
From: **Joint Health & Safety Committee**

Date: April 26th 2018


Chantal Vachon


Nick Brunet

Co-Chair Signature – Employer Representative Co-Chair Signature – Worker Representative

Please respond by: May 17th 2018 (Within 21 calendar days)

OH&S Issue: Give a short, clear and complete description of the issue. Describe what, why, who, where and when

At the Jean-Marc Lalonde arena, lead paint is peeling off the wall exposing workers and users of high chemical hazard. This hazard is located on the East interior wall, Southwest stairwell and in the upstairs women bathroom.

Committee Recommendation: (attach a separate sheet if necessary) (Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)

The JHSC has a couple recommendations for this situation;

- 1- Every employee who's working at the building should have proper Lead training
- 2- Cleaning crew should have proper PPE and accessories to remove the paint off the floor
- 3- Recommends scrapping of the affected walls

Cc: Appropriate Manager, Director, CAO, etc.

Jean-Luc Jubinville & Pierre Boucher
Manager Director

Employer Response: (attach a separate sheet if necessary) (Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)

Facility Manager met with CM3 Environmental to assess the issue, CM3 provided a report with recommendations on May 7th, 2018 (report attached). The report is showing a very low concentration of lead in the paint. Facility Manager requested a budget quote to apply the engineer recommendations on May 10th, 2018, we are currently waiting for the contractor to get back with a quote. Community services working towards giving a proper lead training to community services operators. Training to be given before the end of June.

Signature: 
Department Head or Designate

Date Returned: _____
MM/DD/YY

Committee Comments: (Note any follow-up or additional action required by the Committee)



May 7 2018

Project No. TLW-1936

Jean-Luc Jubinville
Municipal and Recreational Facility Manager

City of Clarence-Rockland
1560 rue Laurier Street
Rockland, Ontario
K4K 1P7
Email: jjubinville@clarence-rockland.com

**RE: RECOMMENDATIONS- LEAD BASED PAINT ABATEMENT
JEAN-MARC LALONDE ARENA-1450 DU PARC AVE, ROCKLAND, ON**

Dear Mr. Jubinville,

CM3 Environmental Inc. (CM3) was retained by the City of Clarence-Rockland to provide recommendations related to the remediation of delaminating lead containing paint at the Jean-Marc Lalonde Arena located at 1450 Du Parc Ave. in Rockland, Ontario (Site). It was reported that the City of Clarence-Rockland had collected samples of the peeling and flaking paint throughout the facility. The analytical results indicated that the paint chips contained lead. Given the reported presence of lead in the paint, facility staff raised concern with regards to lead exposure during the clean up and ongoing maintenance of the peeling and flaking paint.

The purpose of this report is to provide recommendations to the City of Clarence-Rockland with regards to abating the lead containing paint.

REGULATIONS

The Canadian Federal Government has been limiting the amount of lead in paint to 0.5 percent (5,000 ppm) since 1976. Paint used in buildings before 1960 probably contained elevated levels of lead. If the building was built after 1980, it is unlikely that interior paint contains elevated concentrations of lead; if it was built after 1992, exterior paint probably does not contain elevated levels of lead. The Surface Coating Materials Regulation (SOR/2010-224 dated March, 2011), pursuant to the 2005 Hazardous Products Act, limits the allowed concentration of lead in a paint applied to manufactured products to 0.009 percent (90 ppm) of lead. Any paint containing lead at a concentration of 0.5% by weight (i.e. 5,000ug/g, or 5,000ppm) or greater is considered to be a lead-based paint (LBP). These paints represent the greatest potential exposure if disturbed. Paints confirmed to contain lead at a concentration of at least 0.009% by weight (i.e. 90ug/g, or 90ppm) but less than 0.5% by weight are considered to be lead-containing paints (LCP). These paints may present an exposure hazard depending on the type of work activities (i.e. degree of disturbance) and length of exposure. Paint with lead concentrations below 0.009% by weight are not considered to be lead-containing and represent little to no lead exposure hazard.

