



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

June 18, 2018, 6:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting

The meeting is scheduled to begin at 6:00 pm in order to allow for a closed session.

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

2. Prayer

1

3. Adoption of the agenda

4. Disclosure of pecuniary interests

3

5. Closed Meeting

5.1 Minutes of the Closed Meeting of June 4, 2018

5.2 Legal update

5.3 Amendment to the CIH Agreement - update

5.4 Property matter

5.5 Salary review

6. Closed Meeting report

7. Announcements

8. Comment/Question Period

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

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

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

9. Council Members' Items

9.1 Fire radios service contract - UCPR (report to follow)

10. Consent Items

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

10.1 Adoption of the minutes of the following meetings:

- | | | |
|----|---|----|
| a. | Regular meeting - June 4, 2018 | 5 |
| b. | Committee of the Whole meeting - June 4, 2018 | 25 |

10.2 Receipt of the minutes of the following meetings:

- | | | |
|----|--|----|
| a. | Heritage Advisory Committee - January 23, 2018 | 45 |
| b. | Heritage Advisory Committee - April 3, 2018 | 49 |
| c. | Planning Committee of April 5, 2018 | 53 |
| d. | Planning Committee of May 2, 2018 | 57 |
| e. | Public Library Board - March 20, 2018 | 65 |
| f. | Public Library Board - May 15, 2018 | 69 |

10.3	The following recommendations from Committee of the Whole of June 4, 2018	
a.	Resolution to approve the purchase and installation of a level 2 charging station for City Hall	73
b.	Resolution to approve the evaluation process for Heritage sign requests	79
c.	Resolution to approve the engineering Guidelines	83
d.	Resolution to acknowledge receipt of the Site Plan Control Area By-law and Site Plan process guide	229
e.	Resolution to approve that a professional engineers report be completed to provide the necessary steps to remove the lead paint from the Jean-Marc Lalonde Arena	311
f.	Resolution to endorse the current practices to retain required consultant services	321
10.4	Adoption of the salaries paid from May 6th, 2018, to June 2nd, 2018, in the gross amount of \$991,196.59 and net amount of \$725,278.31	
11.	Committee/Staff Reports	
11.1	Accounts paid	327
11.2	Extend service contract for Dave Darch	331
11.3	Dog By-Law Amendment	335
11.4	Zoning By-law Amendment and Official Plan Amendment – Spacebuilders Ottawa Ltd., Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), Part of Lots C and D, Concession 8	349
11.5	Amendment to Draft Plan conditions and Zoning by-law– Brigil – following Alternative Dispute Resolution	391
11.6	Contract with Rockland Ford Sales Ltd. for the purchase of a one (1) Ton Truck complete with dump box	403
11.7	Amendment of Schedule A to the Emergency Management Program By-Law	411
11.8	Purchase of a single axle 5 ton truck, plow and salter	415

11.9	Morris Village Park Partnership Plan	423
11.10	Clark Ditch and Road Structure Rehabilitation	435
12.	By-laws	
	Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.	
12.1	2018-67 - to amend the Sign By-law	455
12.2	2018-78 - to amend the Zoning By-Law - 2305 Raymond Street	459
12.3	2018-79 - to amend Zoning By-law – 1188 Du Lac Road	469
12.4	2018-84 - Hammond Municipal Drain	479
12.5	2018-85 - Hammond (maintenance) Municipal Drain	511
12.6	2018-86 - A. Vinette Municipal Drain	513
12.7	2018-87 - Bussiere (maintenance) Municipal Drain	515
12.8	2018-88 - Lepage Municipal Drain	517
12.9	2018-89 - Bussière Municipal Drain	519
12.10	2018-90 - Paul Seguin Main Municipal Drain	521
12.11	2018-91 - Potvin Municipal Drain	523
12.12	2018-92 - Rozon Seguin East Municipal Drain	525
12.13	2018-93 - Schnupp Municipal Drain	527
12.14	2018-94 - Louis Lafleur Municipal Drain	529
12.15	2018-95 - Clarence Creek Pharmacy Municipal Drain	531
12.16	2018-96 - Regimbald Municipal Drain	533
12.17	2018-97 - To prohibit parking between 2322 and 2400 Albert Street	535

12.18	2018-98 - By-law to regulate the destruction or damage of trees	537
12.19	2018-99 - to amend the Environmental Advisory Committee Terms of reference	579
12.20	2018-100 - to sign a contract with Lamarche Electric Inc. for the purchase and Installation of Generators (Clarence Creek Arena & Municipal Garage)	587
12.21	2018-101 - to sign a contract with Synex Construction Ltd for the replacement of culvert on Baseline Road	595
12.22	2018-104 - to approve an additional one year extension to the agreement with Leduc Bus Lines for routes 530 and 535	603
13.	Confirmatory By-law	629
14.	Adjournment	



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

le 18 juin 2018, 18 h 00

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. **Ouverture de la réunion**
La réunion débute à 18h afin de permettre une session à huis clos.
La section de la réunion ouverte au public débute à 19h15.
2. **Prière** 1
3. **Adoption de l'ordre du jour**
4. **Déclarations d'intérêts pécuniaires** 3
5. **Réunion à huis clos**
 - 5.1 **Procès-verbal de la réunion à huis clos du 4 juin 2018**
 - 5.2 **Mise à jour au niveau légal**
 - 5.3 **Amendement à l'entente avec le CIH - mise à jour**
 - 5.4 **Situation relative à une propriété**
 - 5.5 **Révision des salaires**
6. **Rapport de la réunion à huis clos**
7. **Annonces**

8. Période de Questions/Commentaires

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

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

En aucun cas, cette période de questions/ commentaires ne peut être utilisée par les membres du public pour faire des discours ou porter des accusations.

9. Items des membres du Conseil

9.1 Contrat de service pour les radios d'incendie - CUPR (rapport à suivre)

10. Items par consentement

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

10.1 Adoption des procès-verbaux des réunions suivantes:

- | | | |
|----|----------------------------------|----|
| a. | Réunion régulière du 4 juin 2018 | 5 |
| b. | Comité plénier du 4 juin 2018 | 25 |

10.2 Réception des procès-verbaux des réunions suivantes:

- | | | |
|----|---|----|
| a. | Comité consultatif du patrimoine - 23 janvier 2018 | 45 |
| b. | Comité consultatif du patrimoine- 3 avril 2018 | 49 |
| c. | Comité d'aménagement du 5 avril 2018 | 53 |
| d. | Comité d'aménagement du 2 mai 2018 | 57 |
| e. | Conseil d'administration de la bibliothèque publique - 20 mars 2018 | 65 |

f.	Conseil d'administration de la bibliothèque publique - 15 mai 2018	69
10.3	Les recommandations suivantes du comité plénier du 4 juin 2018	
a.	Résolution pour approuver l'achat et installation d'une borne de chargement de niveau 2 à l'hôtel de ville	73
b.	Résolution pour approuver le processus d'évaluation pour les demandes d'enseignes patrimoniales	79
c.	Résolution pour approuver les lignes directrices d'ingénierie	83
d.	Résolution pour recevoir le guide de processus pour les plans d'implantation et règlement sur les plans d'implantation	229
e.	Résolution pour approuver qu'un rapport d'ingénieurs professionnels soit complété pour fournir les étapes nécessaires pour enlever la peinture au plomb de l'Aréna Jean-Marc Lalonde	311
f.	Résolution pour appuyer les pratiques actuelles pour nommer des firmes de consultants	321
10.4	Adoption des salaires payés pour la période du 6 mai 2018, au 2 juin 2018, au montant brut de 991 196,59 \$, et montant net de 725 278,31 \$	
11.	Rapports des Comités/Services	
11.1	Comptes payés	327
11.2	Prolongement du contrat de service de Dave Darch	331
11.3	Amendement au règlement sur les chiens	335
11.4	Amendement au règlement de zonage et au plan officiel – Spacebuilders Ottawa Ltd., partie des Lots 26 et 27, Concession 1 (O.S.), partie du Lot 25, Concession 2 (O.S.), partie des Lots C et D, Concession 8	349
11.5	Amendement à l'ébauche de plan de lotissement et au règlement de zonage– Brigil – suite à la méthode de règlement des différends	391
11.6	Contrat avec Rockland Ford Sales Ltd. pour l'achat d'un camion une (1) tonne avec benne	403
11.7	Amendement de l'annexe A du programme de gestion des urgences	411

11.8	Achat d'un camion 4x4 à essieu simple avec charrue et sablière	415
11.9	Plan de partenariat du Parc du Village Morris	423
11.10	Réhabilitation de la structure du fossé et du chemin Clark	435

12. Règlements municipaux

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

12.1	2018-67 - pour amender le règlement sur les enseignes	455
12.2	2018-78 - pour amender le règlement de Zonage - 2305 rue Raymond	459
12.3	2018-79 - pour amender le règlement de zonage – 1188 chemin Du Lac	469
12.4	2018-84 - Cours d'eau municipal Hammond	479
12.5	2018-85 - Cours d'eau municipal Hammond (maintenance)	511
12.6	2018-86 - Cours d'eau municipal A. Vinette	513
12.7	2018-87 - Cours d'eau municipal Bussière (maintenance)	515
12.8	2018-88 - Cours d'eau municipal Lepage	517
12.9	2018-89 - Cours d'eau municipal Bussière	519
12.10	2018-90 - Cours d'eau municipal Paul Seguin Main	521
12.11	2018-91 - Cours d'eau municipal Potvin	523
12.12	2018-92 - Cours d'eau municipal Rozon Seguin Est	525
12.13	2018-93 - Cours d'eau municipal Schnupp	527
12.14	2018-94 - Cours d'eau municipal Louis Lafleur	529
12.15	2018-95 - Cours d'eau municipal Pharmacie Clarence Creek	531
12.16	2018-96 - Cours d'eau municipal Regimbald	533

12.17	2018-97 - pour interdire le stationnement entre le 2322 et le 2400 rue Albert	535
12.18	2018-98 - règlement pour régulariser la destruction ou les dommages aux arbres	537
12.19	2018-99 - pour amender les termes de référence du comité consultatif en environnement	579
12.20	2018-100 - pour signer une entente avec Lamarche Electric Inc. pour l'achat et installation de génératrices (Arena Clarence Creek & garage municipal)	587
12.21	2018-101 - pour signer un contrat avec Synex Construction Ltd pour le remplacement d'un ponceau sur le chemin Baseline	595
12.22	2018-104 - pour approuver un terme additionnel d'un an à l'entente avec Leduc Bus Lines pour les routes 530 et 535	603
13.	Règlement de confirmation	629
14.	Ajournement	

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

Notre Père

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

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

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

May your name be glorified through our efforts.
Amen



Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

Date of meeting Date de la réunion:	
Item Number Numéro de l'item:	
Subject of the item: Sujet de l'item :	
Name of Council Member Nom du membre du conseil	

I, _____, hereby declare a pecuniary interest in the matter identified above for the following reason :

Je, _____, déclare un intérêt pécuniaire en ce qui concerne l'article ci-haut mentionné, pour la raison suivante :

Name (print)	Signature	Date

This declaration is filed in accordance with the *Municipal Conflict of Interest Act* and will be recorded in the meeting minutes and will be made available in a public registry. / Cette déclaration est soumise sous la *Loi sur les conflits d'intérêt municipaux* et sera enregistrée dans le procès-verbal de la réunion et sera disponible dans un registre public.



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

June 4, 2018
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

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

2. Prayer

Councillor Carl Grimard recites the prayer.

3. Adoption of the agenda

RESOLUTION 2018-136

Moved by Carl Grimard

Seconded by Mario Zanth

BE IT RESOLVED THAT the agenda be adopted as presented.

CARRIED

4. Disclosure of pecuniary interests

Councillor Carl Grimard declares a pecuniary interest for item 11.7 because his daughter is the candidate for this position.

5. Closed Meeting

RESOLUTION 2018-137

Moved by Jean-Marc Lalonde

Seconded by Krysta Simard

BE IT RESOLVED THAT the regular meeting be adjourned in order to discuss the following items, as stipulated in Section 239 of the *Municipal Act, 2001*, as amended:

5.1. Closed meeting minutes of April 17, 2018

5.2. Closed meeting minutes of May 7, 2018

5.3. Information Technology Restructuring

5.4. Salary review

CARRIED

Members of Council move to the conference room adjacent to the Council Chambers at 6:03 p.m. and return to the Council Chambers at 7:22 p.m.

RESOLUTION 2018-138

Moved by Krysta Simard

Seconded by Carl Grimard

BE IT RESOLVED THAT the closed meeting be adjourned to resume regular meeting.

CARRIED

6. Closed Meeting report

Mayor Desjardins informs the members of the public that Council discussed some matters in closed session and that directives were given to staff.

RESOLUTION 2018-139

Moved by Charles Berlinguette

Seconded by Carl Grimard

BE IT RESOLVED THAT Council hereby authorize the Director of Finance to retain the services of Mr. Alain Rochefort for one day per week for a period of up to 4 months to provide management and mentoring services to the I.T. Department under the conditions set out in the closed meeting of June 4, 2018.

CARRIED

7. Announcements (none)

8. Comment/Question Period

Mr. Rolland Labonté reiterates his question of the May 7, 2018 regular meeting in regard to the amounts allocated for the Administration and Council travels to Toronto. Monique Ouellet explains that he may submit a formal information request in order to receive a copy of the documents related to this matter.

9. Council Members' Items

9.1 Seniors' Month Proclamation - June 1 – 30, 2018

RESOLUTION 2018-140

Moved by Krysta Simard

Seconded by Mario Zanth

WHEREAS Seniors' Month is an annual province-wide celebration;

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

BE IT RESOLVED THAT Municipal Council hereby proclaim June 1-30, 2018 Seniors' Month in Clarence-Rockland and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

BE IT RESOLVED THAT the City celebrates the Seniors' Month with the Clarence-Rockland Senior Games which will be held on June 12-14 at the Bourget Community Centre, organized by the Clarence-Rockland Seniors Coalition.

CARRIED

10. Consent Items

RESOLUTION 2018-141

Moved by Michel Levert

Seconded by Mario Zanth

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of June 4, 2018, be adopted:

10.1. Adoption of the minutes of the following meetings:

- a. Regular meeting of May 23, 2018
- b. Committee of the Whole of May 23, 2018

10.2. The following recommendations from Committee of the Whole of May 23, 2018

- a. Resolution to support the Municipality of East Ferris in regard to the landfill projects
- b. Resolution to void an invoice pertaining to a car accident

10.3. Resolution to appoint volunteer firefighters

CARRIED

Text of the resolutions adopted by consent under Resolution No. 2018-141

10.2a. BE IT RESOLVED THAT Council hereby supports Resolution number 2018-165 of the Municipality of East Ferris to support Bill 16, Respecting Municipal Authority over Landfilling Sites Act introduced by MPP Ernie Hardeman and call upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities.

10.2b. BE IT RESOLVED THAT Council hereby authorizes the cancellation of invoice 98835 to account BEAJOC in the amount of \$465.42.

10.3 BE IT RESOLVED that Council hereby appoints the following five (5) individuals as volunteer firefighters:

Marc-André CARRIERE, Luc DANIS, Nicholas LAFLEUR, Mathieu LEMERY, Lee Ann STAM

BE IT ALSO RESOLVED that the said firefighters be subject to mandatory probation for a period of one year, as outlined in the collective agreement with the volunteer firefighters; and

BE IT FINALLY RESOLVED that the said firefighters be remunerated as per the approved salary scale for a level 1 volunteer firefighter, as of June 1st, 2018.

**10.2c. Résolution to approve the Draft Plan of Subivision – C.H. Clément
Construction for the Estate of Eugene Laviolette – Caron Street**

Further to comments, Mr. Julian Lenhart gives the background in regard to this matter and explains the Planning Committee recommendation. He adds that there is access to a land for future developments.

Further to questions, Mr. Lenhart explains that the developer has the responsibility to give access to future developments. He adds that in the case of this subdivision, the golf course is not considered as a development and procedures should be followed to change the status. Mr. Lenhart explains that whatever decision is made, there is a risk of an appeal to the Local Planning Appeal Tribunal and explains the rationale. He adds that the developers can't create land lock for future developments.

Further to questions, Mr. Lenhart explains that the suggested location to connect the water and sewers is the best, but not the only option.

RESOLUTION 2018-142

Moved by Mario Zanth

Seconded by Carl Grimard

WHEREAS the Infrastructure and Planning Department brought forward a list of 55 recommended conditions of approval in the report AMÉ-18-27-R and 3 additional recommended conditions in the presentation to the Planning Committee meeting on May 2, 2018; and

WHEREAS the Planning Committee recommended the exclusion of two of the conditions presented at the public meeting and the modification of one of the conditions in the report AMÉ-18-27-R;

BE IT RESOLVED THAT Council approves the Draft Plan of Subdivision submitted by C.H. Clément Construction for the estate of Eugene Laviolette (file number D-12-123), with the conditions of approval listed under Section 7 of report No. AMÉ-18-30-R, as recommended by the Planning Committee.

CARRIED

11. Committee/Staff Reports

11.1 Agreements for watermain looping at Clarence Creek and Bourget

RESOLUTION 2018-143

Moved by André J. Lalonde

Seconded by Charles Berlinguette

BE IT RESOLVED THAT Council adopts By-Law 2018-68 to authorize the Mayor and the City Clerk to sign a contract with STP Excavation and Construction Inc. for the watermain looping project on Landry Road in Clarence Creek and on Russell road in Bourget in the amount of \$2,372,000.55 excluding HST; and

BE IT RESOLVED THAT Council approves that the Department of Infrastructure and Planning deviates from the procurement policy in order to sole source a contract to WSP Group for the administration and supervision during the construction of the watermain looping; and

BE IT RESOLVED THAT Council adopts By-Law 2018-69 to authorize the Mayor and the Clerk to sign a contract with WSP Group for the administration and supervision during the construction, in the amount of \$152 083 excluding HST.

CARRIED

11.2 Surface treatment works on Labelle Road

RESOLUTION 2018-144

Moved by Michel Levert

Seconded by Charles Berlinguette

WHEREAS in the 2018 Budget, the Municipal Council approved \$306,000 to replace the paved section on St-Félix Road with a double surface treatment application; and

WHEREAS at the end of the 2018 budget period, Council requested staff to consider installing surface treatment on Labelle Road in Bourget;

BE IT RESOLVED THAT Council authorizes the surface treatment work on Labelle Road, between Russell Road and Lalonde Road; and

BE IT RESOLVED THAT Council authorizes to transfer the \$166,000 balance from St-Félix Road work in order to have surface treatment installed on Labelle Road, between Russell Road and Lalonde Road; and

BE IT RESOLVED THAT Council adopts By-Law 2018-75, to authorize that an amount of \$29,000 be taken from the Maintenance and Reconstruction of Roads Reserve Fund and transferred into the Labelle Road project.

CARRIED

11.3 Double surface treatment on Bouvier Road

RESOLUTION 2018-145**Moved by** André J. Lalonde**Seconded by** Jean-Marc Lalonde

WHEREAS in the 2018 Budget, the Municipal Council approved \$350,000 to install the first lift of asphalt on Bouvier Road from Baseline Road to Vinette Road; and

WHEREAS at the tender opening, the asphalt prices were considerably higher than expected and over budget limits;

BE IT RESOLVED THAT Council authorize to substitute the road resurfacing on Bouvier Road on the section between Baseline Road and Vinette Road from asphalt to surface treatment for an amount of \$413,222; and

BE IT RESOLVED THAT Council authorize to increase the budget for the surface treatment works on Bouvier from \$350,000 to \$414,000; and

BE IT RESOLVED THAT Council adopts By-Law 2018-76, to authorize that the additional funds of \$64,000 be taken from the Maintenance and Reconstruction of Roads Reserve Fund.

CARRIED**11.4 Paving on St-Jacques Street****RESOLUTION 2018-146****Moved by** Jean-Marc Lalonde**Seconded by** Charles Berlinguette

WHEREAS in the 2018 Budget, the Municipal Council approved \$140 000 to apply an overlay (scratch coat) on St-Jacques Street between Marion and Julie Streets;

BE IT RESOLVED THAT Council authorize to increase the budget for paving on St-Jacques Street from \$140 000 to \$194 000; and

BE IT RESOLVED THAT Council adopts By-Law 2018-77, to authorize that the additional funds of \$54 000 be taken from the Maintenance and Reconstruction of Roads Reserve Fund.

CARRIED**11.5 Grant - Public Transit Infrastructure Fund**

Further to questions, M. Jean-Luc Jubinville explains that the pathway has been indicated as access to the public transit, which means that it is a part of the submitted application.

RESOLUTION 2018-147

Moved by Krysta Simard

Seconded by André J. Lalonde

WHEREAS Community Services applied for a grant from the Public Transit Infrastructure Fund through Ontario's Ministry of Transportation and the projects identified in the application were approved for an amount of \$200,701.66; and

BE IT RESOLVED THAT Municipal Council hereby adopts By-law 2018-72 to authorize the Mayor and the Chief Administrative Officer to sign the agreement between the City of Clarence-Rockland and the Province of Ontario for funding under the Public Transit Infrastructure Fund ; and

BE IT RESOLVED THAT Municipal Council commits to take into consideration during the 2019 budgetary process the amount required of \$200 701.66 from the capital budget in order to pay 50% of the related cost to the projects identified in the agreement; as recommended.

CARRIED

11.6 Exemption request pertaining to temporary structure

Further to questions, Mr. Yves Roy explains that the By-Law Department will do a follow-up with temporary structures that are still erected.

RESOLUTION 2018-148

Moved by Krysta Simard

Seconded by Mario Zanth

BE IT RESOLVED THAT Council hereby grants an exemption to Mrs. Carole Lévesque under section 3.1 of By-Law 2017-133 in order to allow for the temporary structure, erected at 575 Victor Street, Rockland, to remain erected throughout the year; and

BE IT RESOLVED THAT this exemption be valid for this property owner only.

CARRIED, as modified

11.7 Hiring of a summer employee / community relations agent

Councillor Carl Grimard leaves his seat further to his declaration of pecuniary interest.

RESOLUTION 2018-149**Moved by** Krysta Simard**Seconded by** André J. Lalonde

BE IT RESOLVED that Municipal Council hereby accepts the hiring of Pénélope Grimard as a summer employee / community relations agent, for a three-month period, effective June 5, 2018 and;

BE IT RESOLVED that an exception to section 5.5 of Policy No. RH-HR 2016-11, be granted in order to allow the hiring of councillor family member in this particular situation; and

BE IT RESOLVED that Pénélope Grimard's salary is established at Level 1, Class 11, of the current part-time employee's salary grid, as recommended.

CARRIED

Councillor Carl Grimard returns to his seat.

11.8 Extend service contract for Dave Darch

Further to questions, Ms. Helen Collier explains the hours that should be spent on projects handled by Mr. Darch.

RESOLUTION 2018-150**Moved by** Jean-Marc Lalonde**Seconded by** André J. Lalonde

WHEREAS Mr. Dave Darch's engineering expertise is still required by the municipality;

BE IT RESOLVED THAT Mr. Dave Darch's contract be extended for 2 days a week until November 30th, 2018; and

BE IT FURTHER RESOLVED THAT a contract be considered in the 2019 budget for Mr. Dave Darch's services for 1 day a week to support the development charges study; and

BE IT FINALLY RESOLVED THAT Mr. Dave Darch's compensation remains at \$140 per hour.

DEFERRED**12. By-laws****12.1 2018-70 - to approve the lifting of the 0.30 metre reserve for the Brumar Subdivision, being Block 51 on plan 50M-214**

RESOLUTION 2018-151**Moved by** Carl Grimard**Seconded by** Krysta Simard

BE IT RESOLVED THAT Council adopts By-law 2018-70 to approve the lifting of the 0.30 metre reserve for the Brumar Subdivision, being Block 51 on plan 50M-214.

CARRIED**13. Confirmatory By-law****RESOLUTION 2018-152****Moved by** Mario Zanth**Seconded by** Krysta Simard

BE IT RESOLVED THAT By-law No. 2018-71, being a confirmatory by-law for the regular meeting of June 4, 2018, be adopted.

CARRIED**14. Adjournment**

Mayor Desjardins adjourns the meeting at 8:17 p.m.

 Guy Desjardins, Mayor

 Maryse St-Pierre, Deputy Clerk



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

le 4 juin 2018
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 18h.

2. Prière

Le conseiller Carl Grimard fait la lecture de la prière.

3. Adoption de l'ordre du jour

RÉSOLUTION 2018-136

Proposée par Carl Grimard

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

4. Déclarations d'intérêts pécuniaires

Le conseiller Carl Grimard déclare un intérêt pécuniaire à l'item 11.7 car sa fille est la candidate retenue pour ce poste.

5. Réunion à huis clos

RÉSOLUTION 2018-137

Proposée par Jean-Marc Lalonde

Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE la réunion régulière du conseil municipal soit ajournée afin de tenir une session à huis clos pour discuter des sujets suivants, tel que stipulé à la section 239 de la *Loi sur les municipalités 2001*, tel que modifiée :

- 5.1. Procès-verbal de la réunion à huis clos du 17 avril 2018
- 5.2. Procès-verbal de la réunion à huis clos du 7 mai 2018
- 5.3. Restructuration du département de l'informatique
- 5.4. Révision des salaires

ADOPTÉE

Les membres du conseil se retirent dans la salle de conférence adjacente à la salle du conseil à 18h03 et retournent dans la salle du conseil à 19h22.

RÉSOLUTION 2018-138

Proposée par Krysta Simard

Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE la réunion à huis clos soit ajournée afin de retourner en réunion régulière.

ADOPTÉE

6. Rapport de la réunion à huis clos

Le maire Desjardins informe les membres du public que le conseil a discuté de dossiers à huis clos et que des directives ont été données au personnel.

RÉSOLUTION 2018-139

Proposée par Charles Berlinguette

Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE le conseil autorise le directeur des finances à retenir les services de M. Alain Rochefort pour un jour par semaine pour une période allant jusqu'à quatre (4) mois afin de fournir des services de gestion et de mentorat au département de l'informatique, sous les conditions établies à la réunion à huis clos du 4 juin 2018.

ADOPTÉE

7. Annonces (aucune)

8. Période de Questions/Commentaires

M. Rolland Labonté réitère la question qu'il a posée à la réunion du 7 mai 2018 concernant les dépenses effectuées pour les voyages du conseil et du personnel à Toronto. Monique Ouellet explique qu'il peut soumettre une demande d'accès à l'information pour obtenir la documentation relative à ce sujet.

9. Items des membres du Conseil

9.1 Proclamation du Mois des personnes âgées - 1er au 30 juin 2018

RÉSOLUTION 2018-140

Proposée par Krysta Simard

Appuyée par Mario Zanth

ATTENDU QUE le mois des personnes âgées est une célébration provinciale annuelle;

ATTENDU QUE les personnes âgées ont contribué et continuent de contribuer de façon marquée à la vie et au dynamisme de cette communauté;

ATTENDU QUE les personnes âgées continuent d'être des leaders, des mentors, des bénévoles et des membres vitaux et actifs de cette communauté;

ATTENDU QUE leurs contributions passées et présentes méritent à la fois reconnaissance et appréciation et que leurs histoires méritent d'être connues;

ATTENDU QU'assurer la santé et le bien-être des personnes âgées est dans l'intérêt de tout un chacun, car elles contribuent à assurer la santé et le bien-être de toute la communauté;

ATTENDU QUE les connaissances et l'expérience que les personnes âgées nous transmettent continuent de nous profiter à toutes et tous;

QU'IL SOIT RÉSOLU QUE le conseil municipal proclame par la présente la période du 1er au 30 juin 2018 Mois des personnes âgées à Clarence-Rockland et encourage tous les citoyens et citoyennes à rendre hommage aux personnes âgées et à célébrer leurs réalisations.

QU'IL SOIT RÉSOLU QUE la Cité célèbre le Mois des aînés avec les Jeux des aîné(e)s de Clarence-Rockland qui se tiendront du 12 au 14 juin au Centre communautaire de Bourget, organisé par la Coalition des aînés de Clarence-Rockland.

ADOPTÉE

10. Items par consentement

RÉSOLUTION 2018-141

Proposée par Michel Levert

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE les items suivants, tels qu'identifiés sous la rubrique «items par consentement» à l'ordre du jour de la réunion régulière du 4 juin 2018, soient adoptés :

10.1. Adoption des procès-verbaux des réunions suivantes:

- a. Réunion régulière du 23 mai 2018
- b. Comité plénier du 23 mai 2018

10.2. Les recommandations suivantes du comité plénier du 23 mai 2018

- a. Résolution pour appuyer la municipalité d'East Ferris au sujet des projets de sites d'enfouissement
- b. Résolution pour annuler une facture concernant un accident de voiture

10.3. Résolution pour nommer des pompiers volontaires

ADOPTÉE

Texte des résolutions adoptées par consentement tel/es qu'identifiées dans la résolution 2018-141

10.2a. QU'IL SOIT RÉSOLU QUE le conseil appuie la résolution numéro 2018-165 de la municipalité d'East Ferris appuyant le projet de loi 16, Loi de 2018 sur le respect des pouvoirs des municipalités à l'égard des lieux d'enfouissement, introduit par le député Ernie Hardeman et demandant au gouvernement de l'Ontario et à tous les partis politiques d'accorder aux municipalités l'autorité d'approuver les projets de sites d'enfouissement situé à l'intérieur ou près de leurs communautés.

10.2b. QU'IL SOIT RÉSOLU QUE le conseil annule la facture 98835 portée au compte de BEAJOC au montant de 465,42\$.

10.3 QU'IL SOIT RÉSOLU que le Conseil nomme les cinq individus suivants à titre de pompiers volontaires :

Marc-André CARRIERE, Luc DANIS, Nicholas LAFLEUR, Mathieu LEMERY, Lee Ann STAM

QU'IL SOIT ÉGALEMENT RÉSOLU que ces pompiers volontaires soient en probation obligatoire pour une période d'un an tel que spécifié dans la convention collective des pompiers volontaires ; et

QU'IL SOIT FINALEMENT RÉSOLU que ces pompiers volontaires soient rémunérés selon l'échelle salariale d'un pompier volontaire de niveau 1, à compter du 1^{er} juin 2018.

10.2c. Résolution pour approuver l'ébauche de plan de lotissement – C.H. Clément Construction pour la succession de Eugene Laviolette – rue Caron

Suite aux commentaires, M. Julian Lenhart explique l'historique du dossier et la recommandation du comité d'aménagement. Il ajoute qu'il y a un accès à un terrain avoisinant pour d'éventuels développements.

Suite aux questions, M. Lenhart explique que le développeur a la responsabilité de donner accès aux développements futurs. Il ajoute que dans le cas de cette subdivision, le terrain de golf n'est pas considéré comme un développement et des procédures doivent être suivies afin de changer son statut. M. Lenhart explique que peu importe la décision qui sera prise, il y a un risque qu'un appel soit présenté au Tribunal d'appel d'aménagement local et explique les raisons. Il ajoute que les développeurs ne doivent pas créer d'enclave pour les futurs développements.

Suite aux questions, M. Lenhart explique que l'emplacement proposé est le meilleur pour connecter l'eau et les égouts, mais ce n'est pas la seule option.

RÉSOLUTION 2018-142

Proposée par Mario Zanth

Appuyée par Carl Grimard

ATTENDU QUE le Département d'infrastructures et aménagement du territoire a apporté une liste de 55 conditions d'approbation recommandées dans le rapport AMÉ-18-27-R et 3 conditions additionnelles recommandés dans la présentation à la réunion du Comité d'aménagement le 2 mai 2018; et

ATTENDU QUE le Comité d'aménagement a recommandé l'exclusion de deux des conditions présentées lors de la réunion publique et la modification d'une des conditions dans le rapport AMÉ-18-27-R;

QU'IL SOIT RÉSOLU QUE le conseil approuve l'ébauche de plan de lotissement soumis par C.H. Clément Construction pour la succession d'Eugene Laviolette (filière no. D-12-123), avec les conditions d'approbation listée à la Section 7 du rapport no. AMÉ-18-30-R, tel que recommandé par le comité d'aménagement.

ADOPTÉE**11. Rapports des Comités/Services****11.1 Ententes pour bouclage d'aqueduc à Clarence Creek et Bourget****RÉSOLUTION 2018-143****Proposée par** André J. Lalonde**Appuyée par** Charles Berlinguette

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-68 pour autoriser le maire et la greffière à signer un contrat avec STP Excavation and Construction Inc. pour effectuer les travaux de bouclage d'aqueduc sur les chemins Landry à Clarence Creek ainsi que Russell à Bourget pour une somme de 2 372 000,55\$ excluant la TVH; et

QU'IL SOIT RÉSOLU QUE le conseil autorise le département d'infrastructure et aménagement du territoire de déroger de la politique d'approvisionnement afin d'octroyer un contrat à WSP Group par source unique pour l'administration et la supervision des travaux de construction sur le projet de bouclage d'aqueduc; et

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-69 pour autoriser le maire et la greffière de signer un contrat de 152 083\$ excluant la TVH avec la firme d'ingénieur WSP Group pour l'administration et la supervision des travaux de construction sur le projet de bouclage d'aqueduc.

ADOPTÉE**11.2 Travaux de traitement de surface sur le chemin Labelle****RÉSOLUTION 2018-144****Proposée par** Michel Levert**Appuyée par** Charles Berlinguette

ATTENDU QUE le Conseil municipal a approuvé au budget 2018 un montant de 306 000\$ afin de remplacer la section pavée de St-Félix par un traitement de surface double; et

ATTENDU QUE le Conseil municipal a demandé à la fin de la période budgétaire de considérer le traitement de surface double sur le chemin Labelle à Bourget;

QU'IL SOIT RÉSOLU QUE le conseil autorise les travaux de traitement de surface sur le chemin Labelle entre les chemins Russell et Lalonde; et

QU'IL SOIT RÉSOLU QUE le conseil autorise que le surplus de 166 000\$ du projet de traitement de surface du chemin St-Félix soit transféré au financement du traitement de surface sur le chemin Labelle; et

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-75, afin d'autoriser qu'un montant de 29 000\$ provienne du fonds de réserve d'entretien et de reconstruction des chemins et transféré au financement du traitement de surface sur le chemin Labelle.

ADOPTÉE

11.3 Traitement de surface double du chemin Bouvier

RÉSOLUTION 2018-145

Proposée par André J. Lalonde

Appuyée par Jean-Marc Lalonde

ATTENDU QUE le conseil municipal a approuvé au budget 2018 un montant de 350 000\$ afin d'installer la première couche d'asphalte sur le chemin Bouvier entre les chemins Baseline et Vinette; et

ATTENDU QUE lors de l'ouverture des soumissions, les prix de pavage étaient considérablement plus élevés que prévu et au-delà des limites du budget;

QU'IL SOIT RÉSOLU QUE le conseil autorise de modifier le recouvrement du chemin Bouvier, entre les chemins Baseline et Vinette et d'installer une application de traitement de surface double pour un montant total de 413 222\$; et

QU'IL SOIT RÉSOLU QUE le conseil autorise d'augmenter le budget pour les travaux de traitement de surface sur le chemin Bouvier de 350 000\$ à 414 000\$; et

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-76, afin d'autoriser que les fonds additionnels de 64 000\$ proviennent du fonds de réserve d'entretien et de reconstruction des chemins.

ADOPTÉE

11.4 Travaux de pavage sur la rue St-Jacques

RÉSOLUTION 2018-146

Proposée par Jean-Marc Lalonde

Appuyée par Charles Berlinguette

ATTENDU QUE le conseil municipal a approuvé au budget 2018 un montant de 140 000\$ afin d'installer une couche d'asphalte scratch coat sur la rue St-Jacques entre les rues Marion et Julie;

QU'IL SOIT RÉSOLU QUE le conseil autorise d'augmenter le budget pour les travaux de pavage sur la rue St-Jacques de 140 000\$ à 194 000\$; et

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-77 afin d'autoriser que les fonds additionnels de 54 000\$ proviennent du fonds de réserve d'entretien et de reconstruction des chemins.

ADOPTÉE

11.5 Subvention - Fonds pour l'infrastructure de transport en commun

Suite aux questions, M. Jean-Luc Jubinville explique que le sentier piétonnier a été indiqué comme étant un accès pour le transport en commun, donc fait partie du projet demandé.

RÉSOLUTION 2018-147

Proposée par Krysta Simard

Appuyée par André J. Lalonde

ATTENDU QUE les Services communautaires ont fait une demande de subvention au Fonds pour l'infrastructure de transport en commun (FITC) du Ministère des Transports de l'Ontario et que les projets identifiés dans la demande ont été approuvés pour un montant de 200,701.66 \$; et

QU'IL SOIT RÉSOLU QUE le conseil municipal adopte le règlement 2018-72 autorisant le maire et la directrice générale à signer l'entente entre la Cité de Clarence-Rockland et la Province de l'Ontario pour la subvention sous le Fonds pour l'infrastructure de transport en commun; et

QU'IL SOIT RÉSOLU QUE le conseil municipal s'engage de prendre en considération lors du processus budgétaire 2019 la somme requise au montant de 200 701.66\$ à partir de projets capitaux afin de défrayer 50% des coûts reliés aux projets identifiés dans l'entente, tel que recommandé.

ADOPTÉE

11.6 Demande d'exemption concernant un abri temporaire

Suite aux questions, M. Yves Roy explique que le service de la réglementation va faire un suivi avec les abris temporaires qui sont encore érigés.

RÉSOLUTION 2018-148

Proposée par Krysta Simard

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE le conseil exempte Mme Carole Lévesque de l'application du règlement 2017-133 afin que son abri temporaire installé au 575 rue Victor, Rockland, demeure érigé à l'année, tel que stipulé à l'article 3.1 du règlement 2017-133; et

QU'IL SOIT RÉSOLU QUE cette exemption soit valide pour ce propriétaire seulement.

11.7 Embauche d'une employée d'été / agente des relations communautaires

Le conseiller Carl Grimard quitte son siège suite à sa déclaration d'intérêt pécuniaire.

RÉSOLUTION 2018-149

Proposée par Krysta Simard

Appuyée par André J. Lalonde

QU'IL SOIT RÉSOLU que le conseil municipal accepte l'embauche de Pénélope Grimard à titre d'employée d'été / agente des relations communautaires pour une période de trois mois, effectif le 5 juin 2018; et

QU'IL SOIT RÉSOLU qu'une exception à l'article 5.5 de la politique no. RH-HR 2016-11 soit accordée, afin de permettre l'embauche d'une personne apparentée à un membre du conseil dans ce cas en particulier; et

QU'IL SOIT RÉSOLU que le salaire de Pénélope Grimard soit établi au niveau 1 de la Classe 11 de la grille salariale en vigueur des employés à temps partiel, tel que recommandé.

ADOPTÉE

Le conseiller Carl Grimard retourne à son siège.

11.8 Prolongation du contrat de service de Dave Darch

Suite aux questions, Mme Helen Collier explique les heures qui doivent être consacrées aux projets entrepris par M. Darch.

RÉSOLUTION 2018-150

Proposée par Jean-Marc Lalonde

Appuyée par André J. Lalonde

ATTENDU QUE l'expertise de M. Dave Darch est toujours requise par la municipalité;

QU'IL SOIT RÉSOLU QUE le contrat de M. Dave Darch soit prolongé pour deux jours par semaine jusqu'au 30 novembre 2018; et

QU'IL SOIT ÉGALEMENT RÉSOLU QU'un contrat de service avec M. Dave Darch pour un jour par semaine soit considéré pour le budget 2019, afin de fournir du support à l'étude des redevances d'aménagement; et

QU'IL SOIT FINALEMENT RÉSOLU QUE la compensation de M. Dave Darch demeure à 140\$ de l'heure.

DIFFÉRÉE

12. Règlements municipaux

12.1 2018-70 - pour approuver le retrait du 0,30 mètre de réserve pour le lotissement de Brumar, étant le Bloc 51 sur le plan 50M-214

RÉSOLUTION 2018-151

Proposée par Carl Grimard

Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-70 pour approuver le retrait du 0,30 mètre de réserve pour le lotissement de Brumar, étant le Bloc 51 sur le plan 50M-214.

ADOPTÉE

13. Règlement de confirmation

RÉSOLUTION 2018-152

Proposée par Mario Zanth

Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE le règlement no. 2018-71, étant un règlement de confirmation pour la réunion régulière du 4 juin 2018, soit adopté.

ADOPTÉE

14. Ajournement

Le maire Desjardins lève l'assemblée à 20h17.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

June 4, 2018
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 8:28 p.m.

2. Adoption of the agenda

RECOMMENDATION COW2018-087

Moved by Carl Grimard

Seconded by Krysta Simard

THAT the agenda be adopted with the withdrawal of item 5.1. Petition presented by Richard Gadoua regarding improvements on Brazeau Road.

CARRIED, as modified

3. Disclosure of pecuniary interests (none)

4. Delegations / Presentations (none)

5. Petitions / Correspondence (none)

6. Notice of Motion (none)

7. Comment/Question Period (none)

8. Report from the United Counties of Prescott and Russell

Members of Council discuss some subjects that are within the purview of the UCPR.

9. Committee/Staff Reports

9.1 Dog By-Law Amendment

Further to questions and comments, Ms. Helen Collier explains that she wrote the report further to public requests and explains that when it has written, Mr. Yves Roy wasn't yet working.

Mr. Yves Roy explains that a rescue centre should be located in a specific location, which should be registered and recognized by the City and the Province. He adds that specifications should be added to the by-law for a rescue centre. Members of Council discuss of different elements to be included in the by-law.

RECOMMENDATION COW2018-088

Moved by Michel Levert

Seconded by Krysta Simard

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.

DEFERRED

9.2 Purchase and installation of a level 2 charging station for City Hall

Further to questions and comments, Mr. Julian Lenhart explains that if the City does not use the grants, it is possible to add a payment facility on the charging station, being a user-payer option. He adds that the additional investment could be reimbursed by the paid fees.

RECOMMENDATION COW2018-089

Moved by Jean-Marc Lalonde

Seconded by Mario Zanth

THAT the Committee of the Whole recommends that Council approves the purchase and installation of a level 2 charging station at two specific locations as recommended by the Department of Infrastructure and Planning; and

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.

CARRIED, as modified

9.3 Tree-Cutting By-law

RECOMMENDATION COW2018-090

Moved by Krysta Simard

Seconded by Charles Berlinguette

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 adopt 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.

CARRIED

9.4 Information Technology 2018/19 Work plan

RECOMMENDATION COW2018-091

Moved by Mario Zanth

Seconded by Jean-Marc Lalonde

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

CARRIED

9.5 Amendment to the Sign By-law

RECOMMENDATION COW2018-092

Moved by Jean-Marc Lalonde

Seconded by Krysta Simard

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

CARRIED

9.6 Evaluation process for Heritage sign requests

RECOMMENDATION COW2018-093

Moved by Jean-Marc Lalonde

Seconded by Michel Levert

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 requests.

CARRIED

9.7 Amendment to the Environmental Advisory Committee Terms of reference

Further to questions, Mrs. Monique Ouellet explains that the landfill certificate of approval requires an Environment Advisory Committee. She adds that the number of meetings is not outlined in these requirements.

RECOMMENDATION COW2018-094

Moved by Carl Grimard

Seconded by Mario Zanth

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, to reduce the number of municipal councillors to be appointed to this Committee to one (1) instead of two (2), and also to reduce the number of meetings to a minimum of two (2) per year.

CARRIED, as modified

9.8 Purchase and Installation of Generators (Clarence Creek Arena & Municipal Garage)

RECOMMENDATION COW2018-095

Moved by André J. Lalonde

Seconded by Jean-Marc Lalonde

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).

CARRIED

9.9 Replacement of a culvert on Baseline Road

Further to questions, Mr. Julian Lenhart explains that many culvert replacement projects are ongoing and that the contracts are grouped according to the affected areas. He adds that the volume of culverts to be replaced does not allow to group all of them on the same contract.

RECOMMENDATION COW2018-096

Moved by Krysta Simard

Seconded by André J. Lalonde

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 the culvert on Baseline Road, in the amount of \$179,721.79 excluding HST.

CARRIED

9.10 Renewal of the agreement with Leduc Bus Lines for routes 530 and 535

Further to questions, Mr. Jean-Luc Jubinville explains that the contract is flexible according to the services used.

RECOMMENDATION COW2018-097

Moved by André J. Lalonde

Seconded by Mario Zanth

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.

THAT the Committee of the Whole recommends that Council 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 22, 2016 with Leduc Bus Lines for the services of Public Transit; and

THAT this agreement be prepared by the Community Services in order that the said agreement be effective as of September 1, 2018.

CARRIED

9.11 Engineering Guidelines

Further to questions, Mr. Julian Lenhart explains that the engineering guidelines include sections pertaining to elevations and drainage. He adds that these guidelines are adapted in function to the developments.