The Ontario Ministry of Labour developed the "Guideline – Lead on Construction Projects" to assist employers, project owners and contractors to protect workers from exposure to lead.

OBSERVATIONS

The Jean-Marc Lalonde Arena consists of a hockey rink including ice surface, boards, seating, lobby, change rooms etc. and a rental hall on the second floor at the front of the building. It was reported that the City of Clarence-Rockland no longer installs ice in the building as the ice plant needs to be replaced. The arena and hall are currently rented out for community activities and events. It was further reported that the City of Clarence-Rockland is undertaking public consultations to discuss the future plans for the arena.

Mr. Trent Windsor of CM3 conducted an inspection of the arena on May 3, 2018. During the inspection the following observations were made:

- Peeling and flaking paint was observed in the east stairwell (entrance to the second-floor hall).
- The paint is delaminating from the concrete block along the exterior walls of the stairwell.
- Paints chips and debris were observed on the floor of the stairwell.
- The paint on the wall of the arena was observed to have significant amount of flaking and peeling. The peeling and flaking was far more prevalent along the east wall of the arena.
- Peeling and flaking paint was limited to localized areas along the north and west walls.
- A significant quantity of paint chips were observed on the floor along the east wall of the arena
- CM3 was provided with a copy of the analytical report. The report indicated the presence of relatively low concentrations (above 90 ug/g (ppm) but below 5000 ug/g) of lead in the paint.

RECOMMENDATIONS

Based on the observations at the site and the analytical results indicating that the paint contains lead, lead abatement measures are required to prevent potential exposure to lead. CM3 recommends the following:

East Stairwell and Localized delamination on the North and West Wall of the Arena.

The loose paint should be scraped off the wall and the areas sealed with a non-permeable sealant. The work must be conducted as a Type 2 Operation in accordance with the Ministry of Labour "the Guideline for Lead on Construction Projects".

East Wall of the Arena

Given the quantity and vast area of delaminating paint along the east wall of the arena CM3 recommends that the entire concrete wall be covered with fire rated polyethylene to effectively enclose the paint. The work would also be conducted as a Type 2 Operation. The installation of the polyethylene enclosure is a temporary measure intended to achieve compliance with applicable health and safety regulations until the future of the facility has been decided.

Thank you for the opportunity to provide service to the City of Clarence-Rockland. We would be pleased to assist you with the implementation of the above recommendations. If you have any questions please do not hesitate the undersigned.

Respectfully submitted,

CM3 Environmental Inc.



Trent Windsor,
C.E.T. Principal, Project Manager



REPORT N° PRO2018-011

Date	04/06/2018
Submitted by	Brian Wilson
Subject	Protective Services – Monthly Report (April 2018)
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To advise council on the activities performed by the Protective Services Department.

2) **DIRECTIVE/PREVIOUS POLICY :**

None.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. PRO2018-011 in regards to monthly statistics, be received as information.

QUE le rapport No. PRO2018-011 au sujet des statistiques mensuel, soit reçu à titre d'information.

4) **MONTHLY STATISTICS :**

For the month of April 2018, the Protective Services Department did perform the following:

Fire Department

Incidents:

Call Type	# of Calls (Apr)	YTD
Fire – Residential	2	3
Fire – Outdoor	4	5
Fire – Chimney		1
Fire – Vehicle	2	2
Burning Complaint		1
Fire Alarms (Cooking)	2	8
Fire Alarms (Malicious)		2
Fire Alarms (Accidental)	1	6
Fire Alarms (Faulty Eq.)		4
Fire Alarms (Other)		2
Fire – Other (e.g. steam)		2
CO Alarm (CO found)	2	4
CO Alarm (No CO found)	4	9
MVC – extrication	1	3
MVC – no extrication	4	11

Medical – VSA	3	12
Medical - Unconscious		7
Medical – Other	8	21
Cancelled On Route		3
Other	10	17
TOTAL	44	104

Fire department response times are detailed in the attached report, and are summarized below:

April – Weekday Incidents			
District	# of P1 Calls	Avg. Response Time (P1)	# of P2 Calls
1A Bourget Rural	3	11:31 mins	3
1B Bourget Urban	1	9:15 mins	
1C Bourget Rural			
2A Clarence-Creek Rural			1
2B Clarence-Creek Urban			
2C Clarence-Creek Rural			
3A Rockland Rural	2	5:38 mins	
3B Rockland Urban	2	1:26 mins	4
(P1 = priority one, lights & sirens / P2 = priority two, no lights/sirens)			

April – Evening/Weekend/Holiday Incidents			
District	# of P1 Calls	Avg. Response Time (P1)	# of P2 Calls
1A Bourget Rural	4	12:34 mins	2
1B Bourget Urban	2	6:24 mins	
1C Bourget Rural			
2A Clarence-Creek Rural	2	10:10 mins	2
2B Clarence-Creek Urban			1
2C Clarence-Creek Rural	1	9:12 mins	2
3A Rockland Rural	1	12:01 mins	1
3B Rockland Urban	7	8:35 mins	3
(P1 = priority one, lights & sirens / P2 = priority two, no lights/sirens)			

Prevention / Public Education:

- High school fire extinguisher courses held (3)
- Fire station visit (Grade 1)

	April	YTD
Fire Inspections Completed	16	59
Follow-up Inspections		14
Tickets Issued		4
Public Education Events	5	9

Training:

	April	YTD
Training Courses Offered	5	48
Training Hours Worked (incl. prep)	1184	3348

- The following topics were covered during training in April:
 - Personal Protective Equipment & Self-Contained Breathing Apparatus
 - Thermal Imaging Cameras – Use and Limitations
 - Fire Truck Apparatus – Pumper Operations Course
 - Medical First Responder Course

Meetings (evening meetings / committee meetings):

- The CRFD Training Committee met to discuss training needs
- Annual UCPR Emergency Management Coordinators meeting held in L'Orignal

	April (Hours)	YTD (Hours)
County Fire Chiefs Meetings		6
Regional Training Centre		7
CRFD Executive Meetings	4	6
Operational Guideline Committee		3
Training Committee	2	5
Station Committee	2	2
Personal Protective Equipment Committee		2
Labour Relations Committee (CRPFFA)		1
CEMC Meeting	2.5	2.5
Fire Departments Instructor Conference	16	16

Municipal Enforcement

	April	YTD
Officers hours worked	706	2444
OT hours worked (1.5)	50	155
OT hours for On Call (1.0)	20	60
Hours on snow enforcement		22.5
OT hours on snow enforcement		32.5
Hours on Taxi Administration	76	123
Hours on Civic Addressing	63	243
# of parking tickets issued	15	154
# of hours on Business Licensing	2	26
# of parking warnings issued	44	227

# of Part I tickets issued	1	4
# of Part III summons issued		1
# of dogs caught at large	7	27
# of complaints handled	84	273