Further to question regarding the C.H. Clément Development, Mr. Lenhart explains that this development includes additional requirements for the drainage.

Mr. Charles Clément from C.H. Clément explains the drainage situation of his project. He adds that his developments have never been a problem in this regard. Mr. Lenhart explains that over the period of hundred years, a suitable outlet should be in place. He adds that this part of the development should be compliant and explains the possible options. Mr. Lenhart explains that it is in the best interest of the City to ask for a correction of the drainage outlet.

Further to questions, Mr. Lenhart explains that the majority of comments have been included in those guidelines.

RECOMMENDATION COW2018-098

Moved by Charles Berlinguette

Seconded by Mario Zanth

THAT the Committee of the Whole recommends that Council approves the engineering guidelines attached to report No. INF2018-033.

CARRIED

9.12 Site Plan Control Area By-law and Site Plan process guide

RECOMMENDATION COW2018-099

Moved by Charles Berlinguette

Seconded by Carl Grimard

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.

CARRIED

9.13 Process guides for consent applications, Zoning and Official Plan Amendment applications and Minor Variance applications

RECOMMENDATION COW2018-100

Moved by Charles Berlinguette

Seconded by Krysta Simard

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.

CARRIED

9.14 Works in Progress/Completed Projects

Further to questions, Ms. Helen Collier explains the distribution of projects within the lists of her report.

RECOMMENDATION COW2018-101

Moved by Mario Zanth

Seconded by Jean-Marc Lalonde

THAT the Works-in-Progress list and the list of Capital Works Projects completed in 2014-2018, attached to report No. ADM2018-016, be received as information.

CARRIED

9.15 Health and Safety Report for the Jean-Marc Lalonde Arena

Further to questions, Mr. Jean-Luc Jubinville explains that particular skills are required to remove this paint, in addition to the supervision of an engineer.

RECOMMENDATION COW2018-102

Moved by Jean-Marc Lalonde

Seconded by Mario Zanth

WHEREAS 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 3, 2018, by an environmental specialist that identifies lead is contained in the paint above the acceptable limit.

THAT a professional engineers' report be completed to provide the necessary steps to remove the lead paint from the arena.

CARRIED

9.16 Protective Services – Monthly Report (April 2018)

RECOMMENDATION COW2018-103

Moved by Carl Grimard

Seconded by Charles Berlinguette

THAT Report No. PRO2018-011 in regards to monthly statistics, be received as information.

CARRIED

9.17 Information report in regards to the use of Consulting Firms

RECOMMENDATION COW2018-104

Moved by Mario Zanth

Seconded by André J. Lalonde

WHEREAS Council requested staff to review its current consultant appointment procedures with a view to determine if cost savings can be attained through the use of existing staffing resources; and

WHEREAS the Administration has reviewed the magnitude of the annual capital works programs and the associated criteria utilized for the retention of external consulting services;

THAT the Committee of the Whole 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.

CARRIED

10. Other items

Councillor Krysta Simard asks for an update regarding Clark Road. Mr. Lenhart replies that a report about this matter will be provided for the next meeting.

Councillor Jean-Marc Lalonde asks if an option has been considered to reduce lighting on tennis courts. Mr. Jubinville explains that his department is evaluating the possible options.

Councillor Jean-Marc Lalonde explains that there are a lot of burned street lights, in particular at the corner of Sylvain and Heritage streets. Mr. Lenhart explains that the replacement of lights will begin in two weeks.

11. Adjournment

The Mayor adjourns the meeting at 10:17 p.m.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 4 juin 2018

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 20h28.

2. Adoption de l'ordre du jour

RECOMMANDATION COW2018-087

Proposée par Carl Grimard

Appuyée par Krysta Simard

QUE l'ordre du jour soit adopté avec le retrait de l'item 5.1. Pétition présentée par Richard Gadoua au sujet des améliorations du chemin Brazeau.

ADOPTÉE, telle que modifiée

- 3. Déclarations d'intérêts pécuniaires** (aucune)
- 4. Délégations / Présentations** (aucune)
- 5. Pétitions / Correspondance** (aucune)
- 6. Avis de motion** (aucun)

7. Période de Questions/Commentaires (aucune)

8. Rapport des Comités unis de Prescott et Russell

Les membres du conseil discutent de divers sujets relevant des CUPR.

9. Rapports des Comités/Services

9.1 Amendement au règlement sur les chiens

Suite aux questions et commentaires, Mme Helen Collier explique qu'elle a écrit ce rapport à la demande du public et explique que lorsqu'elle l'a écrit, M. Yves Roy n'était pas encore en poste.

M. Yves Roy explique qu'un centre de sauvetage doit se retrouver dans un emplacement déterminé, lequel doit être enregistré et reconnu par la Cité et par la province. Il ajoute que plus de spécifications doivent être ajoutées au règlement pour les centres de sauvetage. Les membres du conseil discutent des divers éléments qui doivent se retrouver dans le règlement.

RECOMMANDATION COW2018-088

Proposée par Michel Levert

Appuyée par Krysta Simard

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.

DIFFÉRÉE

9.2 Achat et installation d'une borne de chargement de niveau 2 à l'hôtel de ville

Suite aux questions et commentaires, M. Julian Lenhart explique que si la Cité n'utilise pas les subventions, il est possible de mettre un système de paiement sur la borne de chargement, donc faire payer les utilisateurs. Il ajoute que l'investissement supplémentaire peut être récupéré avec les frais payés.

RECOMMANDATION COW2018-089

Proposée par Jean-Marc Lalonde

Appuyée par Mario Zanth

QUE le Comité plénier recommande au Conseil d'approuver l'achat et l'installation d'une borne de chargement de niveau 2 à deux emplacements en

particulier, tel que recommandé par le département d'Infrastructure et d'Aménagement du territoire; et

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.

ADOPTÉE, telle que modifiée

9.3 Règlement sur la coupe des arbres

RECOMMANDATION COW2018-090

Proposée par Krysta Simard

Appuyée par Charles Berlinguette

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 délégué des Comtés unis de Prescott et Russell qui a été ajoutée.

ADOPTÉE

9.4 Plan de travail 2018/19 de la technologie de l'information

RECOMMANDATION COW2018-091

Proposée par Mario Zanth

Appuyée par Jean-Marc Lalonde

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

ADOPTÉE

9.5 Amendement au règlement sur les enseignes

RECOMMANDATION COW2018-092

Proposée par Jean-Marc Lalonde

Appuyée par Krysta Simard

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.

ADOPTÉE

9.6 Processus d'évaluation pour les demandes d'enseignes patrimoniales

RECOMMANDATION COW2018-093

Proposée par Jean-Marc Lalonde

Appuyée par Michel Levert

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.

ADOPTÉE

9.7 Amendement aux termes de référence du comité consultatif en environnement

Suite aux questions, Mme Monique Ouellet explique que c'est le certificat d'approbation du dépotoir qui définit l'obligation d'avoir un comité consultatif sur l'environnement. Elle ajoute que le nombre de réunions du comité n'est pas déterminé.

RECOMMANDATION COW2018-094

Proposée par Carl Grimard

Appuyée par Mario Zanth

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, pour réduire le nombre de conseillers municipaux

devant être nommés pour siéger sur ce Comité à un (1) au lieu de deux (2) et aussi pour réduire le nombre de rencontres à un minimum de deux (2) par année.

ADOPTÉE, telle que modifiée

9.8 Achat et installation de génératrices (Arena Clarence Creek & garage municipal)

RECOMMANDATION COW2018-095

Proposée par André J. Lalonde

Appuyée par Jean-Marc Lalonde

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).

ADOPTÉE

9.9 Remplacement de ponceau sur le chemin Baseline

Suite aux questions, M. Julian Lenhart explique que plusieurs projets de remplacement de ponceaux sont en cours et que les contrats sont groupés en fonction des secteurs affectés. Il ajoute que le volume de ponceaux à être remplacés ne permet pas de tous les grouper sous le même contrat.

RECOMMANDATION COW2018-096

Proposée par Krysta Simard

Appuyée par André J. Lalonde

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.

ADOPTÉE

9.10 Renouvellement d'entente avec Leduc Bus Lines pour les routes 530 et 535

Suite aux questions, M. Jean-Luc Jubinville explique que le contrat est flexible en fonction des services qui sont utilisés.

RECOMMANDATION COW2018-097

Proposée par André J. Lalonde

Appuyée par Mario Zanth

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.

QUE le comité plénier recommande au conseil municipal de mandater 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; et

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.

ADOPTÉE

9.11 Lignes directrices d'ingénierie

Suite aux questions, M. Julian Lenhart explique que les lignes directrices d'ingénierie comportent des sections concernant les élévations et le drainage. Il ajoute que ces barèmes sont adaptés en fonction des développements.

Suite aux questions concernant le développement de C.H.Clément, M. Lenhart explique que ce développement comporte des exigences additionnelles en fonction du drainage.

M. Charles Clément de C.H. Clément explique la situation du drainage de son projet. Il ajoute que ses développements n'ont jamais été problématiques en cette matière. M. Lenhart explique qu'au-delà de la période de cent ans, il doit y avoir une sortie acceptable pour l'écoulement de l'eau. Il ajoute que c'est cette partie du développement qui doit être conforme et explique les options possibles. M. Lenhart explique qu'il est dans le meilleur intérêt de la Cité de demander une correction de la sortie de drainage.

Suite aux questions, M. Lenhart explique que la majorité des commentaires reçus des développeurs ont été intégrés dans ces barèmes.

RECOMMANDATION COW2018-098

Proposée par Charles Berlinguette

Appuyée par Mario Zanth

QUE le comité plénier recommande que le Conseil adopte les directives d'ingénierie incluse au rapport no. INF2018-033.

ADOPTÉE

9.12 Guide de processus pour les plans d'implantation et règlement sur les plans d'implantation

RECOMMANDATION COW2018-099

Proposée par Charles Berlinguette

Appuyée par Carl Grimard

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.

ADOPTÉE

9.13 Guides de processus pour les dérogations mineures et amendements au plan officiel et au règlement de zonage

RECOMMANDATION COW2018-100

Proposée par Charles Berlinguette

Appuyée par Krysta Simard

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.

ADOPTÉE

9.14 Liste des projets en cours/projets complétés

Suite aux questions, Mme Helen Collier explique la répartition des projets dans les listes de son rapport.

RECOMMANDATION COW2018-101

Proposée par Mario Zanth

Appuyée par Jean-Marc Lalonde

QUE la liste de projets-en-cours et la liste de projets capitaux complétés en 2014-2018, inclus au Rapport No. ADM2018-016, soient reçus à titre d'information.

ADOPTÉE**9.15 Rapport de santé et sécurité pour l'Aréna Jean-Marc Lalonde**

Suite aux questions, M. Jean-Luc Jubinville explique que des compétences particulières sont requises pour enlever cette peinture, en plus de la supervision d'un ingénieur.

RECOMMANDATION COW2018-102

Proposée par Jean-Marc Lalonde

Appuyée par Mario Zanth

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 2018 par un spécialiste de l'environnement qui identifie le plomb contenu dans la peinture au-dessus de la limite acceptable.

QU'un rapport d'ingénieurs professionnels soit complété pour fournir les étapes nécessaires pour enlever la peinture au plomb de l'aréna.

ADOPTÉE**9.16 Services de la protection – Rapport mensuel (avril 2018)****RECOMMANDATION COW2018-103**

Proposée par Carl Grimard

Appuyée par Charles Berlinguette

QUE le rapport No. PRO2018-011 au sujet des statistiques mensuelles, soit reçu à titre d'information.

ADOPTÉE**9.17 Rapport informatif relativement à l'utilisation des firmes de consultants****RECOMMANDATION COW2018-104**

Proposée par Mario Zanth

Appuyée par André J. Lalonde

ATTENDU QUE le conseil a mandaté le personnel de réviser les procédures pour la rétention de consultants afin de déterminer si des économies sont possibles en utilisant les ressources à l'interne avec le personnel existant; et

ATTENDU QUE l'administration a revu l'ensemble des programmes au niveau des projets en capital et les critères associés utilisés pour la sélection de services de consultation à l'externe;

QUE le Comité plénier appuie les pratiques actuelles utilisées par l'administration pour nommer des consultants afin d'être en mesure de livrer les projets en capital approuvés ainsi que les études.

ADOPTÉE

10. Autres items

La conseillère Krysta Simard demande une mise à jour concernant le chemin Clark. M. Lenhart répond qu'un rapport à ce sujet sera présenté à la prochaine réunion.

Le conseiller Jean-Marc Lalonde demande si une option a été envisagée pour réduire l'éclairage dans les courts de tennis. M. Jubinville explique que son département évalue présentement les options possibles.

Le conseiller Jean-Marc Lalonde explique qu'il y a plusieurs lumières de rues de brûlées, notamment au coin des rues Sylvain et Heritage. M. Lenhart explique que les travaux de remplacement des lumières vont débiter dans deux semaines.

11. Ajournement

Le maire lève l'assemblée à 22h17.

Guy Desjardins, maire

Maryse St-Pierre, greffière adjointe



COMITÉ CONSULTATIF DU PATRIMOINE HERITAGE ADVISORY COMMITTEE

Procès-verbal / Minutes – Janvier/ January 23, 2018
10h00 / 10:00 am, Salle du conseil Clarence Creek / Council
Chambers Clarence Creek

PRÉSENT / PRESENT:

Gilles Chartrand

Michel Jubinville

Louis Aubry

Marie-Eve Bélanger, Gestionnaire du développement / Manager of Development

Lise Guindon

Ghyslaine Hotte

ABSENT

Jean-Marc Lalonde, Conseiller municipal/Municipal Councillor

1. Ouverture de la réunion

La rencontre débute à 10h10.

2. Adoption de l'ordre du jour

Proposé par : Ghyslaine Hotte

Appuyé de : Louis Aubry

QU'IL SOIT RÉSOLU que l'ordre du jour soit adopté avec l'ajout des items 5.2 à 5.3 et la modification au plan de travail.

ADOPTÉE

3. Adoption du procès-verbal du 16 mai 2017

Proposé par : Michel Jubinville

Appuyé de : Lise Guindon

QU'IL SOIT RÉSOLU que le procès-verbal du 15 septembre 2017 soit adopté.

ADOPTÉE

4. Plan de travail 2018-2020

a) Désignation patrimoniale du Parc du Moulin et réinstallation des plaques

M. Chartrand a eu une discussion avec

1. Opening of the meeting

The meeting starts at 10:10 am.

2. Approval of the agenda

Proposed by: Ghyslaine Hotte

Seconded by: Louis Aubry

BE IT RESOLVED that the agenda be adopted with the addition of Items 5.2 to 5.3 and the changes to the work schedule.

CARRIED

3. Adoption of the minutes of May 16, 2017

Proposed by: Michel Jubinville

Seconded by: Lise Guindon

BE IT RESOLVED that the minutes of the meeting of September 15th, 2017 be approved.

CARRIED

4. 2018-2020 Work Schedule

a) Heritage Designation of du Moulin Park & the reinstallation of plaques

Mr. Chartrand had a conversation with a few

certain membre du comité du parc du moulin. Ils ont été au musée pour amasser des photos anciennes des Moulins. Le comité du parc du Moulin va tenir le comité du patrimoine au courant du réaménagement du parc.

members of the du Moulin Park Committee. They went to the Museum in order to gather some old pictures of the mills. The Park committee will keep the Heritage Committee in the loop for the park restructuring.

b) Toponymie:

aucun

b) Toponymy:

none

c) Encourager le lancement du projet du circuit patrimonial

Le comité suggère que le mandat du comité soit modifié lorsque le comité du circuit sera aboli.

c) Encourage the release of the heritage tour project

The Committee suggests that the mandate of the Committee be modified once the Heritage Tour Committee will be abolished.

d) Identité du Parc du Patrimoine

Le comité va suggérer un emplacement pour la nouvelle plaque du circuit.

d) Identity of the Heritage Park

The Committee will suggest a location for the new heritage plaque.

Étudier la possibilité de faire un banc avec l'arbre Powers en 2019.

Study the possibility of building a bench with the Powers tree in 2019.

e) Registre municipal des propriétés du patrimoine culturel

Établir un registre municipal des biens patrimoniaux en 2018.

e) Municipal Register of Heritage Properties

Establish a municipal registry of heritage properties in 2018.

f) Mois du patrimoine

M. Aubry a envoyé au Chainon le lien pour le site de Balado Découverte ainsi qu'un article.

f) Heritage Month

Mr. Aubry sent to the Chainon an article and the link to the Balado Discovery website.

g) Annie Powers

Le comité doit préparer un texte pour une plaque sur l'ancien terrain d'Annie Powers.

g) Annie Powers

The Committee will prepare a text for the plaque on Annie Powers' old property.

h) Expo Clarence-Rockland

Marie-Eve indique que le thème de cette année sera possiblement axé sur le circuit donc si des membres aimeraient participer ils sont les bienvenues.

h) Expo Clarence-Rockland

Marie-Eve indicates that the theme for this year will possibly be the Heritage Circuit. If members of the Committee want to participate, they are welcome.

5. Affaires nouvelles

5. New items

5.1 Rapport annuel

Le rapport annuel a été remis au comité et corrigé. Il sera remis au conseil.

5.2 Horaire des réunions 2018

- 27 mars
- 29 mai
- 21 août
- 30 octobre
- 11 décembre

5.3 Plaque Dr. Moïse-Gendron

Vu la charge de travail que le circuit a apporté, Marie-Eve n'a pas eu la chance de travaillé sur le dossier de la plaque du Dr. Moïse-Gendron. Elle va en parler avec Julian.

6. Prochaine réunion

-le 27 mars 2018

7. Levée de la réunion

L'ordre du jour étant épuisé, la rencontre se termine à 11h30.

5.1 Annual report

The annual report was submitted and revised by the Committee. It will be submitted to Council.

5.2 Schedule of 2018 meetings

- March 27
- May 29
- August 21
- October 30
- December 11

5.3 Plaque for Dr Moïse-Gendron

Due to the workload that the Heritage Tour brought, Marie-Eve did not get the chance to work on this file. She will talk to Julian about it.

6. Date of the next meeting

- March 27th, 2018

7. Adjournment

All items on the agenda has been discussed, therefore the meeting is adjourned at 11:30 am.

2018 / 04 / 03
 Signé le / Signed on

 Gilles Chartrand, Président



COMITÉ CONSULTATIF DU PATRIMOINE HERITAGE ADVISORY COMMITTEE

Procès-verbal / Minutes – Avril/ April 3rd, 2018
10h00 / 10:00 am, Salle du conseil Clarence Creek / Council
Chambers Clarence Creek

PRÉSENT / PRESENT:

Gilles Chartrand
Michel Jubinville
Louis Aubry
Marie-Eve Bélanger, Gestionnaire du développement / Manager of Development
Lise Guindon
Ghyslain Hotte

ABSENT

Jean-Marc Lalonde, Conseiller municipal/Municipal Councillor

1. Ouverture de la réunion

La rencontre débute à 10h10.

2. Adoption de l'ordre du jour

Proposé par : Louis Aubry
Appuyé de : Michel Jubinville

QU'IL SOIT RÉSOLU que l'ordre du jour soit adopté avec l'ajout des items 5.1 à 5.3.

ADOPTÉE

3. Adoption du procès-verbal du 23 janvier 2018

Proposé par : Louis Aubry
Appuyé de : Ghyslain Hotte

QU'IL SOIT RÉSOLU que le procès-verbal du 23 janvier 2018 soit adopté.

ADOPTÉE

4. Plan de travail 2018-2020

a) Désignation patrimoniale du Parc du Moulin et réinstallation des plaques

aucune

1. Opening of the meeting

The meeting starts at 10:10 am.

2. Approval of the agenda

Proposed by: Louis Aubry
Seconded by: Michel Jubinville

BE IT RESOLVED that the agenda be adopted with the addition of Items 5.1 to 5.3.

CARRIED

3. Adoption of the minutes of January 23rd, 2018

Proposed by: Louis Aubry
Seconded by: Ghyslain Hotte

BE IT RESOLVED that the minutes of the meeting of January 23rd, 2018 be approved.

CARRIED

4. 2018-2020 Work Schedule

a) Heritage Designation of du Moulin Park & the reinstallation of plaques

none

b) Toponymie:

Marie-Eve discute du projet de CH Clément Construction et du fait que plusieurs prénoms seront proposés pour les noms de rues. Lors du rapport qui sera fait au conseil, ceci sera abordé.

c) Encourager le lancement du projet du circuit patrimonial

aucune action

d) Identité du Parc du Patrimoine

Un article a paru dans le journal concernant le Parc de la Chambre. Marie-Eve stipule qu'elle fut avisé que ce parc est un « dry pond », donc est utilisé pour du stormwater management.

Gilles et Michel rencontreront les membres de la chambre des commerces.

Proposé par : Michel Jubinville

Appuyé de : Lise Guindon

QU'IL SOIT RÉSOLU que le comité recommande que la plaque au parc héritage ne soit pas installée immédiatement.

ADOPTÉE

e) Registre municipal des propriétés du patrimoine culturel

aucune

g) Annie Powers

Gilles préparera un texte.

h) Expo Clarence-Rockland

Marie-Eve indique que l'expo est le 21-22 avril 2018. Les membres sont bienvenus à assister.

5. Affaires nouvelles**5.1 Projet TVC22**

Aucune nouvelle reçu de TVC22. Gilles va

b) Toponymy:

Marie-Eve discusses the project of CH Clément Construction and the fact that the street names are proposed with first names. When the report will be presented to Council, we will discuss the street names.

c) Encourage the release of the heritage tour project

none

d) Identity of the Heritage Park

An article was published in the newspaper in regards to the "Parc de la Chambre". Marie-Eve indicates that she was advised that the parc is a dry pond and being used as stormwater management.

Gilles and Michel will meet the members of the Chamber of Commerce.

Proposed by: Michel Jubinville

Seconded by: Lise Guindon

BE IT RESOLVED the Committee recommends that the plaque at the Heritage Park not be installed immediately.

CARRIED

e) Municipal Register of Heritage Properties

none

g) Annie Powers

Gilles will prepare a text.

h) Expo Clarence-Rockland

Marie-Eve indicates that the expo is held on April 21-22, 2018 and that the members are welcome to attend.

5. New items**5.1 TV22 Project**

No news from TVC22. Gilles will speak with

parler avec Stéphanie.

Stephanie.

5.2 Rénovation au presbytère de Ste-Trinité

Michel a assisté à une rencontre du comité de la paroisse afin de discuter du projet de rénovation. Il mentionne au comité que le règlement inclus le balcon en ciment. Il indique également au comité la procédure à suivre pour la rénovation qui ne suit pas le règlement.