April 2018

#	Incident Date	Incident Type	District	Apparatus		Staffing	Distance in KM	PRIORITY 1/2	Dispatch Time	Responding Time	Arrival Time	Total Response Time	Overall Response Time
Bourget Rural													
18-085	April 10, 2018	Alarms - Accidental	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	2 FF (Vol)	4.076	1	11:19:20 AM	11:27:23 AM	11:30:27 AM	0:11:07	0:10:31
				First Arriving	Car 3 (Prevention)	1 FF (FT)	14.46	1		11:21:46 AM	11:29:51 AM	0:10:31	
18-086	April 11, 2018	Carbon Monoxide - False	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	2 FF (Vol)	12.759	2	12:02:38 PM	12:05:07 PM	cancelled	cancelled	0:09:02
				First Arriving	Car 3 (Prevention)	1 FF (FT)	9.359	2		12:05:07 PM	12:11:40 PM	0:09:02	
18-089	April 14, 2018	Fire - Vehicle	1A (Bourget Rural)	Primary	Tanker 1 (Bourget)	2 FF (Vol)	10.701	1	11:34:43 AM	11:45:42 AM	11:54:53 AM	0:20:10	0:17:03
				First Arriving	Squad 1 (Bourget)	1 FF (Vol)	10.701	1		11:49:56 AM	11:51:46 AM	0:17:03	
18-090	April 15, 2018	Medical - VSA	1A (Bourget Rural)	Primary	Squad 1 (Bourget)	2 FF (Vol)	11.285	1	4:19:15 PM	4:29:18 PM	4:33:35 PM	0:14:20	0:10:14
				First Arriving	Car 1 (Chief)	1 FF (FT)	11.666	1		4:21:22 PM	4:29:29 PM	0:10:14	
18-104	April 16, 2018	Other	1A (Bourget Rural)	Primary	Tanker 2 (Clarence)	1 FF (FT)	10.231	2	12:45:05 PM	12:46:04 PM	12:46:04 PM	0:00:59	0:00:47
				First Arriving	Car 3 (Prevention)	1 FF (FT)	4.007	2		12:45:52 PM	12:45:52 PM	0:00:47	
18-106	April 16, 2018	Carbon Monoxide - Actual	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	2 FF (Vol)	5.929	2	3:46:23 PM	3:51:32 PM	3:59:15 PM	0:12:52	0:12:52
				First Arriving									
18-107	April 16, 2018	Vehicle Collision - Extrication	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	2 FF (Vol)	2.748	1	7:13:37 PM	7:19:15 PM	7:24:46 PM	0:11:09	0:11:09
				First Arriving									
18-108	April 17, 2018	Carbon Monoxide - Actual	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	3 FF (Vol)	6.996	2	11:26:55 PM	11:36:59 PM	11:43:55 PM	0:17:00	0:17:00
				First Arriving									
18-113	April 22, 2018	Fire - Field	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	4 FF (Vol)	7.466	1	11:20:45 AM	11:27:24 AM	11:32:37 AM	0:11:52	0:11:52
				First Arriving									
18-119	April 27, 2018	Vehicle Collision - Medical	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	1 FF (Vol)	6.387	1	1:49:46 PM	2:04:23 PM	2:08:49 PM	0:19:03	0:18:13
				First Arriving	Car 3 (Prevention)	1 FF (FT)	16.337	1		1:51:18 PM	2:07:59 PM	0:18:13	
18-122	April 27, 2018	Carbon Monoxide - False	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	3 FF (Vol)	12.152	2	7:26:56 PM	7:36:31 PM	7:47:20 PM	0:20:24	0:20:24
				First Arriving									
18-124	April 30, 2018	Medical - Other	1A (Bourget Rural)	Primary	Squad 1 (Bourget)	1 FF (Vol)	7.672	1	8:21:17 AM	8:28:24 AM	8:46:00 AM	0:24:43	0:05:50