5.2 Renovation to the Ste-Trinité Presbytery

Michel attended one of the Parish Committee in order to discuss the renovation project. He mentions to the Committee that the by-law includes the cement balcony. He also indicated to them the proper procedure to follow to complete the renovation if it does not meet the by-law.

5.3 Escribe

Marie-Eve indique que dorénavant les rencontres devront être à Clarence. De plus, Marie-Eve avise les membres du comité qu'ils recevront un avis pour joindre Escribe et que l'ordre du jour sera envoyé par ce système pour la prochaine rencontre.

5.3 Escribe

Marie-Eve indicates that from now on the meetings will be held in Clarence. Also, Marie-Eve told the Committee that they will receive a notice to join Escribe and that the agenda will be posted there for the next meeting.

6. Prochaine réunion

-le 29 mai 2018

6. Date of the next meeting

- May 29th, 2018

7. Levée de la réunion

L'ordre du jour étant épuisé, la rencontre se termine à 11h00.

7. Adjournment

All items on the agenda has been discussed, therefore the meeting is adjourned at 11:00 am.

29 mai 2018

Signé le / Signed on

Gilles Chartrand
Gilles Chartrand, Président



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

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

PRESENT: Mario Zanth, President
Guy Desjardins, Mayor (ex-officio)
Elaine Simard, Member
Denis Simard, Member
Marie-Ève Bélanger, Manager of Development
Maryse St-Pierre, Deputy Clerk

ABSENT: Carl Grimard, Councillor Ward 3
Michel Levert, Councillor Ward 7

1. Opening of the meeting

The President opens the meeting at 7:01 p.m.

2. Adoption of the agenda

RECOMMENDATION AME2018-09

Moved by Denis Simard

Seconded By Elaine Simard

THAT the agenda be adopted as presented.

CARRIED

3. Declaration of pecuniary interests (None)

4. Adoption of the minutes

RECOMMENDATION AME2018-10

Moved by Guy Desjardins

Seconded By Denis Simard

THAT the minutes of the Planning Committee meeting of February 7, 2018, be adopted as presented.

CARRIED

5. Planner's Statement

The planner's statement is presented.

6. Deferred Items (None)

7. Presentations / Reports

7.1 Zoning By-law Amendment - 2160 Laval Street

a. Presentation

Marie-Ève Bélanger presents the application submitted by Eli Saikaley on behalf of E.D.D.Y Property Management Inc.

b. Comments from the Committee and Public

Further to questions, Mrs. Bélanger explains the details of the old gas station facilities that were located on this land.

c. Recommendation

RECOMMENDATION AME2018-011

Moved by Guy Desjardins

Seconded By Elaine Simard

THAT the Planning Committee recommends to Council to amend Zoning By-Law 2016-10, in order to change the zoning category of the property from "Village Mixed-Use (VM) Zone" **to** "Village Mixed-Use – Exception 1 (VM-1) Zone" as recommended by the Infrastructure and Planning Department.

CARRIED

8. Other Items (None)

9. Adjournment

The meeting is adjourned at 7:08 p.m.

Mario Zanth, President

Maryse St-Pierre, Deputy Clerk



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

PROCÈS-VERBAL DU COMITÉ D'AMÉNAGEMENT

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

PRÉSENT: Mario Zanth, président
Guy Desjardins, maire (ex-officio)
Elaine Simard, membre
Denis Simard, membre
Marie-Ève Bélanger, gestionnaire du développement
Maryse St-Pierre, greffière adjointe

ABSENT: Carl Grimard, conseiller quartier 3
Michel Levert, conseiller quartier 7

1. Ouverture de la réunion

Le président ouvre la réunion à 19h01.

2. Adoption de l'ordre du jour

RECOMMANDATION AME2018-09

Proposée par Denis Simard

Appuyée par Elaine Simard

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

ADOPTÉE

3. Déclaration d'intérêts pécuniaires (Aucune)

4. Adoption des procès-verbaux

RECOMMANDATION AME2018-10

Proposée par Guy Desjardins

Appuyée par Denis Simard

QUE le procès-verbal de la réunion du comité d'aménagement du 7 février 2018 soit adopté tel que présenté.

ADOPTÉE

5. Énoncé de l'urbaniste

L'énoncé de l'urbaniste est présenté.

6. Items différés (Aucun)

7. Présentations / Rapports

7.1 Amendement au règlement de zonage - 2160 rue Laval

a. Présentation

Marie-Ève Bélanger présente la demande faite par Eli Saikaley au nom de E.D.D.Y Property Management Inc.

b. Commentaires du comité et du public

Suite aux questions, Mme Bélanger explique les détails des installations de l'ancienne station-service située à cet endroit.

c. Recommandation

RECOMMANDATION AME2018-011

Proposée par Guy Desjardins

Appuyée par Elaine Simard

QUE le Comité d'aménagement recommande au Conseil Municipal d'approuver le règlement modifiant le Règlement de Zonage 2016-10 afin de changer le zonage de la propriété de « Zone Polyvalent de Village (VM) » à « Zone Polyvalent de Village – Exception 1 (VM1) » tel que recommandé par le Département d'infrastructure et aménagement du territoire.

ADOPTÉE

8. Autres items (Aucun)

9. Ajournement

La réunion est ajournée à 19h08.

Mario Zanth, président

Maryse St-Pierre, greffière adjointe



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

May 2, 2018
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Mario Zanth, Chairperson
Guy Desjardins, Mayor (ex-officio)
Carl Grimard, Councillor Ward 3
Michel Levert, Councillor Ward 7
Elaine Simard, Member
Marie-Ève Bélanger, Manager of Development
Maryse St-Pierre, Deputy Clerk
Claire Lemay, Planner

ABSENT: Denis Simard, Member

1. Opening of the meeting

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

2. Adoption of the agenda

RECOMMENDATION AME2018-12

Moved by Carl Grimard

Seconded By Guy Desjardins

THAT the agenda be adopted as presented.

CARRIED

3. Declaration of pecuniary interests (none)

4. Adoption of the minutes

RECOMMENDATION AME2018-13

Moved by Michel Levert

Seconded By Carl Grimard

THAT the minutes of the Planning Committee meeting of April 5, 2018, be adopted as presented.

CARRIED

5. Planner's Statement

The planner's statement is presented.

6. Deferred Items (none)

7. Presentations / Reports

7.1 Zoning By-law Amendment – Gaetan Meloche for Ferme Mellohills Inc. - 771 Landry Road

a. Presentation

Mrs. Claire Lemay presents a zoning by-law amendment application submitted by Gaetan Meloche for the Ferme Mellohills Inc, located at 771 Landry Road.

b. Comments from the Committee and public

Further to questions, Mrs. Lemay explains the Department's recommendation.

Mr. Stéphane Meloche, resident at 653 Lemay, explains the details of the construction. Mayor Desjardins adds that the construction will be located in the same location as the previous building.

c. Recommendation

RECOMMENDATION AME2018-14

Moved by Guy Desjardins

Seconded By Michel Levert

WHEREAS the request to permit an intensive livestock operation of more than 150 nutrient units at the property at 771 Landry Road is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell,

THAT the Planning Committee recommends to Council to amend Zoning By-Law2016-10, in order to change the zoning category of the property from "Agricultural (AG) Zone" to "Agricultural - Exception 6 -(AG-6) Zone", in order to permit an intensive livestock facility of more than 150 nutrient units and in order to reduce the Minimum Distance Separation from the barn to Type A from 181 metres to 50 metres, from the barn to Type B from 361 metres to 200 metres from the lagoon to Type A from 344 metres to 90 metres, and from the lagoon to Type B from 689 metres to 300 metres, as requested by the applicant.

CARRIED

7.2 Draft Plan of Subdivision – C.H. Clément Construction for the Estate of Eugene Laviolette – Caron Street

Mrs. Claire Lemay presents the draft plan of subdivision application submitted by C.H. Clément on behalf of the Estate of Eugene Laviolette for a property located on Caron Street.

Members of the Committee discuss the choice of street names.

Mr. Charles Clément, from Clément Construction, explains the rationale for the street names. He explains the alignment of this development with Docteur Corbeil Boulevard. He expresses his comments about his application's approval process and the request made by the golf club.

Mr. Julian Lenhart explains that the City had several meetings with Mr. Clément about this project, and adds that the alignment with Docteur Corbeil Boulevard is not in accordance with the Official Plan. Further to questions, Mr. Lenhart explains that it is possible to derogate from the Official Plan.

The President asks if there will be enough room for parking in this development. Mr. Clément explains that streets will be 20 feet wide in order to allow parking.

Mrs. Nathalie Clément explains that the street names suggested serve to honour a Clarence-Rockland representative family.

Mr. André Barette, surveyor, explains that they urge the developer to make an agreement with the golf club. He explains the details of the roads widening.

Mr. Pierre Charette, golf club chief executive officer, explains that the club has started to have financial issues and that he wants to develop a portion of the West course to address this problem.

Mr. Marc Gratton, resident of 657 Eagle Street, explains that he is worried that the vehicles park in his area due to limited space.

RECOMMENDATION AME2018-15

Moved by Carl Grimard

Seconded By Michel Levert

THAT the Planning Committee recommends to the Municipal Council the approval of the Draft Plan of Subdivision submitted by C.H. Clément

Construction for the estate of Eugene Laviolette (file number D-12-123), with the conditions of approval listed under Section 7 of report No. AMÉ-18-27-R and the additional conditions of approval presented at the public meeting of May 2nd.

CARRIED, as modified

8. Other Items

9. Adjournment

The meeting is adjourned at 8:15 p.m.

Mario Zanth, President

Maryse St-Pierre, Deputy Clerk



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

PROCÈS-VERBAL DU COMITÉ D'AMÉNAGEMENT

le 2 mai 2018
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Mario Zanth, président
Guy Desjardins, maire (ex-officio)
Carl Grimard, conseiller quartier 3
Michel Levert, conseiller quartier 7
Elaine Simard, membre
Marie-Ève Bélanger, gestionnaire du développement
Maryse St-Pierre, greffière adjointe
Claire Lemay, urbaniste

ABSENT: Denis Simard, membre

1. Ouverture de la réunion

Le président ouvre la réunion à 19h.

2. Adoption de l'ordre du jour

RECOMMANDATION AME2018-12

Proposée par Carl Grimard

Appuyée par Guy Desjardins

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

ADOPTÉE

3. Déclaration d'intérêts pécuniaires (aucune)

4. Adoption des procès-verbaux

RECOMMANDATION AME2018-13

Proposée par Michel Levert

Appuyée par Carl Grimard

QUE le procès-verbal de la réunion du comité d'aménagement du 5 avril 2018 soit adopté tel que présenté.

ADOPTÉE

5. Énoncé de l'urbaniste

L'énoncé de l'urbaniste est présenté.

6. Items différés (aucun)

7. Présentations / Rapports

7.1 Amendement au règlement de zonage – Gaétan Meloche pour la Ferme Mellohills Inc. - 771 chemin Landry

a. Présentation

Mme Claire Lemay présente la demande d'amendement au règlement de zonage soumise par Gaétan Meloche pour la Ferme Mellohills Inc, située au 771 chemin Landry.

b. Commentaires du comité et du public

Suite aux questions, Mme Lemay explique la recommandation du département.

M. Stéphane Meloche, résident au 653 Lemay, explique les détails de la construction. Le maire Desjardins ajoute que la construction se trouvera exactement au même endroit que l'ancien bâtiment.

c. Recommandation

RECOMMANDATION AME2018-14

Proposée par Guy Desjardins

Appuyée par Michel Levert

ATTENDU QUE la demande de permettre une méga ferme de plus de 150 unités nutritives sur le terrain au 771 chemin Landry est conforme à la Déclaration des principes provinciale et conforme au Plan officiel des Comtés unis de Prescott et Russell,

QUE le Comité d'aménagement recommande au Conseil Municipal d'approuver le règlement modifiant le règlement de Zonage 2016-10 afin de changer le zonage de la propriété de « Zone agricole (AG) » à « Zone agricole - Exception 6 (AG-6) », afin de permettre une méga ferme d'élevage de plus de 150 unités et afin de réduire les distances minimales de séparation de la grange à un usage de type A de 181 mètres à 50 mètres, de la grange à un usage de type B de 361 mètres à 200 mètres, du "lagon" à un usage de type A de 344 mètres à 90 mètres, et du "lagon" à un usage de type B de 689 mètres à 300 mètres, tel que demande par le demandeur.

ADOPTÉE**7.2 Ébauche de plan de lotissement – C.H. Clément Construction pour la succession d'Eugene Laviolette – rue Caron**

Mme Claire Lemay présente la demande l'ébauche de plan de lotissement sur la rue Caron soumise par C.H. Clément Construction pour la succession d'Eugene Laviolette.

Les membres du comité discutent du choix de noms de rues.

M. Charles Clément, de Clément Construction, explique le choix de noms de rues. Il explique l'alignement du développement avec le boulevard Docteur Corbeil. Il exprime ses commentaires à l'égard du processus d'approbation de sa demande et de la demande faite par le club de golf.

M. Julian Lenhart explique que la Cité a rencontré M. Clément à plusieurs reprises relativement à son projet. Il ajoute que l'alignement du boulevard Docteur Corbeil n'est pas en accord avec le plan officiel. Suite aux questions, M. Lenhart explique qu'il est possible de déroger du plan officiel.

Le président demande s'il y aura assez de place de stationnement dans ce développement. M. Clément explique que les rues seront de vingt mètres de largeur pour permettre aux véhicules de se stationner.

Mme Nathalie Clément explique que le choix des noms de rues est en l'honneur d'une famille représentant Clarence-Rockland.

M. André Barette, arpenteur, explique qu'on impose au développeur de venir à une entente avec le club de golf. Il explique les détails de la largeur des rues.

M. Pierre Charette, directeur général du terrain de golf, explique que le club commence à avoir des problèmes financiers et qu'il désire développer une partie du parcours Ouest afin d'adresser ce problème.

M. Marc Gratton, résidant au 657 rue Eagle, explique qu'il est inquiet que les voitures de ce développement se stationnent dans son secteur faute d'espace.

RECOMMANDATION AME2018-15

Proposée par Carl Grimard

Appuyée par Michel Levert

QUE le comité d'aménagement recommande au conseil municipal l'approbation de l'ébauche de plan de lotissement soumis par C.H. Clément Construction pour la succession d'Eugene Laviolette (filière no. D-12-123), avec les conditions d'approbation listée à la Section 7 du rapport no. AMÉ-18-27-R et les conditions d'approbation additionnelles présentées à la réunion publique du 2 mai.

ADOPTÉE, telle que modifiée

8. Autres items

9. Ajournement

La réunion est ajournée à 20h15.

Mario Zanth, président

Maryse St-Pierre, greffière adjointe



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

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

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

Le 20 mars 2017/March 20, 2017
Procès-verbal/Minutes

Present: Sylvie Archambault / Présidente / Représentante communautaire
 Michael Moskau / Community Representative
 Sherry Oake / Community Representative
 Krysta Simard / Conseillère municipale, Quartier 6
 Arthur Voth / Community Representative
 Catherina Rouse / Chief Executive Officer
 Sonia Lavoie / Secrétaire

Absent: Louiselle Cyr / Représentante communautaire
 Mario Zanth / City Councillor, Ward 2
 Diane Choinière / Conseillère municipale, Quartier 8

1. Call to Order

Proposition 2018-03.1

The meeting was called to order at 7:02 pm

Moved by: A. Archambault
Seconded by: M. Moskau
Carried: Unanimously

2. Approval of the Agenda

Proposition 2018-03.2

It is proposed:

THAT policy and training be added to other business and that the agenda be changed accordingly.

Moved by: A. Archambault
Seconded by: M. Moskau
Carried: Unanimously

3. Declaration of Conflicts of Interest

There were no conflicts of interest.

- b. Journée de pardon: C. Rouse mentioned that she would like to hold a week of pardon for patrons who would bring non-perishable items in exchange for getting their late fees (only) expunged. Clients would still have to pay for lost books. Items gathered would be brought to the Rockland Help Centre & Food Bank.

Proposition 2018-03.5

It is proposed:

THAT the Library holds a week-long period of pardon of late fees in exchange for non-perishable food items.

Moved by:	S. Archambault
Seconded by:	M. Moskau
Carried:	Unanimously

- c. Smart City Challenge: C. Rouse presented her concept proposal for the Library teen zone project. The project would include revamping the computer laboratory into a lounge for teens where projector, video games and other tech would be available for teens. She said that this project could still offer l'Escale a place for some classes as they transition away from the desk top computers toward the use of Chromebooks. The teen books would remain in the main library to be accessible by other patrons.
- d. St-Pascal-Baylon and Clarence-Creek branches: C. Rouse mentioned that following her conversations with interested parties, it was agreed to postpone the closure of the branches to coincide with the end of school. Discussions took place on the marketing requirements for the closures and what will happen to the books and furniture once they are closed.

Proposition 2018-03.6

It is proposed:

THAT the St-Pascal-Baylon and Clarence-Creek branches close date be postponed to 21 June 2018.

Moved by:	M. Moskau
Seconded by:	A. Voth
Carried:	Unanimously

- e. Letter to the Library: C. Rouse read a letter that was received from Valoris thanking the Library for activities offered during Family Day. The letter has been added to the meeting documents.
- f. Expo – April 21-22: C. Rouse reiterated the importance of the directors' presence at this event to lend their support.
- g. CEO to-do list: C. Rouse introduced the list she is currently working on and has added it to the meeting documents.

9. Adjournment

The next meeting of the Library Board will be at 7pm on April 17th, 2017 at the Rockland branch.

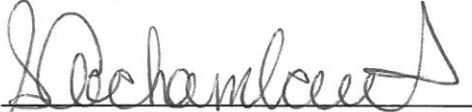
Proposition 2018-03.7

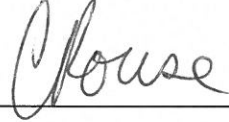
It is proposed:

THAT the meeting be adjourned at 8:12 pm.

Moved by: M. Moskau
Seconded by: S. Oake
Carried: Unanimously

Approval of these minutes:


 Board President _____ Date _____

 May 15, 2018
 CEO _____ Date _____



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

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

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

Le 15 mai 2018/May 15, 2018

Procès-verbal/Minutes

Present: Sylvie Archambault / Présidente / Représentante communautaire
 Diane Choinière / Conseillère municipale, Quartier 8
 Michael Moskau / Community Representative
 Krysta Simard / Conseillère municipale, Quartier 6
 Catherina Rouse / Chief Executive Officer
 Sonia Lavoie / Secrétaire

Absent: Sherry Oake / Community Representative
 Arthur Voth / Community Representative

1. Call to Order

Proposition 2018-05.1

The meeting was called to order at 7:00 pm.

Moved by: S. Archambault
Seconded by: M. Moskau
Carried: Unanimously

2. Approval of the Agenda

Proposition 2018-05.2

It is proposed:

THAT the agenda be accepted as is.

Moved by: M. Moskau
Seconded by: K. Simard
Carried: Unanimously

3. Declaration of Conflicts of Interest

There were no conflicts of interest.

4. Minutes of the March 20, 2018 Meeting

C. Rouse mentioned that a press release for the upcoming branches' closures

(paragraph 8.d.) will be released soon. No meeting took place in April as there was no quorum.

Proposition 2018-05.3

It is proposed:

THAT the minutes of the last Board (20 March, 2018) meeting be accepted as is.

Moved by: M. Moskau
Seconded by: S. Archambault
Carried: Unanimously

5. Monthly Statistics

The monthly statistics were discussed and added to the meeting documents. C. Rouse mentioned that visitors' numbers continue to trend upwards from last year's numbers as well as library loans and program participation. Of note, we are expecting over 200 children to attend the Forest of Reading event at the end of the week. She also said that as they fine tune the new system's reports, she will be able to report on new additions to the collection. Our "Once Upon a Time" event went very well and will be discussed in greater detail in the CEO's report.

6. Financial Report and Budget

The 2018 budget and the proposed 2019 budget were reviewed and added to the meeting documents. Discussion took place on the current budget adjustments and then on the proposed budget 2019. K. Simard and D. Choinière advocated for a more robust budget. S. Archambault mentioned that the developers' charges are to be readjusted for 2020-2030. The city councillors will monitor that process so the library is properly represented. C. Rouse also mentioned that she will also be submitting several capital expenditure projects.

7. Other Business

- a. OP-02 – Safety, Security and Emergency in the Library was reviewed. Changes to the past version includes minor grammatical and formatting changes.

Proposition 2018-05.4

It is proposed:

THAT OP-02 be accepted as reviewed.

Moved by: S. Archambault
Seconded by: M. Moskau
Carried: Unanimously

- b. OP-19 - Photos in the Library Facilities: C. Rouse introduced a new policy about taking photos in the library. Everyone liked the plain language, easy to read, that is used. A mention that the policy will be displayed during events will be added.

Proposition 2018-05.5

It is proposed:

THAT OP-19 be accepted as proposed with the addition that the policy will be

displayed during events.

Moved by: M. Mokau
Seconded by: S. Archambault
Carried: Unanimously

- c. GOV-15 – Use of Municipal Resources. C. Rouse introduced this new policy that aligns itself with that of the city By-Law 2010-35.

Proposition 2018-05.6

It is proposed:

THAT Gov-15 – Use of Municipal Resources be accepted as proposed.

Moved by: M. Moskau
Seconded by: K. Simard
Carried: Unanimously

- d. HR-09 – Health and Safety: the policy was reviewed. Changes to the past version include minor grammatical and formatting changes.

Proposition 2018-05.7

It is proposed:

THAT OP-19 be accepted as reviewed.

Moved by: K. Simard
Seconded by: M. Moskau
Carried: Unanimously

- e. Parking: K. Simard mentioned that she is putting forward a proposal to City council that will amend the parking by-law and allow Library staff to park on the street. More to follow.

8. CEO's Report

- a. C. Rouse welcomed back D. Choinière after her prolonged leave and thanked M. Zanth for stepping in while D. Choinière was away. She also mentioned that A. Voth will be away until the Fall.
- b. "Once Upon a Time" event: C. Rouse thanked all the board members for helping out and attending the event. She mentioned that very positive comments have been circulating on social media. In all, 137 people attended and over \$5000 was raised. The Library will donate \$750 to the TOH Breast Health Cancer Centre. She thanked the staff (R. Barré, T. Arand, E. Ridell, D. Vinette, S. Lavoie and A. Asselin), who were key in making this event such a success. She also said that many local potential donors would have preferred if the fundraiser was only for the Library and keep the funds raised in Clarence-Rockland. Next year, we will fundraise for ourselves only.
- b. Journée Pouce Vert: C. Rouse read an email addressed to N. Mathieu, commenting positively on the activity. The email was added to the meeting documents.
- c. United Way Donation: C. Rouse thanked P. Archambault and L. Cormier for their donation to the library through United Way.