				First Arriving	Car 1 (Chief)	1 FF (FT)	8.054			8:23:13 AM	8:27:07 AM	0:05:50	
Bourget -Village													
18-082	April 9, 2018	Fire - Field	1B (Bourget Village)	Primary	Pumper 1 (Bourget)	1 FF (Vol)	0.893	1	2:31:04 PM	2:31:56 PM	2:40:19 PM	0:09:15	0:09:15
				First Arriving									
18-091	April 16, 2018	Medical - Other	1B (Bourget Village)	Primary	Squad 1 (Bourget)		0.481		4:34:01 AM	cancelled		cancelled	0:00:59
				First Arriving	Car 1 (Chief)	1 FF (FT)	1.168	1		4:35:00 AM	4:35:00 AM	0:00:59	
18-092	April 16, 2018	Fire - Residence	1B (Bourget Village)	Primary	Pumper 1 (Bourget)	3 FF (Vol)	7.351	2	7:59:46 AM	8:07:47 AM	8:17:21 AM	0:17:35	0:11:50
				First Arriving	Car 1 (Chief)	1 FF (FT)	7.733	1		8:01:18 AM	8:11:36 AM	0:11:50	
Clarence-Creek Rural													
18-103	April 16, 2018	Other	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)	4 FF (Vol)	6.224	2	12:15:00 PM	12:15:00 PM	12:25:00 PM	0:10:00	0:00:00
				First Arriving	Car 3 (Prevention)	1 FF (FT)	0	2		12:15:00 PM	12:15:00 PM	0:00:00	
18-116	April 24, 2018	Fire - Field	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)		2.941	1	5:12:39 PM	5:19:01 PM	5:22:49 PM	0:10:10	0:10:10
				First Arriving									
18-117	April 24, 2018	Fire - Field	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)		6.688	1	5:13:33 PM	5:27:07 PM	cancelled	cancelled	cancelled
				First Arriving									
18-120	April 26, 2018	Alarms - Cooking Incident	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)	5 FF (Vol)	4.298	2	5:40:57 PM	5:45:47 PM	5:50:27 PM	0:09:30	0:09:30
				First Arriving									
18-121	April 28, 2018	Medical - VSA	2A (Clarence Rural)	Primary	Squad 2 (Clarence)	3 FF (Vol)	0.908	2	2:49:24 PM	2:55:25 PM	2:58:24 PM	0:09:00	0:09:00
				First Arriving									
Clarence-Creek Village													
18-123	April 29, 2018	Other	2B (Clarence Village)	Primary	Squad 2 (Clarence)		-0.001	2	1:34:33 PM	cancelled	cancelled	cancelled	cancelled
				First Arriving									
Clarence-Creek Rural													
18-084	April 6, 2018	Vehicle Collision - Traffic Control	2C (Clarence Rural)	Primary	Pumper 2 (Clarence)	3 FF (Vol)	3.368	2	6:28:24 AM	6:29:20 AM	6:38:28 AM	0:10:04	0:09:12
				First Arriving	Car 1 (Chief)	1 FF (FT)	8.591	1		6:32:25 AM	6:37:36 AM	0:09:12	
18-094	April 16, 2018	Other	2C (Clarence Rural)	Primary	Pumper 2 (Clarence)	6 FF (Vol)	9.879	2	2:58:37 AM	3:11:40 AM	3:28:25 AM	0:29:48	0:29:48
				First Arriving									
18-100	April 9, 2018	Carbon Monoxide - False	2C (Clarence Rural)	Primary	Pumper 2 (Clarence)	3 FF (Vol)	10.477	2	10:58:19 PM	11:10:11 PM	11:20:47 PM	0:22:28	0:22:28
				First Arriving									
Rockland Rural													
18-088	April 13, 2018	Vehicle Collision - Traffic Control	3A (Rockland Rural)	Primary	Pumper 3 (Rockland)	3 FF (Vol)	5.316	1	11:24:19 AM	11:30:07 AM	11:34:22 AM	0:10:03	0:06:11
				First Arriving	Car 1 (Chief)	1 FF (FT)	8.249	1		11:26:48 AM	11:30:30 AM	0:06:11	

18-098	April 16, 2018	Medical - Other	3A (Rockland Rural)	Primary	Squad 1 (Bourget)	3 FF (Vol)	2.548	1	5:20:25 AM	5:29:09 AM	5:32:26 AM	0:12:01	0:12:01
				First Arriving									
18-110	April 19, 2018	Medical - Lift Assist	3A (Rockland Rural)	Primary	Squad 3 (Rockland)	2 FF (FT)	3.741	1	10:04:01 AM	10:05:25 AM	10:10:22 AM	0:06:21	0:05:06
				First Arriving	Car 3 (Prevention)	1 FF (FT)	3.741	1		10:06:15 AM	10:09:07 AM	0:05:06	
18-114	April 23, 2018	Other	3A (Rockland Rural)	Primary	Pumper 3 (Rockland)	5 FF (FT)	2.941	2	11:05:14 PM	11:08:11 PM	11:16:02 PM	0:10:48	0:10:48
				First Arriving									
Rockland Urban													
18-081	April 3, 2018	Medical - VSA	3B (Rockland Urban)	Primary	Squad 3 (Rockland)		1.045	1	9:59:41 AM	cancelled			0:01:24
				First Arriving	Car 3 (Prevention)	1 FF (FT)	0	1		10:00:25 AM	10:01:05 AM	0:01:24	
18-083	April 7, 2018	Fire - Vehicle	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	6 FF (Vol)	1.65	1	4:31:49 AM	4:35:59 AM	4:44:42 AM	0:12:53	0:12:53
				First Arriving									
18-087	April 12, 2018	Vehicle Collision - No Action	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	1.708	2	4:41:22 PM	4:48:40 PM	cancelled		0:05:08
				First Arriving	Car 2 (Deputy)	1 FF (FT)	9.49	1		4:50:42 PM	4:46:30 PM	0:05:08	
18-093	April 16, 2018	Carbon Monoxide - False	3B (Rockland Urban)	Primary	Pumper 1 (Bourget)	5 FF (Vol)	1.767	2	1:31:02 PM	1:34:19 PM	1:39:10 PM	0:05:08	0:05:08
				First Arriving									
18-095	April 16, 2018	Other	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	4 FF (Vol)	1.535	2	3:08:51 AM	3:20:57 AM	3:34:51 AM	0:26:00	0:26:00
				First Arriving									
18-096	April 16, 2018	Other	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	4 FF (Vol)	1.734	1	6:16:23 AM	6:18:26 AM	6:22:29 AM	0:06:06	0:06:06
				First Arriving									
18-097	April 16, 2018	Other	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	2 FF (Vol)	0.976	2	8:58:41 AM	9:01:49 AM	9:13:00 AM	0:14:19	0:04:45
				First Arriving	Quint 3 (Rockland)	3 FF (Vol)	0.976	2		9:01:12 AM	9:03:26 AM	0:04:45	
18-102	April 16, 2018	Other	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	2 FF (Vol)	0.541	2	11:02:48 AM	11:06:42 AM	11:08:46 AM	0:05:58	0:05:39
				First Arriving	Car 2 (Deputy)	1 FF (FT)	0.541	2		11:06:38 AM	11:08:27 AM	0:05:39	
18-105	April 16, 2018	Other	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	0.899	2	2:11:39 PM	2:11:58 PM	2:11:58 PM	0:00:19	0:00:19
				First Arriving	Quint 3 (Rockland)	2 FF (Vol)	0.899	2		2:11:58 PM	2:11:58 PM	0:00:19	
18-109	April 18, 2018	Fire - Residence	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	4 FF (Vol)	0.554	1	2:37:14 AM	2:48:23 AM	2:49:34 AM	0:12:20	0:12:20
				First Arriving									
18-111	April 19, 2018	Medical - Other	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	2 FF (FT)	0.007	1	1:21:07 PM	1:22:23 PM	1:22:36 PM	0:01:29	0:01:29
				First Arriving									
18-112	April 22, 2018	Medical - Other	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	3 FF (Vol)	1.813	1	12:17:43 AM	12:25:01 AM	Cancelled		cancelled
				First Arriving									
18-115	April 23, 2018	Medical - Other	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	5 FF (Vol)	2.439	1	10:17:44 PM	10:22:47 PM	10:26:05 PM	0:08:21	0:08:21
				First Arriving									
18-118	April 24, 2018	Carbon Monoxide - False	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	3 FF (Vol)	2.66	2	9:34:41 PM	9:43:27 PM	9:47:50 PM	0:13:09	0:13:09
				First Arriving									
18-133	April 28, 2018	Medical - Other	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	3 FF (Vol)	0.261	1	8:01:30 PM	8:07:11 PM	8:08:14 PM	0:06:44	0:06:44
				First Arriving									
18-134	April 30, 2018	Alarms - Cooking Incident	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	2.13	2	9:40:22 PM	9:47:35 PM	9:51:45 PM	0:11:23	0:11:23
				First Arriving									