- d. Expo update: C. Rouse mentioned that the activity was a success and worthwhile to promote the Library, the "Once Upon a time" event and other programs.
- e. Smart Cities Challenge: Our submission was accepted by the City and incorporated into their submission. Overall, about 100 cities in our category entered the challenge. In a few weeks, five cities will be chosen to further develop their concept for consideration. Other projects of the city included bike paths to connect the whole of Clarence-Rockland.
- f. Louiselle Cyr: C. Rouse mentioned that she has received L. Cyr's resignation from the Library board. Louiselle has been a board member since 2008 and will be missed greatly. Everyone thanks her for her contribution and wishes her well in her future challenges.
- g. Staff: C. Rouse mentioned that she will be replacing two BP-5 and one Page position. She is also hiring the Summer staff for the TD Summer Reading Club. Interviews are in progress. G. Charbonneau will be coming back from sick leave in a different capacity following G. Brazeau's retirement.

9. Adjournment

The next meeting of the Library Board scheduled for 19 June is conflicting with many members. To maintain quorum, it was agreed to change the meeting to 7 pm on 12 June, 2018 at the Rockland branch.

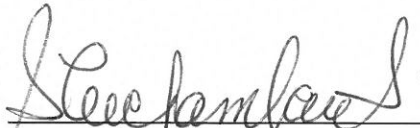
Proposition 2018-05.8

It is proposed:

THAT the meeting be adjourned at 8:42 pm.

Moved by: M. Moskau
Seconded by: S. Archambault
Carried: Unanimously

Approval of these minutes:




Board President Date CEO Date

Steve Archambault 12 June 2018 C. Rouse June 12, 2018



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 ciment 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



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° 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, watermains, 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 expedient 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

TABLE OF CONTENTS

INTRODUCTION

Part 1 INTRODUCTION

1.1	General Considerations.....	1-1
1.2	Definitions & Abbreviations	1-1
1.3	General Responsibilities of the Owner	1-3
1.4	Pre-Consultation	1-4
1.5	Relevant Legislation & Design Guidelines	1-4
1.5.1	Provincial Legislation.....	1-4
1.5.2	Policies & Design Guidelines, MOECC.....	1-4
1.5.3	Policies & Design Guidelines, MTO.....	1-4
1.5.4	Policies & Design Guidelines, OMAFRA	1-5
1.5.5	Policies & Design Guidelines, MAH	1-5
1.5.6	Policies & Design Guidelines, Others	1-5
1.6	Relevant City Policies & By-laws	1-5
1.7	Relevant Official Plans	1-6

SUBDIVISIONS

Part 2 GENERAL REQUIREMENTS

2.1	Off-Site Improvements	2-1
2.2	Approvals & Agreements.....	2-1
2.3	Design Drawings.....	2-1
2.4	Design Reports & Studies.....	2-3
2.5	Submittals	2-3
2.5.1	Draft Plan of Subdivision	2-3
2.5.2	Detail Design	2-3
2.6	Typical Project & Review Process	2-4
2.7	City Reviews & Peer Reviews	2-4
2.8	Financial Requirements.....	2-4
2.9	Performance Deposit	2-5

Part 3 PLANNING REQUIREMENTS

3.1	Lot Size & Other Requirements	3-1
3.2	Supporting Studies & Reports.....	3-1
3.3	Parkland	3-2
3.4	Phasing	3-2
3.5	Easements	3-2
3.6	Blocks	3-3
3.7	Street Names	3-3
3.8	Vehicular/Pedestrian Access Requirements.....	3-4
3.9	Civic Addressing / Sign	3-4
3.10	Fencing	3-4

3.11	Trees	3-5
3.12	Notice to Purchasers	3-5

Part 4 DESIGN REQUIREMENTS

4.1	Sanitary Sewers	4-1
4.1.1	Average Flows – Domestic	4-1
4.1.2	Average Flows - Infiltration and inflow	4-2
4.1.3	Peaking Factors	4-2
4.1.4	Hydraulic Design	4-2
4.1.5	Other Design Considerations	4-3
4.1.6	Connection to Existing Infrastructure	4-3
4.1.7	Approved Materials	4-4
4.1.8	Servicing	4-4
4.2	Storm Sewers & Culverts	4-5
4.2.1	Design Methods – Storm Sewers	4-5
4.2.2	Design Methods – Culverts	4-6
4.2.3	Rational Method Flow Calculation & Parameters	4-6
4.2.4	Modeling Flow Calculations & Parameters	4-9
4.2.5	Minor System (Sewer) Sizing	4-10
4.2.6	Major System (Overland Flow) Sizing	4-11
4.2.7	Other Design Considerations	4-11
4.2.8	Connection to Existing Infrastructure	4-12
4.2.9	Approved Materials	4-12
4.2.10	Servicing	4-13
4.3	Stormwater Management	4-14
4.3.1	General Requirements	4-15
4.3.2	Quantitative Requirements	4-15
4.3.3	Qualitative Requirements	4-15
4.3.4	Sizing Methods	4-15
4.3.5	Accepted Stormwater Management Methods	4-16
4.3.6	Other Requirements	4-17
4.4	Watermains	4-17
4.4.1	Hydraulic Design	4-17
4.4.2	Other Design Considerations	4-19
4.4.3	Approved Materials	4-20
4.4.4	Servicing	4-22
4.5	Sanitary Pump Stations & Forcemains	4-22
4.5.1	General Chamber Design Guidelines	4-22
4.5.2	General Forcemain Design Guidelines	4-22
4.5.3	Approved Materials	4-23
4.5.4	Backup Power	4-23
4.5.5	Fencing	4-23
4.5.6	Access	4-23
4.5.7	Other	4-23
4.6	Roads	4-23

4.6.1	Layout	4-24
4.6.2	Cross-Sections	4-24
4.6.3	Geometric Design	4-24
4.6.4	Intersections.....	4-25
4.6.5	Materials	4-26
4.6.6	Curbs, Rural Cross-Sections	4-26
4.6.7	Curbs, Urban Cross-Sections.....	4-26
4.6.8	Driveways	4-27
4.6.9	Road Cuts.....	4-28
4.6.10	Connection to Existing Asphalt	4-28
4.7	Sidewalks & Pathways	4-28
4.7.1	Sidewalks	4-28
4.7.2	Bike Paths	4-29
4.7.3	Raised Crosswalks	4-29
4.7.4	Asphalt Walkways.....	4-29
4.7.5	Bus Pads	4-30
4.8	Road Safety	4-30
4.8.1	Clear Zone & Guiderails.....	4-30
4.8.2	Traffic Signs.....	4-30
4.8.3	Street Name Signs.....	4-30
4.8.4	Line Painting	4-31
4.8.5	Intersection Widening (Bulb-Out)	4-31
4.9	Grading	4-31
4.9.1	Typical Lot Grading	4-31
4.9.2	Design Slopes & Terracing	4-31
4.9.3	Swales	4-32
4.9.4	Retaining Walls	4-32
4.9.5	General Grading	4-33
4.9.6	Final Lot Grading	4-33
4.10	Street Lighting	4-33
4.10.1	Design	4-34
4.10.2	Approved Materials	4-34
4.11	Utilities.....	4-34
4.11.1	Hydro, Communications, Natural Gas	4-34
4.11.2	Canada Post.....	4-34

Part 5 CONSTRUCTION REQUIREMENTS

5.1	Meetings & Coordination	5-1
5.2	Pre-Construction Surveys.....	5-1
5.3	Health & Safety	5-1
5.4	Applicable City By-Laws	5-1
5.5	Insurance & WSIB.....	5-2
5.6	Temporary Facilities	5-4
5.7	Road Cuts	5-4
5.8	Inspection Requirements	5-4

5.9	Construction Testing Requirements	5-5
5.10	Materials Testing Requirements	5-5
5.11	Concrete Placing & Curing	5-6
5.12	Asphalt Placing	5-6
5.13	Preliminary Acceptance of Works	5-7
5.14	Construction Permits	5-7
5.14.1	Issuance of Building Permits (Lots)	5-8
5.14.2	Final Lot Acceptance Requirements	5-8
5.15	Maintenance of Works	5-8
5.16	Emergency Repairs	5-9
5.17	Warranty Period.....	5-9
5.18	Close-out Documentation & "As-Built" Records	5-9
5.19	Final Acceptance of Works	5-10
5.20	Financial Security Reduction	5-10

SITE PLANS

Part 6 GENERAL REQUIREMENTS

6.1	Applicability & Exemptions	6-1
6.2	Off-Site Improvements	6-1
6.3	Approvals & Agreements.....	6-1
6.4	Drawings	6-2
6.5	Submittals	6-2
6.6	Typical Project & Review Process	6-3
6.7	City Engineering Reviews and Peer Reviews	6-3
6.8	Financial Requirements.....	6-3
6.9	Performance Deposit	6-4

Part 7 PLANNING REQUIREMENTS

7.1	Parking & Site Access	7-1
7.1.1	General	7-1
7.1.2	Motor Vehicle Parking.....	7-1
7.1.3	Accessible Parking Spaces	7-1
7.1.4	Bicycle Parking	7-1
7.1.5	Stacking Spaces (Drive-Through)	7-1
7.1.6	Loading Spaces	7-1
7.1.7	Aisle Width	7-1
7.1.8	Driveway Width.....	7-1
7.1.9	Landscaping.....	7-2
7.1.10	Barrier Free Accessibility	7-2
7.2	Building Setback & Other Requirements.....	7-2
7.3	Firefighting	7-2
7.4	Fencing	7-2
7.5	Signs.....	7-2
7.6	Garbage & Recycling	7-2

Part 8 DESIGN REQUIREMENTS

8.1	Sanitary Sewers	8-3
8.1.1	Sewer Design.....	8-3
8.1.2	Other Design Considerations	8-3
8.1.3	Approved Materials	8-3
8.2	Storm Sewers & Culverts	8-3
8.2.1	Sewer Design.....	8-3
8.2.2	Other Design Considerations	8-4
8.2.3	Approved Materials	8-4
8.3	Stormwater Management.....	8-4
8.3.1	Accepted Methods.....	8-4
8.4	Watermains	8-5
8.4.1	Watermain Design	8-5
8.4.2	Other Considerations	8-5
8.4.3	Approved Materials	8-6
8.5	Grading & Retaining Walls.....	8-6
8.6	Site Lighting.....	8-6
8.7	Utilities.....	8-6

Part 9 CONSTRUCTION REQUIREMENTS

9.1	Meetings & Coordination	9-1
9.2	Pre-Construction Surveys.....	9-1
9.3	Health & Safety	9-1
9.4	Applicable City By-Laws	9-1
9.5	Insurance	9-1
9.6	Temporary Facilities	9-1
9.7	Inspection Requirements	9-1
9.8	Construction Testing Requirements	9-1
9.9	Materials Testing Requirements	9-2
9.10	"As-Built" Records.....	9-2
9.11	Performance Deposit Reduction	9-2

DITCH FILLING**Part 10 DESIGN REQUIREMENTS**

10.1	General Requirements	10-1
10.2	Ditch Filling by City	10-1
10.3	Design.....	10-1
10.4	Other Design Considerations	10-2
10.5	Approved Materials	10-2

Part 11 CONSTRUCTION & INSPECTION

LIST OF TABLES

Table 4-1	Average Persons per Unit (Residential Uses)	4-1
Table 4-2	Commercial & Industrial Flow Allowances	4-1
Table 4-3	Minimum Sewer Slopes.....	4-2
Table 4-4	Minimum Drop Between Inverts at Maintenance Hole	4-3
Table 4-5	Runoff Coefficients	4-7
Table 4-6	Ottawa Rainfall Intensities	4-8
Table 4-7	Design Storm Distributions	4-10
Table 4-8	Manning Roughness Coefficient - Pipes	4-11
Table 4-9	Manning Roughness Coefficient – Other Surfaces	4-11
Table 4-10	Minimum Drop Between Inverts at Maintenance Hole	4-12
Table 4-11	Modified Rational Method (MRM) Example	4-16
Table 4-12	Average Persons per Unit (Residential Uses).....	4-18
Table 4-13	Commercial & Industrial Flow Allowances	4-18
Table 4-14	Domestic Demand Peaking Factors.....	4-19
Table 4-15	Watermain Pressure Requirements.....	4-19
Table 4-16	Maximum Hydrant Spacing.....	4-20
Table 4-17	Hydrant Colour Codes.....	4-21
Table 4-18	Watermain Anode Requirements	4-21
Table 4-19	Roadway Geometric Design Parameters	4-25
Table 4-20	Roadway Materials & Minimum Thicknesses.....	4-26
Table 5-1	Materials Testing Requirements	5-6

LIST OF APPENDICES**Appendix “A”**

Project Flow Charts

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

Appendix “C”

Curve Numbers

Appendix “D”

City Details

LIST OF DETAILS (SEE APPENDIX "D")**SW Sewer & Water Details**

- SW1 Frost Protection Detail
- SW2 Single Service Trench Detail
- SW3 Service Location Sheet – Existing Developments
- SW4 Service Location Sheet – New Developments
- SW5 Tracer Wire Installation for Watermain Valves, Hydrants and Tees
- SW6 Manhole Locator Sign
- SW7 Water Valve Locator Sign
- SW8 Forcemain Valve Locator Sign

R Road Details

- R1.1 Extruded Aluminum Street Name Signs – General
- R1.2 Extruded Aluminum Street Name Signs – Dimensions
- R2 Extruded Aluminum Street Name Sign Locations
- R3 Standard Road Cut Reinstatement
- R4 Bullnose Treatment
- R5 Progressive Stop Line (80 km/h Road)
- R6 Progressive Stop Line (50 km/h Road)
- R7 Typical Emergency Access & Pathway Detail
- R8 Supermailbox Access Mailbox Detail
- R9 Typical Raised Crosswalk
- R10 Typical Sidewalk With Boulevard

X Cross-Section Details

- X1 Rural Retrofit – 20.0 Metre R.O.W.
- X2 Rural Subdivision – 20.0 Metre R.O.W.
- X3 Urban Local Road – 18.0 Metre R.O.W.
- X4 Urban Local Road – 20.0 Metre R.O.W.
- X5 Urban Collector – 26.0 Metre R.O.W.
- X6 Urban Collector (Entrance) – 30.0 Metre R.O.W.
- X7 Cross-Sections - General Notes

G Grading Details

- G1 Grading Requirements (Back to Front & Split)
- G2 Grading Requirements (Walk-Out Basement)
- G3 Typical Subdrain Installation in Swales And/Or Ditches
- G4 Typical Armour Stone Retaining Wall

E Entrance Details

- E1-FR Vue en plan pour ponceau d'entrée
- E1-EN Plan Detail for Entrance Culvert
- E2-FR Détail de profil pour ponceau d'entrée

- E2-EN Profile Detail for Entrance Culvert
- E3 Front Yard Ditch Drainage System Detail
- E4 Typical Garbage Enclosure Detail

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 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, watermain 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 watermain, 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:

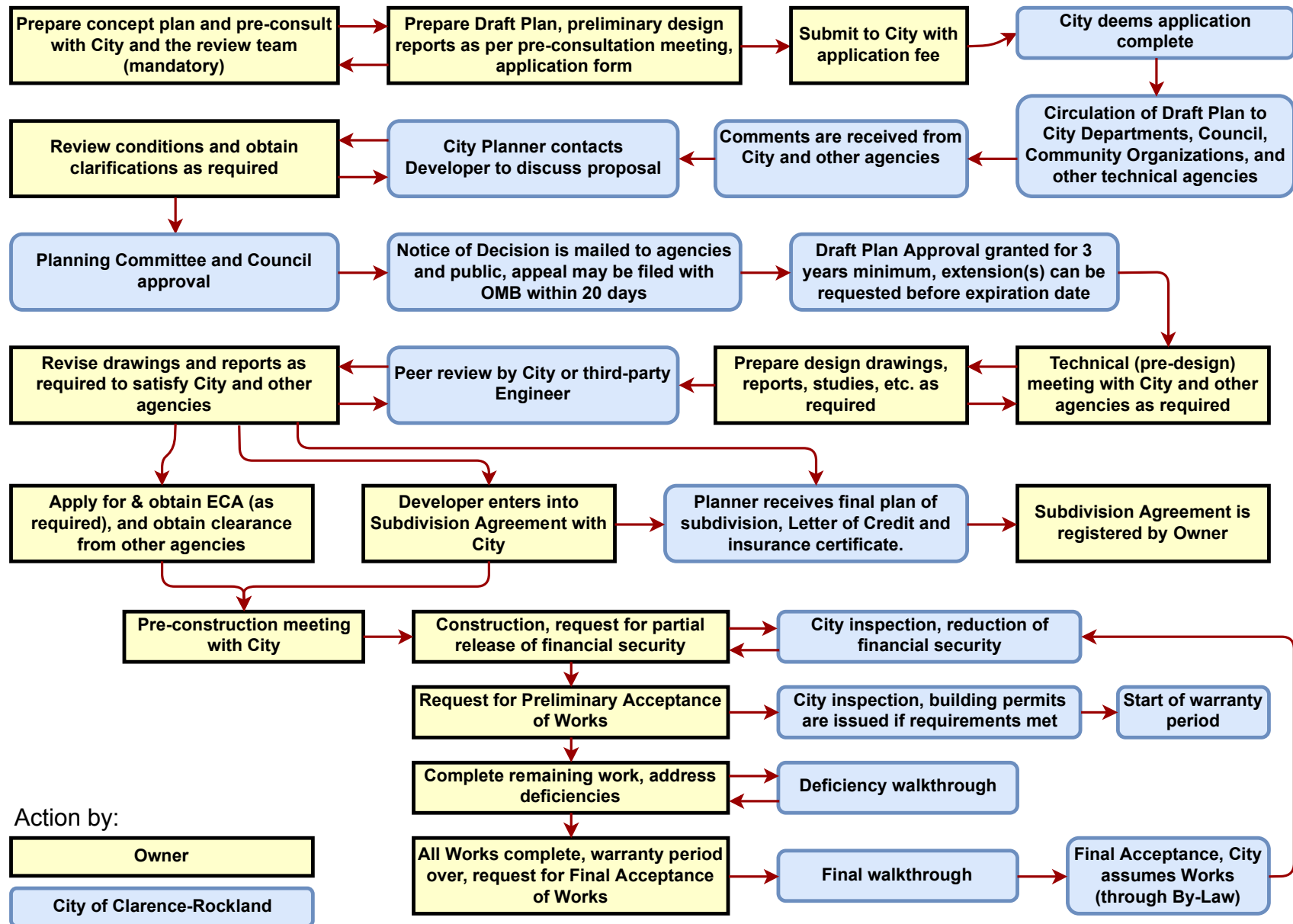
- For ditch filling, once pipe bedding, pipe, and catch basin(s) are installed, and prior to backfilling,
- For ditch filling and other driveways, once Works are complete.

Note that a minimum 24-hour notice is required for all inspections.

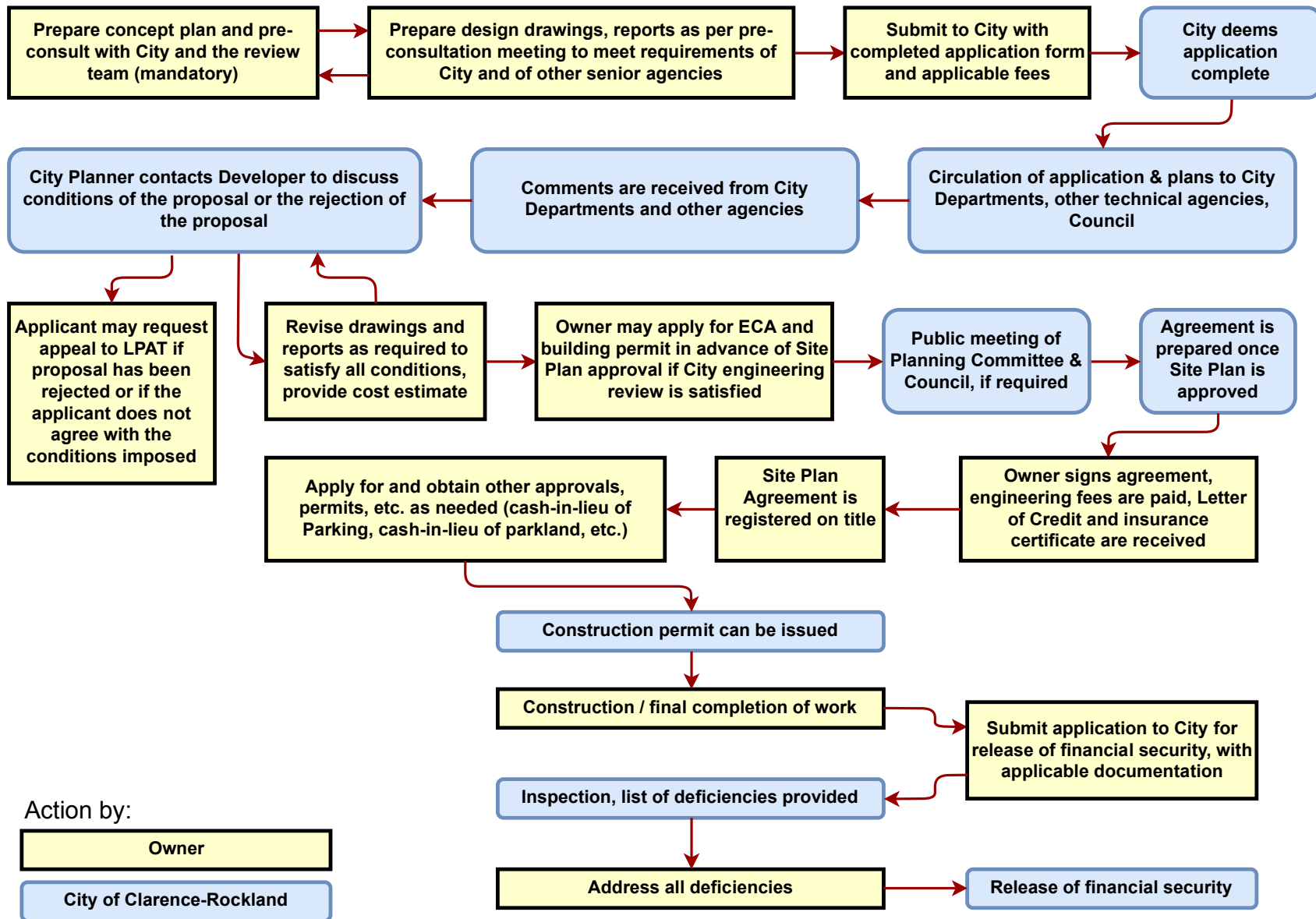
APPENDIX “A”