REPORT N° ADMIN 2018-015

Date	04/06/2018
Submitted by	Helen Collier, Chief Administrative Officer
Subject	Consulting Appointments
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The purpose of this report is to provide an overview of the corporation's ongoing consulting service requirements and the circumstances under which a consultant appointment is required.

2) **DIRECTIVE/PREVIOUS POLICY :**

At the May 23, 2018 Council meeting, staff was requested to investigate the feasibility of retaining additional staff in lieu of procuring consulting services for various municipal projects and bring back a report for Council's consideration on this matter.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS Council requested staff to review its current consultant appointment procedures with a view to determining if cost savings can be attained through the use of existing staffing resources;

AND WHEREAS, the Administration has reviewed the magnitude of annual capital works programs and the associated criteria utilized for the retention of external consulting services;

BE IT RESOLVED THAT Council endorses the current practices used by the administration to retain required consultant services in the delivery of Council's approved capital works programs and studies.

4) **BACKGROUND :**

At the May 23, 2018 Council meeting, there was considerable discussion about the merits of retaining full-time staff in order to reduce the municipality's reliance on external consulting services.

Some members of Council expressed the view that the municipality expends a considerable amount of money to retain consultants to undertake studies, designs, contract administration etc. Staff was, therefore, requested to review the municipality's consultant

appointment practices and bring back a report for Council's consideration with respect to the feasibility of hiring more full-time staff in order to reduce consulting costs.

5) **DISCUSSION :**

In order to respond to this issue, it is beneficial to articulate the rationale employed by staff to retain external consultant expertise. Currently, the City has a modest staffing complement in order to implement Council's approved projects and programs.

Staff are always assessing the capacity of its staffing complement to deliver annual capital programs. As an example, the draft 2016 Capital Works Program for the Infrastructure and Planning Department was considerably more ambitious than previous years. During the budget deliberation process, staff gave a presentation to Council which highlighted the quantum of project work that could be undertaken by the core staff complement. This presentation confirmed that there would be a shortfall in the ability to deliver the approved capital program unless external project management services were retained ultimately, Council approved a funding allocation for this service. This proved to be a sound decision and, as such, the 2016 Capital Works program was successfully implemented.

The Infrastructure and Planning Department is probably the most significant user of external consultant services. The Capital Works Division which is responsible for the delivery of capital projects, comprises one manager and two technical positions to affect the delivery of approved capital programs. This model was predicated on the principle that the technical positions would be responsible for project management activities and would have limited involvement in design, inspection, contract administration etc. These latter activities would be undertaken by external resources [i.e. consultants]. This model has been working well. It should be noted that most of our peer municipalities utilize this same model. Most municipalities are not staffed to undertake extensive « in-house » designs, inspections, contract administration etc.

Criteria for Retaining Consultant Services:

As a general rule, consultants should be retained when one or both of the following criteria is satisfied:

- (a) *The City's existing staff complement does not have the capacity to undertake a project;*

It is acknowledged that annual capital works programs and studies can fluctuate substantially from year to year. The municipality should ensure that it has adequate resources to manage its programs based on an "average" year. It is not fiscally responsible to retain a staff complement sufficient to address "peak" demands - particularly, if there is no assurance that the "peak" demand will be repeated on an annual basis.

In order to address capacity issues, it is preferable to address "peak" servicing demands by retaining outsourced expertise. This is our current practice and, one that is functioning quite well.