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

** *Varies with facilities provided. Based on parks and picnic grounds of about 75 people per acre*

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

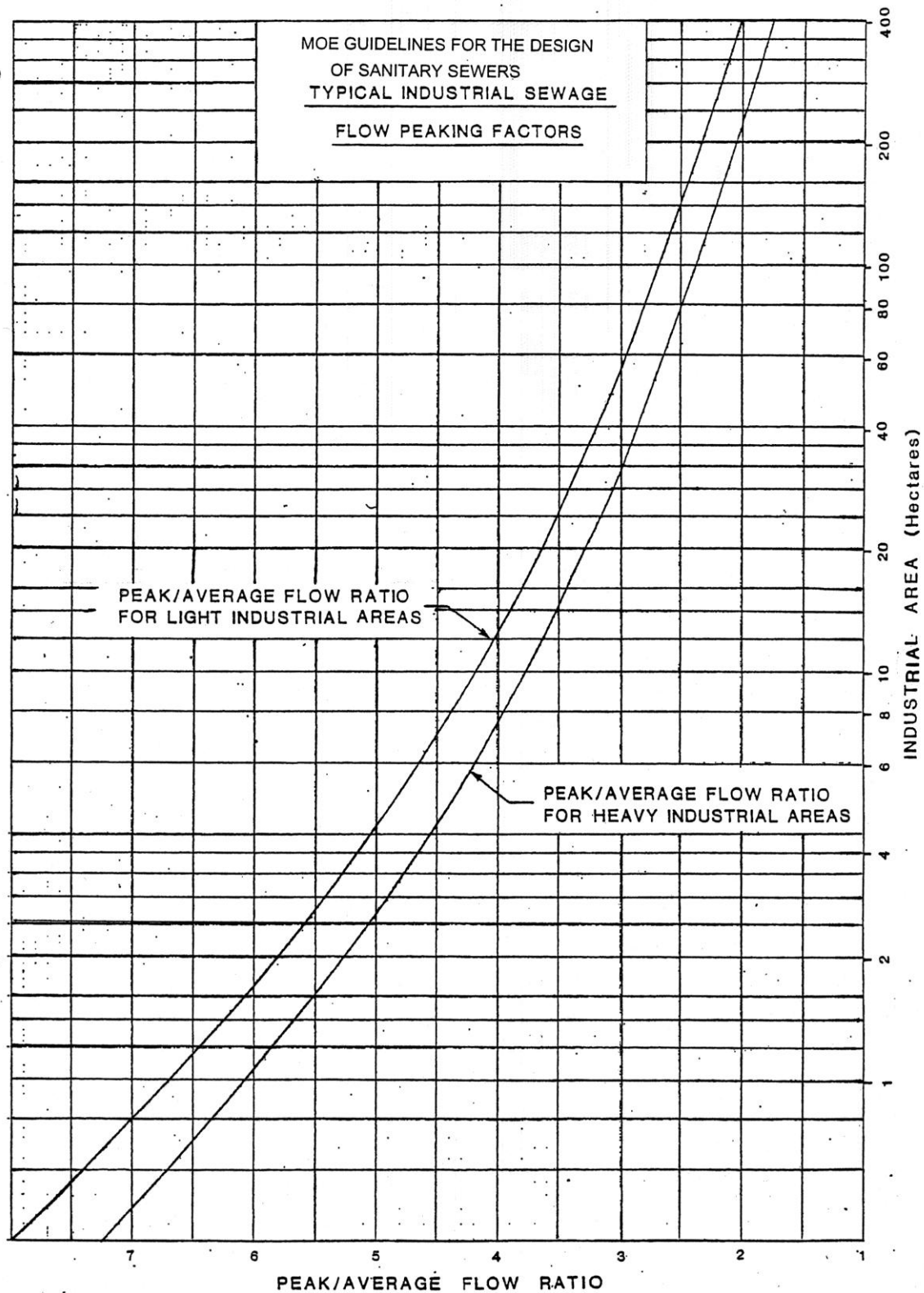
ITEM	UNIT OF MEASURE	DAILY VOLUME IN LITRES
THEATRES		
- Drive-in theatres – no food service	per car space	20
- Drive-in theatres with food service	per car space	40
- Auditoriums or theatres – no food	per seat	20
- Movie theatre	per seat	15

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.

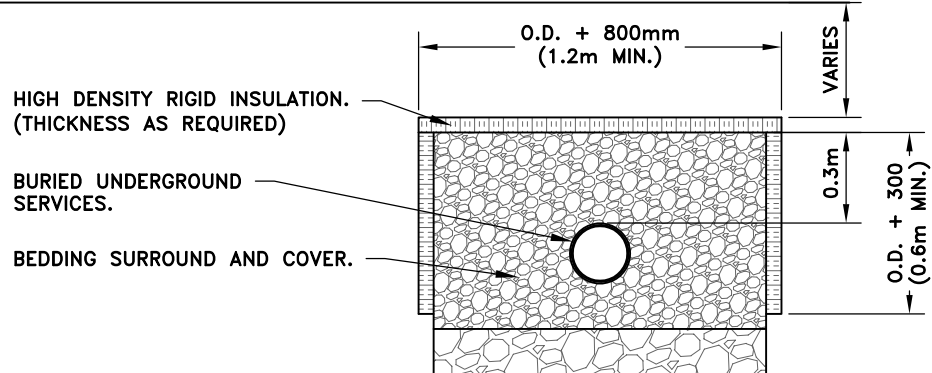
d. Composite CNs for natural desert landscaping should be computed using Figure 2.3 or 2.4 (in TR-55) based on the impervious area percentage (CN = 98) and the pervious area CN. The pervious area CNs are assumed equivalent to desert shrub in poor hydrologic condition.

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.

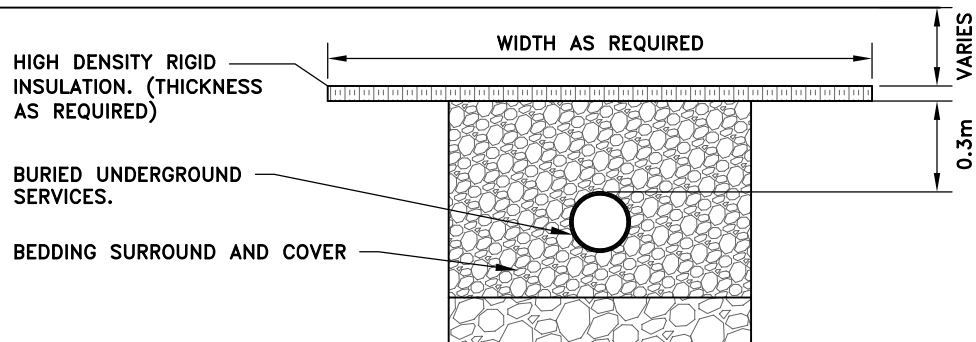
APPENDIX “D”

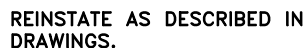
City Details

FINISHED GROUND

TYPE 'A'

FINISHED GROUND

TYPE 'B'



MIN. 1H:1V SLOPE WITH
APPROVED SHORING
SYSTEM/TRENCH BOX OR
AS PER REQUIREMENTS OF
OHSA REGULATIONS

BACKFILL WITH SELECT _____
SUB-GRADE MATERIAL COMPACTED
TO 95% S.P.M.D.D

19mm MIN. WATER SERVICE

100mm MIN. STORM SERVICE
(WHITE)

125mm MIN. SANITARY SERVICE
(GREEN)

BEDDING, SURROUND AND COVER MATERIAL

1H
1V

VARIES

OR AS PER REQUIREMENTS
OF OHSA REGULATIONS.

0.1m

Diagram showing three horizontal segments with dimensions 0.4m, 0.3m, and 0.4m.

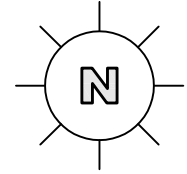




SINGLE SERVICE TRENCH DETAIL

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: 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

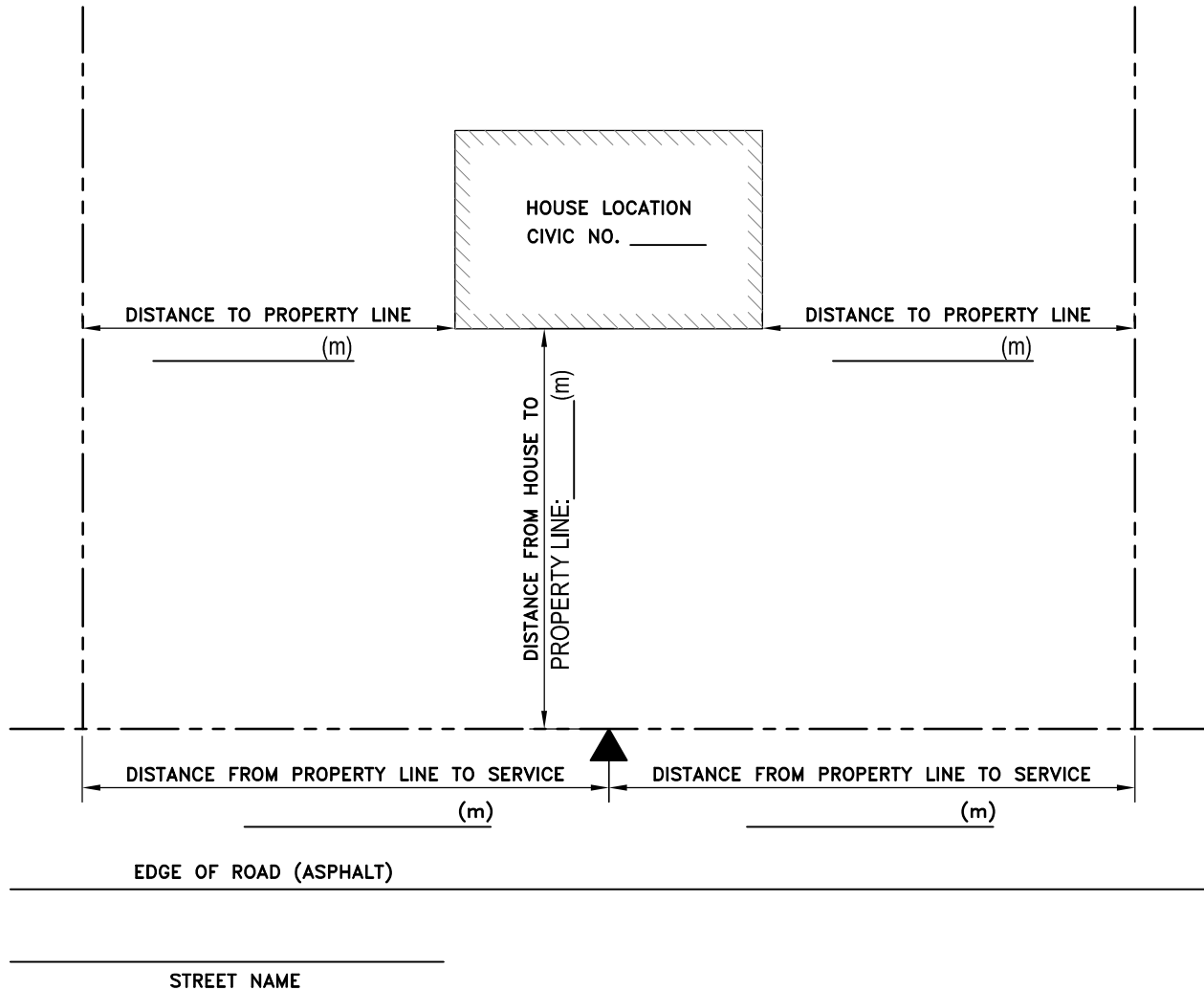


Diagram illustrating the layout for service location sheet, showing a house location and distances to property lines and service points.

HOUSE LOCATION
CIVIC NO. _____

DISTANCE TO PROPERTY LINE (m)

DISTANCE FROM HOUSE TO PROPERTY LINE: _____ (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

APPD. BY:
Yves Rousselle, C.E.T.
 MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:
SW3

HOUSE

CIVIC No. _____
LOT No. _____
PLAN No. _____

PROPERTY LINE

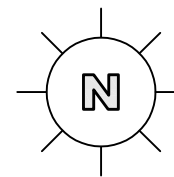
SIDE STREET: _____

PROPERTY LINE

SIDE STREET: _____

PROPERTY LINE

EDGE OF ROAD (ASPHALT)



STREET NAME

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

APPD. BY:

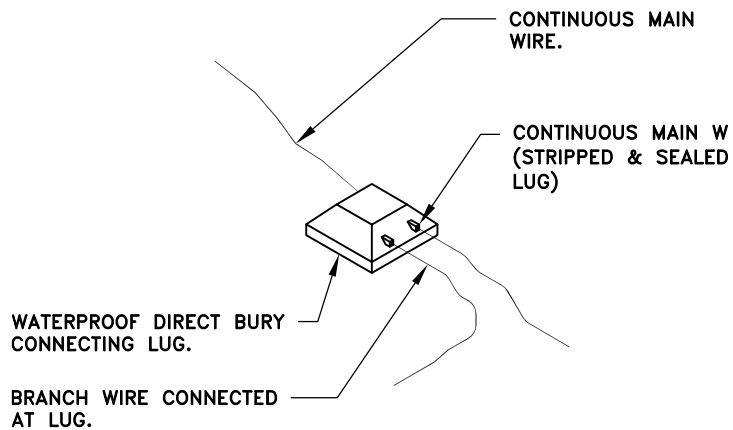
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

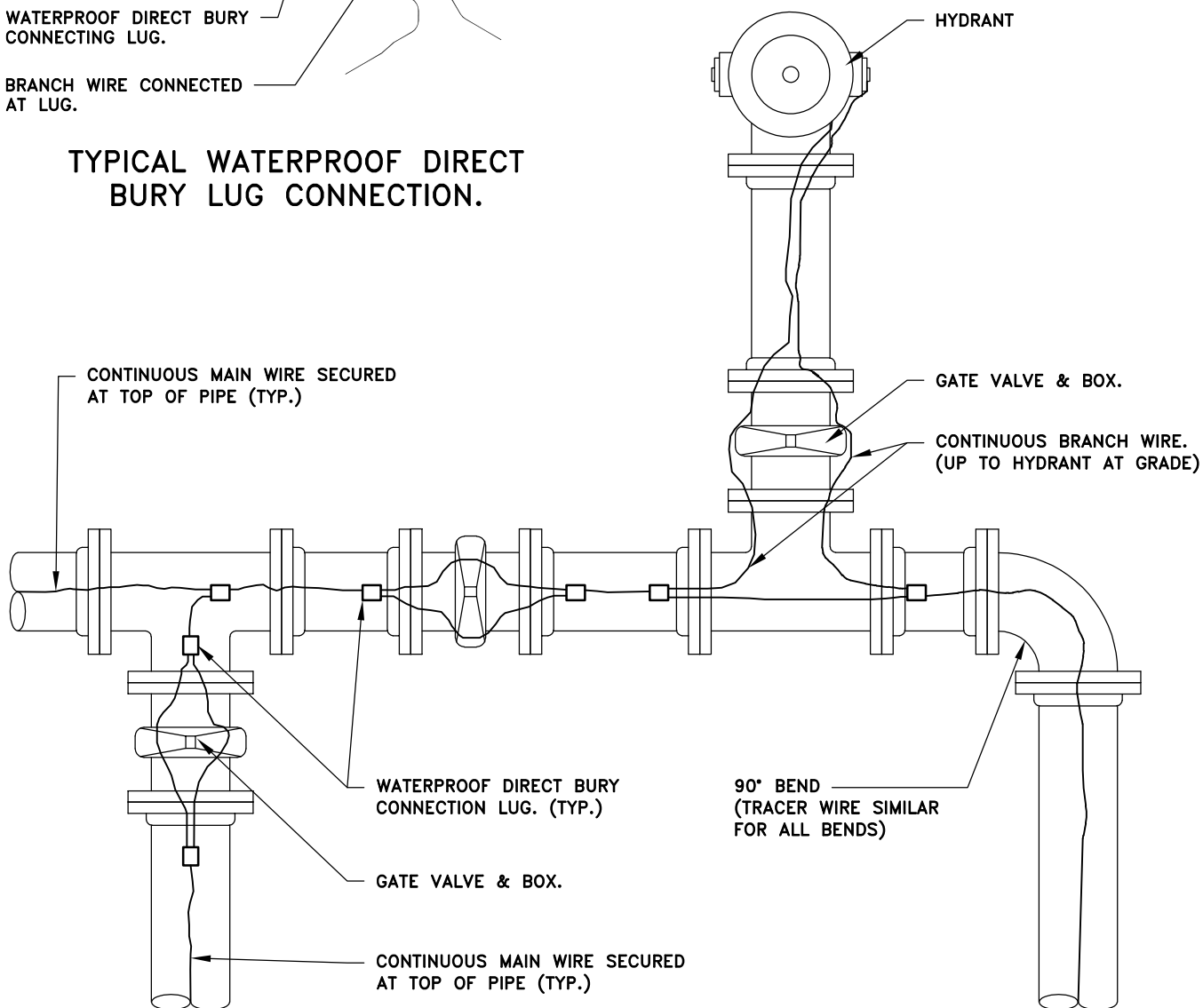
REV. DATE: MAY 2018

DWG. No.:

SW4



TYPICAL WATERPROOF DIRECT BURY LUG CONNECTION.



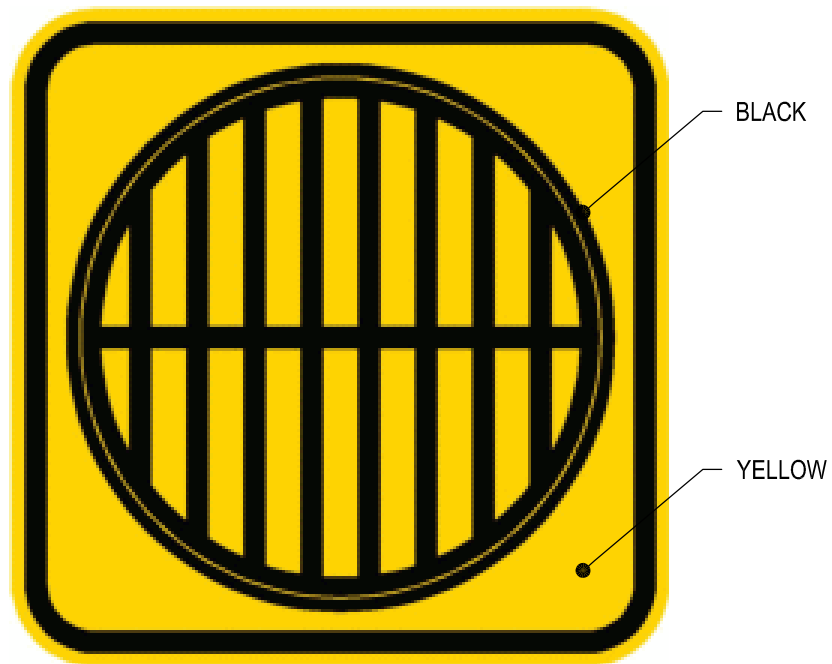
**TRACER WIRE INSTALLATION
FOR WATERMAIN VALVES,
HYDRANTS AND TEES**

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

SW5

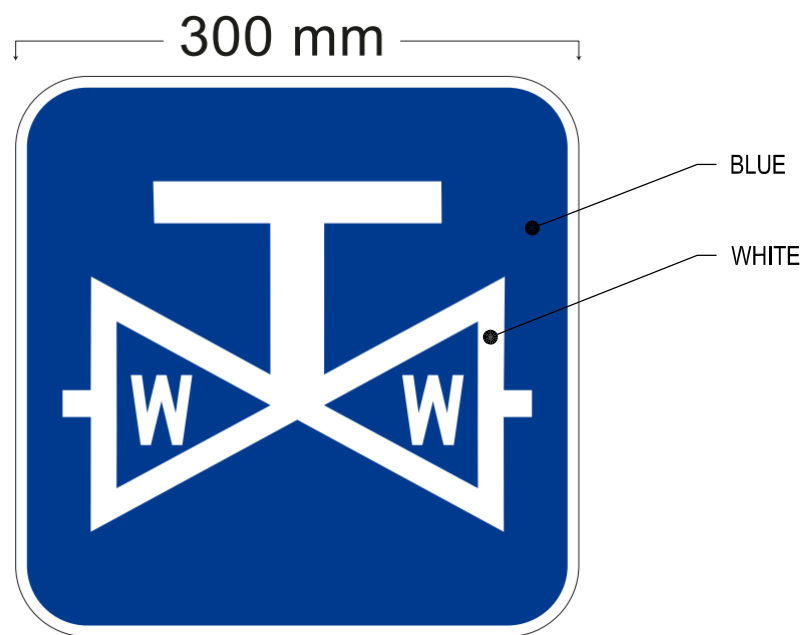


MANHOLE LOCATOR SIGN

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: SW6

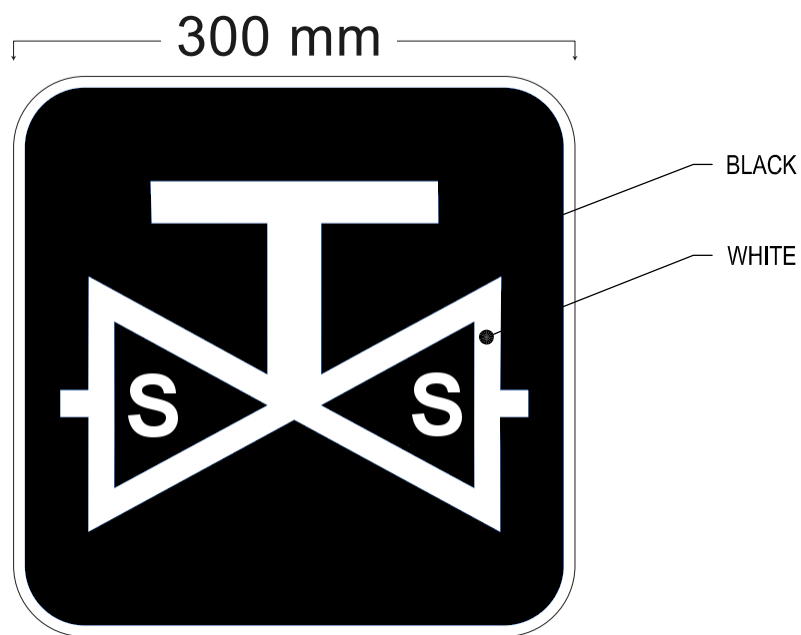


WATER VALVE
LOCATOR SIGN

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: SW7

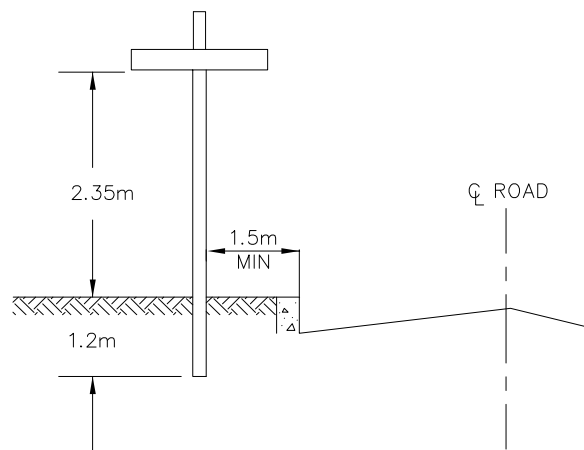
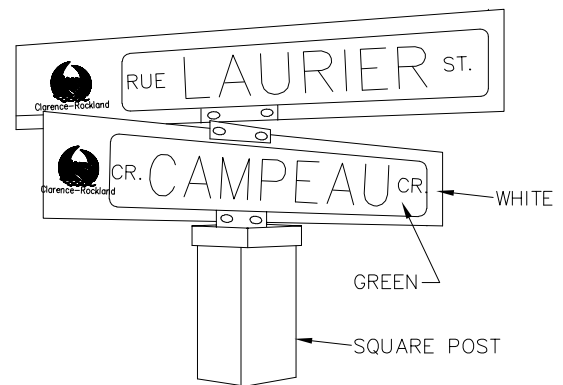
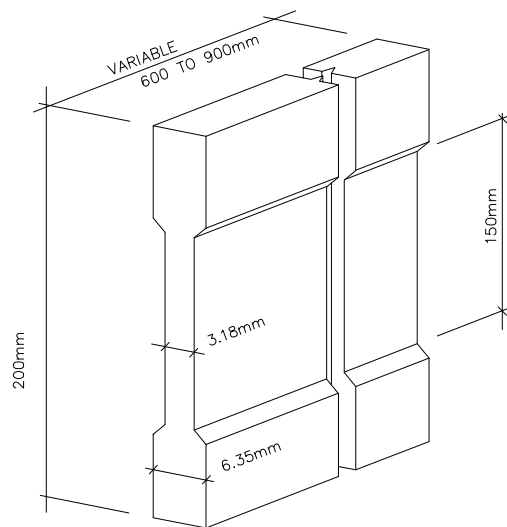