- (b) *There is a specialized expertise required to implement a project that is not available within the organization.*

Staff report number xxxxx (refer to page of xxx this agenda) provides a summary of capital works projects that have been completed in the 2014-2018 time period. Analysing the scope of the projects listed in this summary, confirms that there are over 24 special expertise disciplines that are required at one time or another by the municipality. The following summarizes the most utilized disciplines:

- environmental (landfill sites)*
- wastewater, water*
- heating, ventilation and air conditioning (HVAC)
- structural (buildings)*
- structural (Bridges)*
- civil*
- recreation
- electrical*
- IT
- project management, contract administration, quality assurance/quality control*
- planning*
- geotechnical*
- audit
- traffic engineering*
- asset management*
- surveying, geomagnetics, utility contracts*
- financial
- economic development
- mechanical*
- hydraulic modelling*
- legal services*
- human resource services

Resourcing Servicing Needs:

It is recognized that the Department of Infrastructure and Planning is the most frequent user of external consulting services. The Department's normal servicing requirements are highlighted by an asterisk (*). It is noted that there are 15 service disciplines that are required by that department on a frequent basis.

Given the diversity of expertise required by the Department, it would be extremely difficult to hire a full-time staff person that would be versatile enough to have expertise in some or all of the disciplines highlighted above. It is for this reason that the administration supports the current model to retain consultant services.

Notwithstanding the above, the administration is always reviewing the volume and capacity of our staff complement to determine if there is a need to increase capacity to meet the demands of a specific service discipline (e.g. road, sewer design etc.). If deemed appropriate, this exercise should be undertaken as part of the City's annual budget deliberation process. The Department would be required to provide a business case justifying the rationale for increasing the staff complement and the associated costs. Council approval would be required for new positions and the associated funding implications.

Standing Offer Agreements:

Currently, the City has a Standing Offer Agreement that identifies consultants that are available for **four (?)** service disciplines. The upset limit to retain a consultant under the Standing Offer Process is \$50,000.

Council's advised that the administration is in the process of reviewing the Current Standing Offer Agreement with a view to expanding the service categories and identifying more consultants within each service area. Staff is in the process of requesting each department to identify consulting service categories and the approximate volume of annual work anticipated to be generated within each category. Once this has been completed, an RFP will be issued to the consultant industry requesting, if they are interested in being on the city's standing offer list, to provide hourly rates for key staff members, corporate expertise in a service category, project managers/ technical staff experience etc. Submissions will then be evaluated by city staff and approximately 4 to 5 consultants will be shortlisted for each service category.

The Standing Offer Process is an excellent method of retaining consultant services for varied service needs. It provides the following benefits:

- Consultant service works and projects can be initiated quicker
- the RFP represents a competitive process
- the consultant industry need only provide a 2-3 page proposal letter addressing their understanding of the project and methodology
- the RFP process reduces the need to undertake repeated evaluations and reports to Council

As noted above, staff is currently updating the City's Standing Offer Agreement and will be submitting a report in the Fall of this year which will amend the service categories and review the financial upset limit for this process.

Summary:

In view of the above, staff recommends that Council support the current process used by the administration to retain consultant services for Council approved programs and studies.

6) CONSULTATION:

N/A

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS:

N/A

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

Subject to Council's concurrence with the staff recommendation, there are no financial impacts associated with this report

9) LEGAL IMPLICATIONS:

There are no legal implications associated with Council's approval of this report.

10) RISK MANAGEMENT:

Continuation of the current practices with respect to the retention of consultants will ensure that the municipality is able to respond effectively and in a timely manner with respect to the implementation of approved capital programs and studies.

11) **STRATEGIC IMPLICATIONS:**

The adoption of this report by Council, responds to the Strategic Priorities highlighted in Pillars 3 and 4 of Council's Strategic Plan

12) **SUPPORTING DOCUMENTS:**

None