FORCEMAIN VALVE
LOCATOR SIGN

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: SW8



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

APPD. BY:

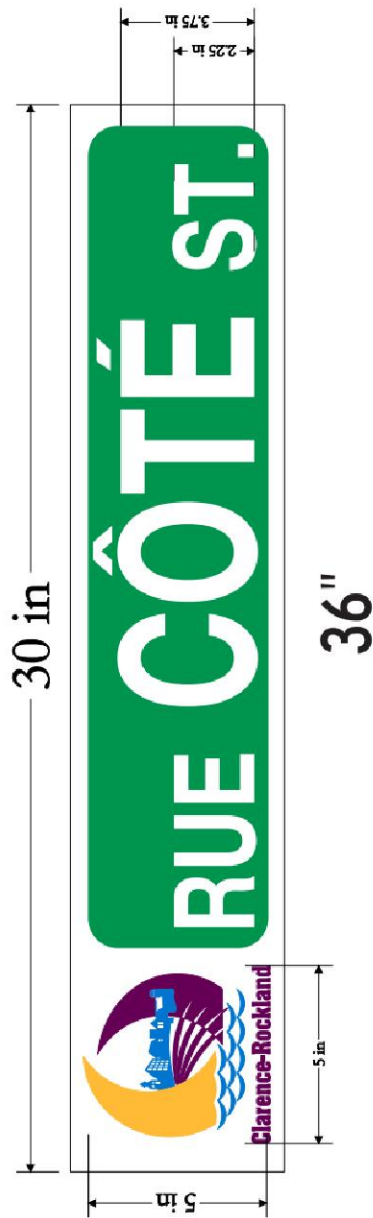
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

R1.1



48"



EXTRUDED ALUMINUM STREET NAME SIGNS — DIMENSIONS

APPD. BY:

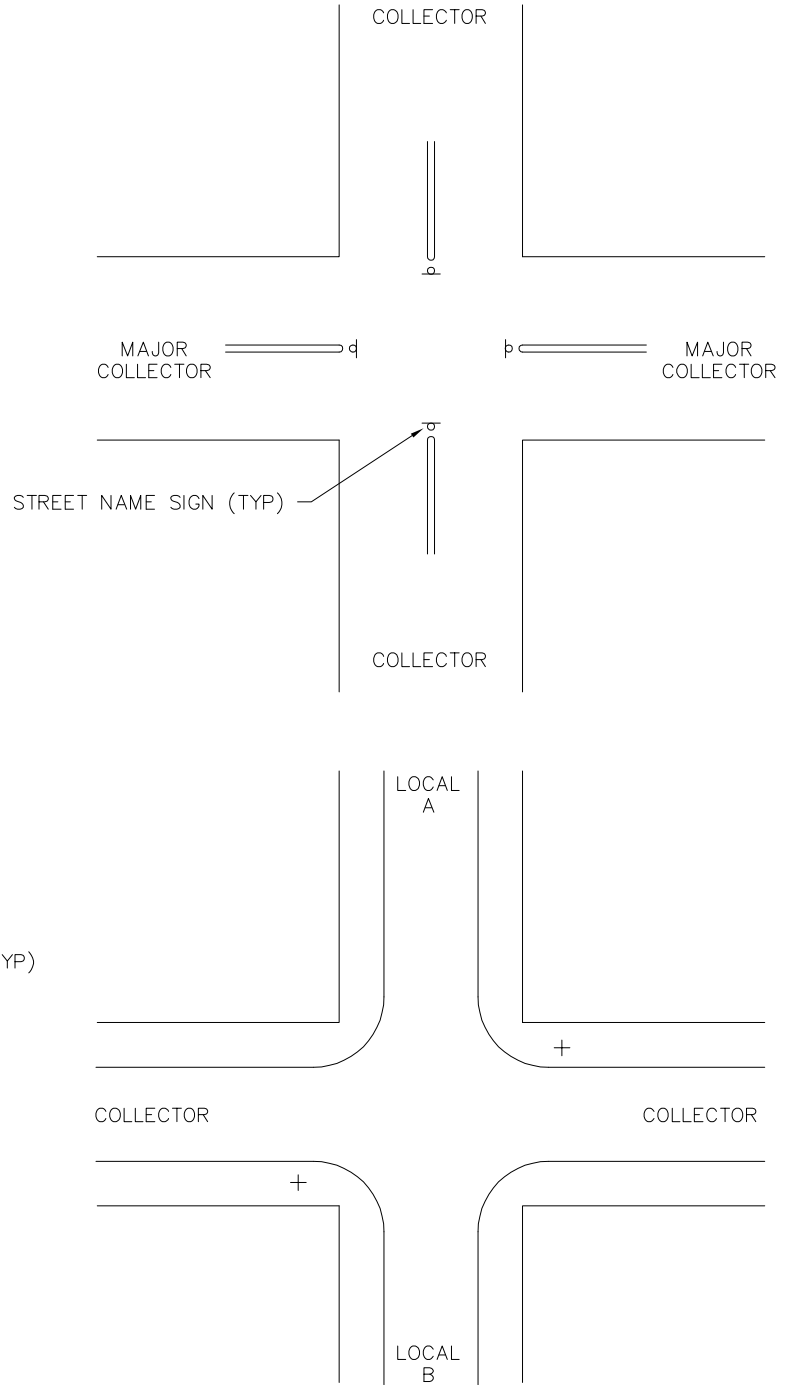
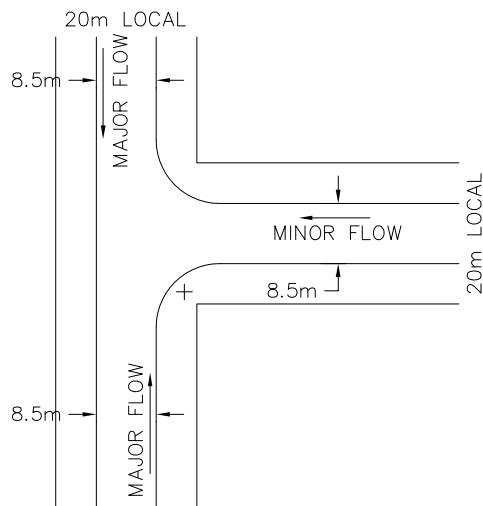
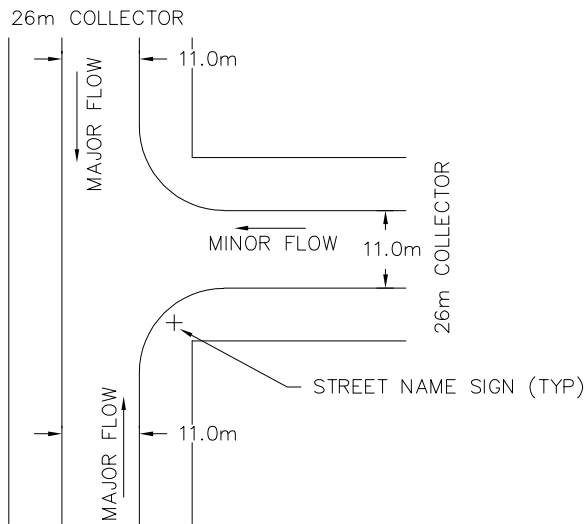
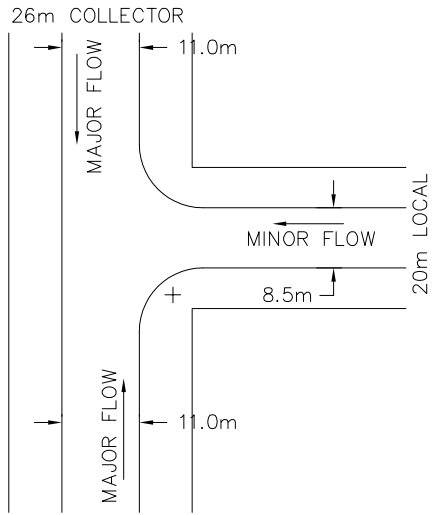
Yves Rousselle, C.E.T.

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

APPD. BY:

Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

R2

STANDARD ROAD CUT REINSTATEMENT

APPD. BY:

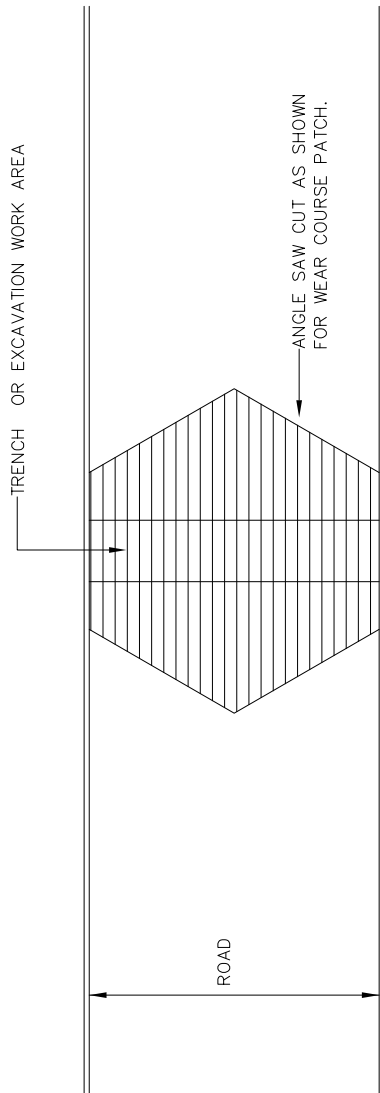
Yves Rousselle, C.E.T.

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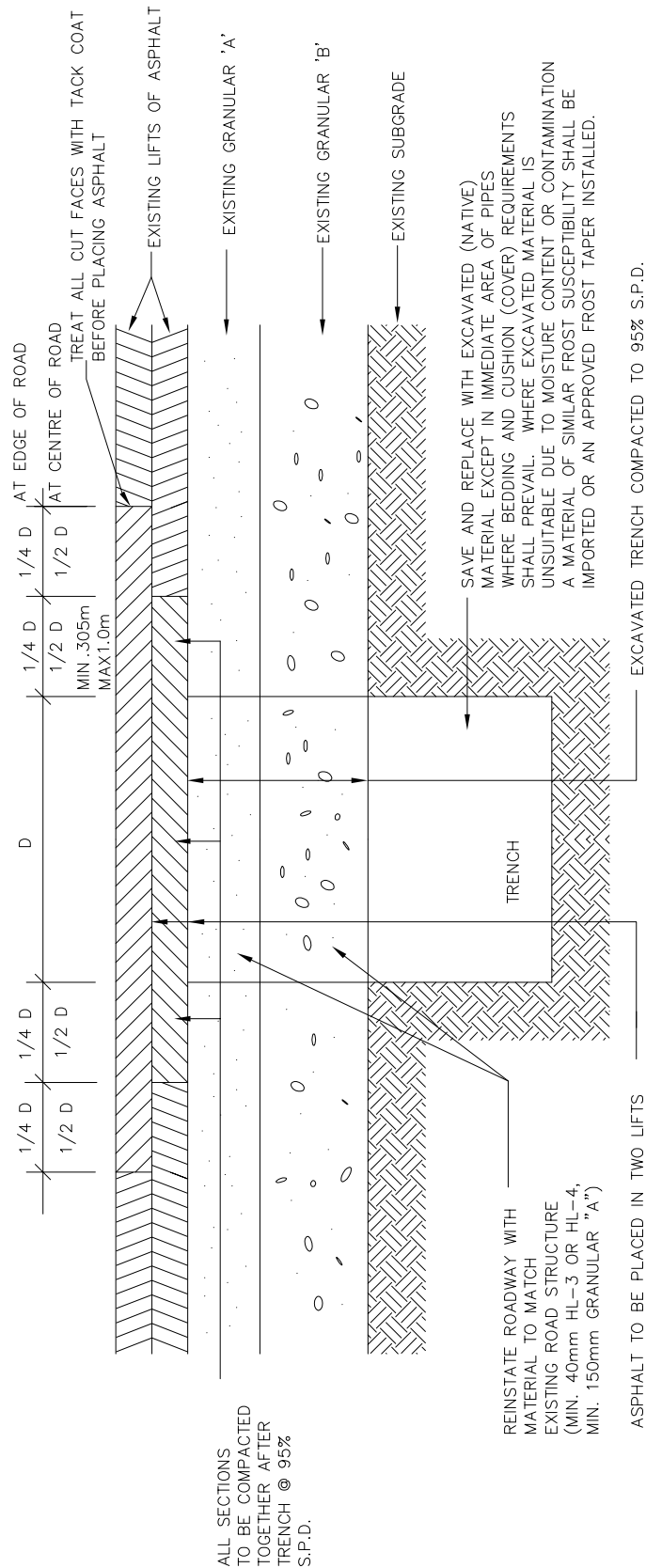
REV. DATE: MAY 2018

DWG. No.:

R3



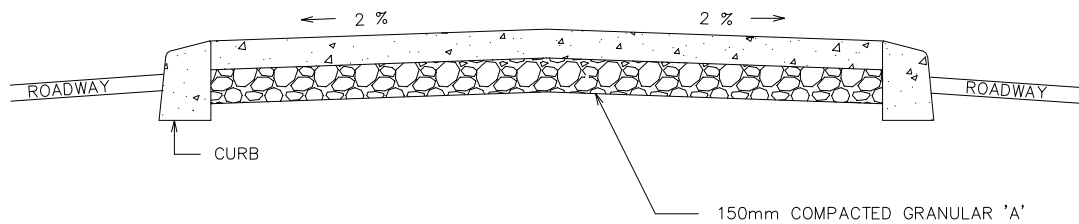
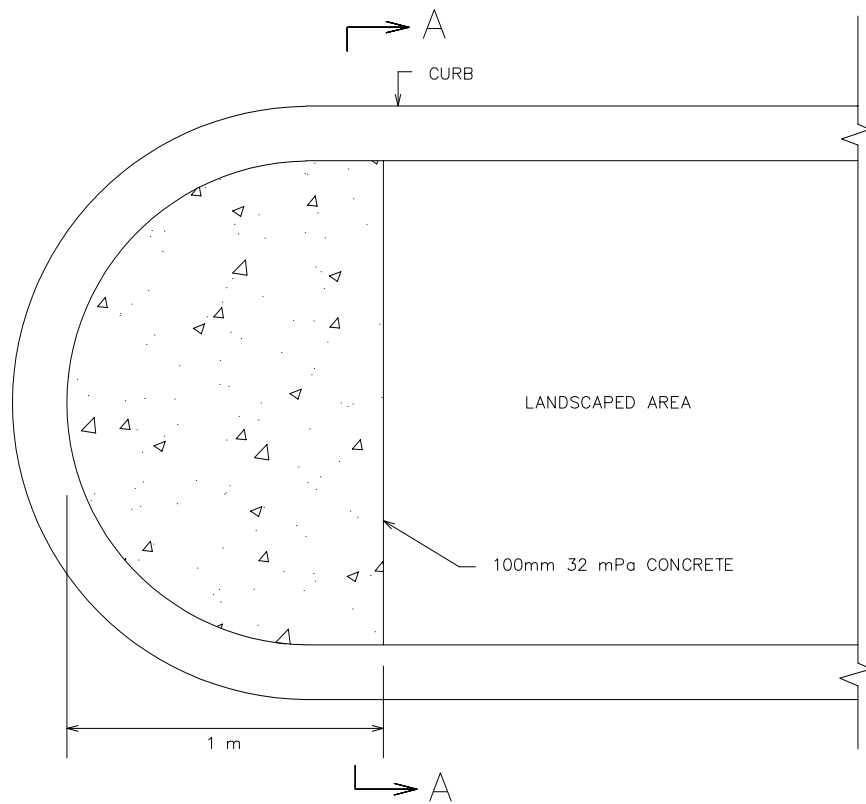
WEAR COURSE PATCH (PLAN VIEW)



NOTE

ALL EXISTING ASPHALT TO BE SAW CUT

WEAR COURSE PATCH (SECTION DETAIL)



SECTION A-A



BULLNOSE TREATMENT

APPD. BY:

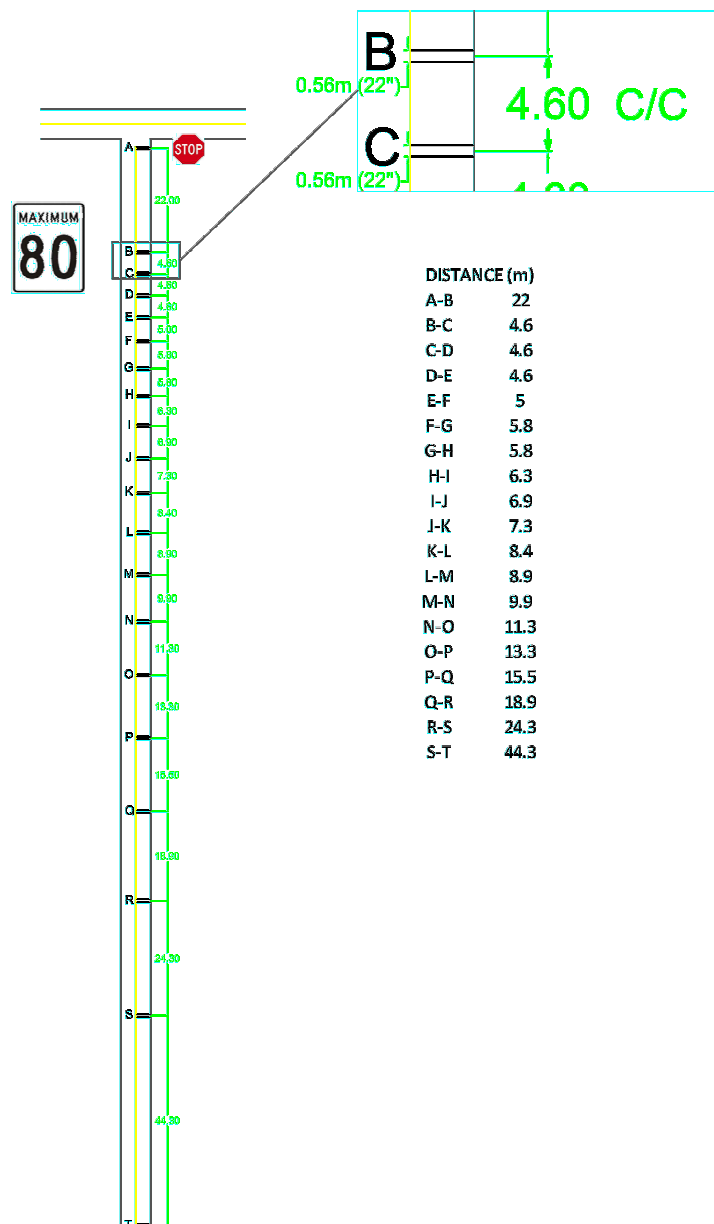
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

R4



Note: All measurement are center to center (C/C)

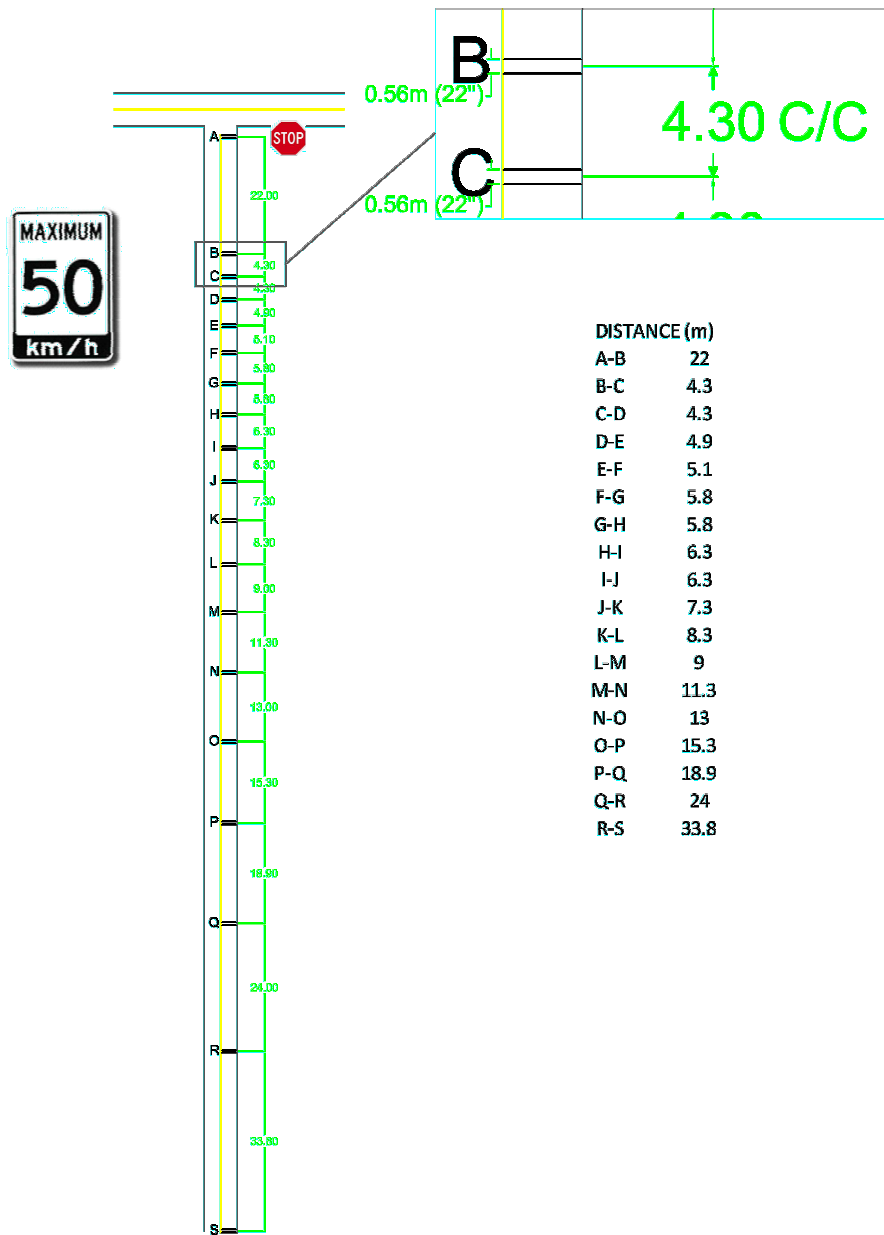


PROGRESSIVE STOP LINE (80 km/h ROAD)

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: R5



Note: All measurement are center to center (C/C)

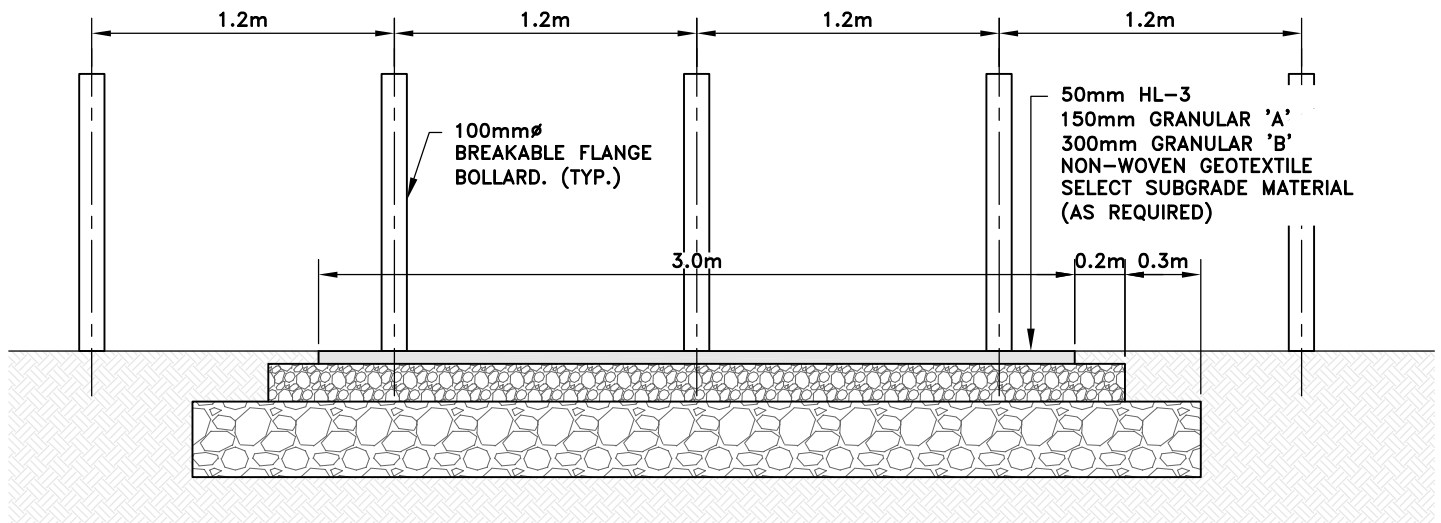


PROGRESSIVE STOP LINE (50 km/h ROAD)

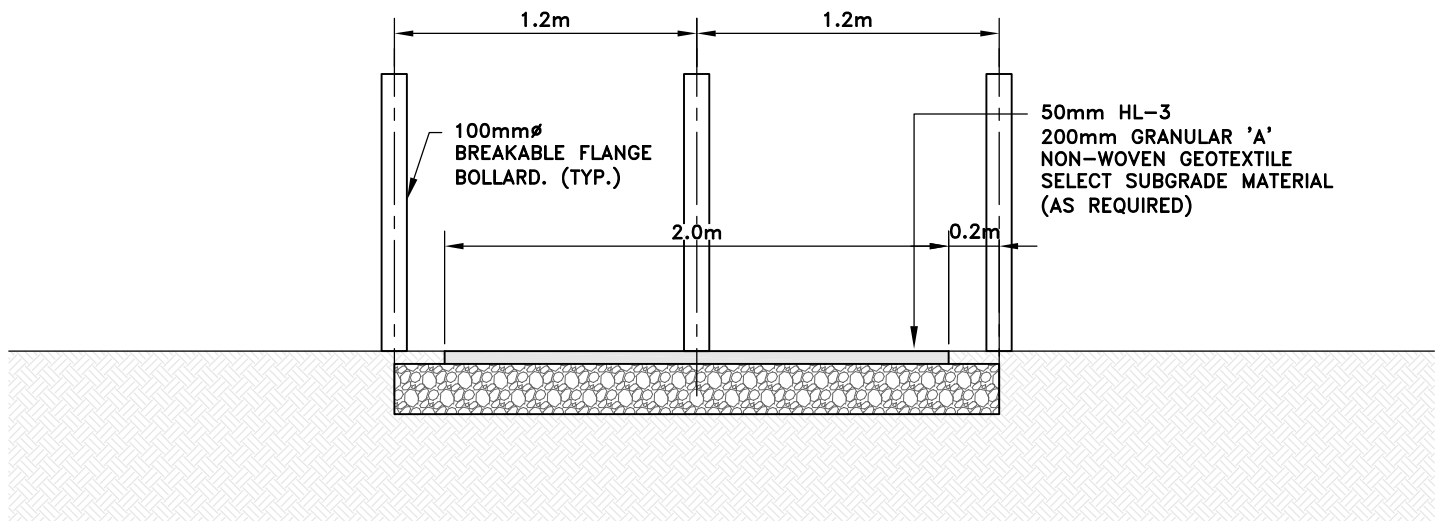
APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: R6



DRIVEABLE WALKWAYS/PATHWAYS



NON-DRIVEABLE WALKWAYS/PATHWAYS



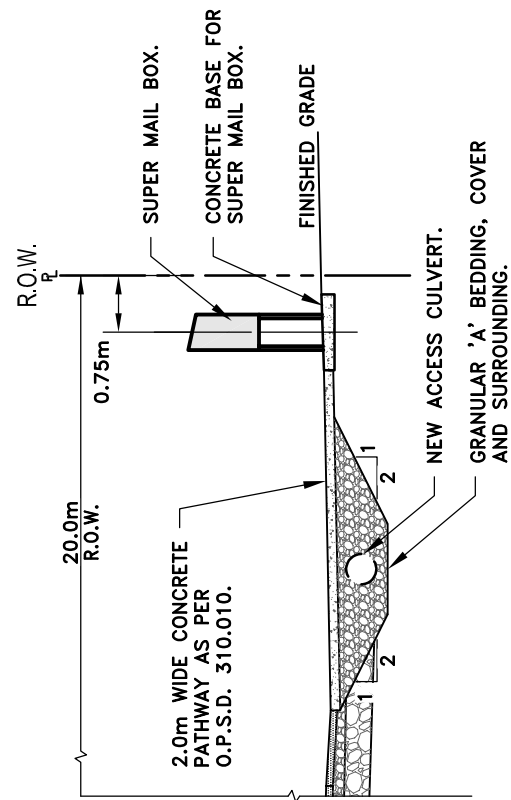
TYPICAL EMERGENCY ACCESS & PATHWAY DETAIL

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

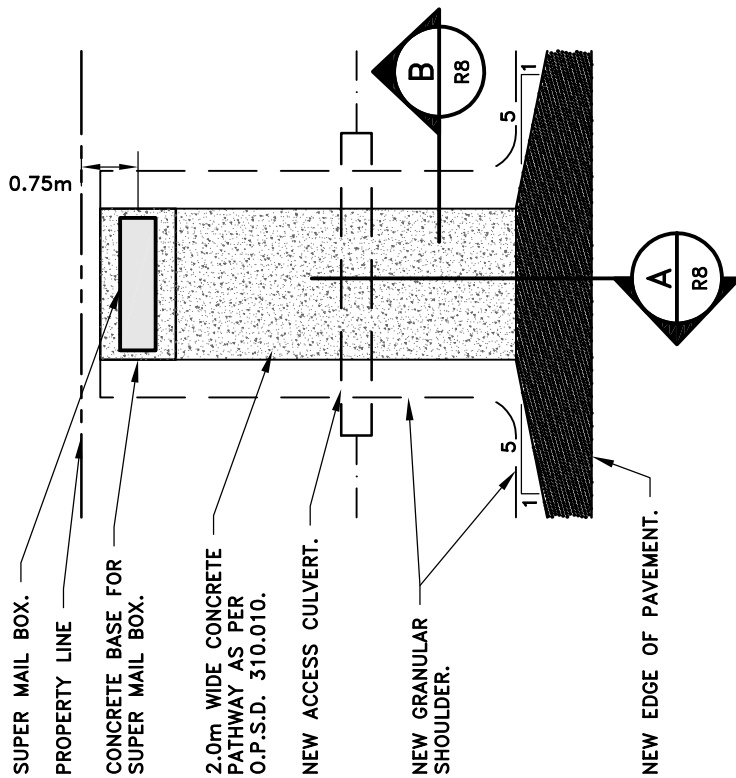
REV. DATE: MAY 2018

DWG. No.:

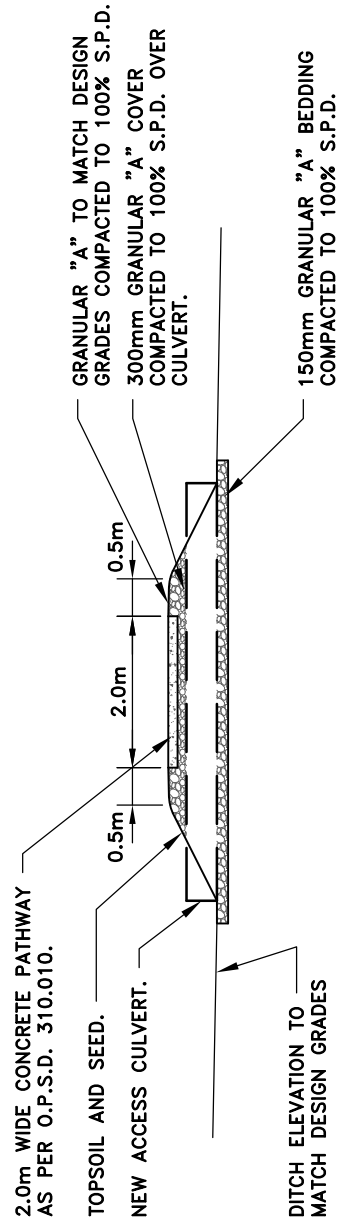
R7



A CROSS-SECTION
R8
SCALE: N.T.S.



PLAN VIEW
SCALE: N.T.S.



B CROSS-SECTION
R8
SCALE: N.T.S.



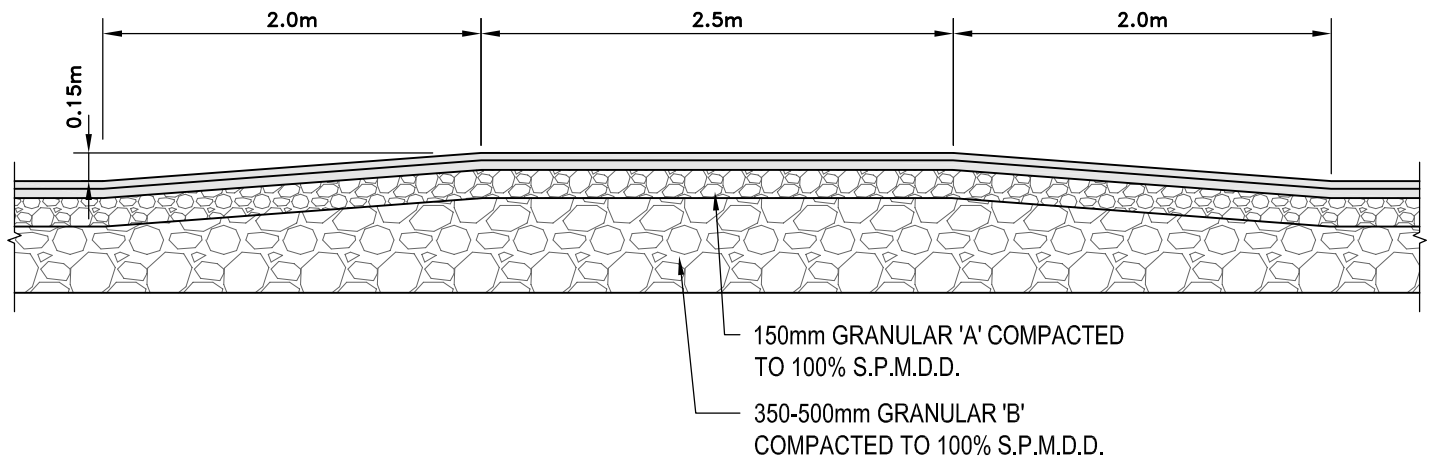
SUPER MAIL BOX ACCESS DETAIL

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

R8



TYPICAL RAISED CROSSWALK

APPD. BY:
Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

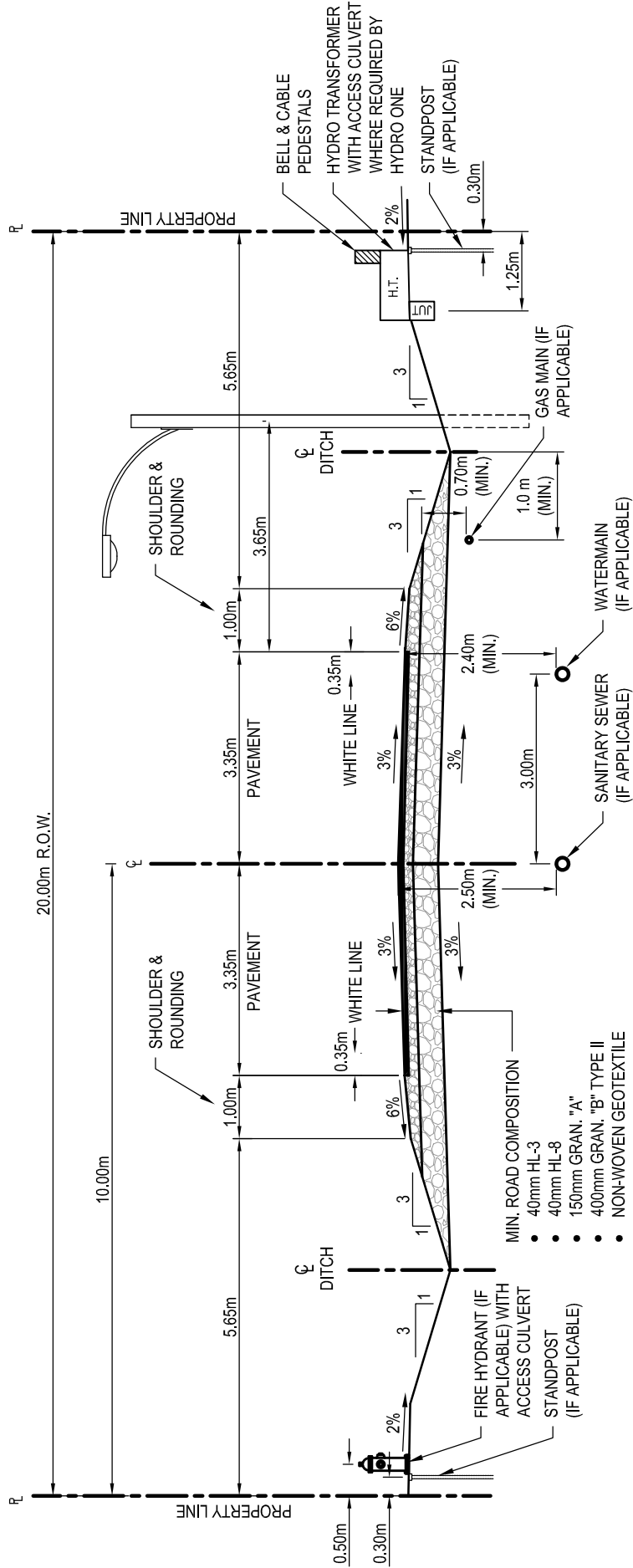
R9



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DWG. No.:

R10



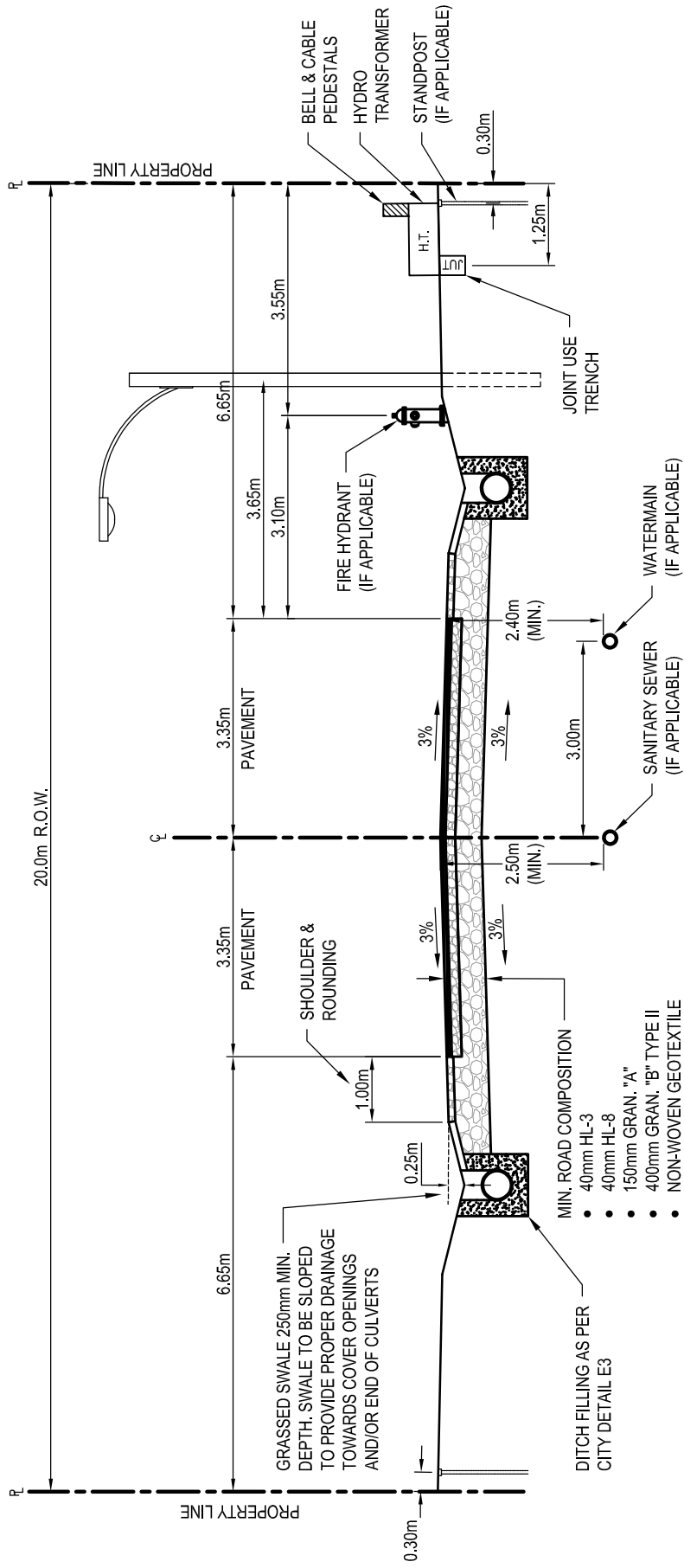
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REV. DATE: MAY 2018
DWG. No.: X1


RURAL RETROFIT
20.0 METRE R.O.W

SCALE: NTS



City of Clarence-Rockland
1560, Laurier St, Rockland
Ontario K4K 1P7
613-446-6022



<p>City of Clarence-Rockland 1560, Laurier St, Rockland Ontario K4K 1P7 613-446-6022</p>	<div data-bbox="1403 1348 1450 1545">  <p>Clarence-Rockland</p> </div> <div data-bbox="1403 653 1450 1249"> <p>RURAL SUBDIVISION 20.0 METRE R.O.W.</p> </div> <div data-bbox="1403 258 1450 554"> <p>SCALE: NTS</p> </div>	<p>APPD. BY: Yves Rousselle, C.E.T. MANAGER, ENGINEERING AND OPERATIONS</p> <p>REV. DATE: MAY 2018</p> <p>DWG. No.: X2</p>
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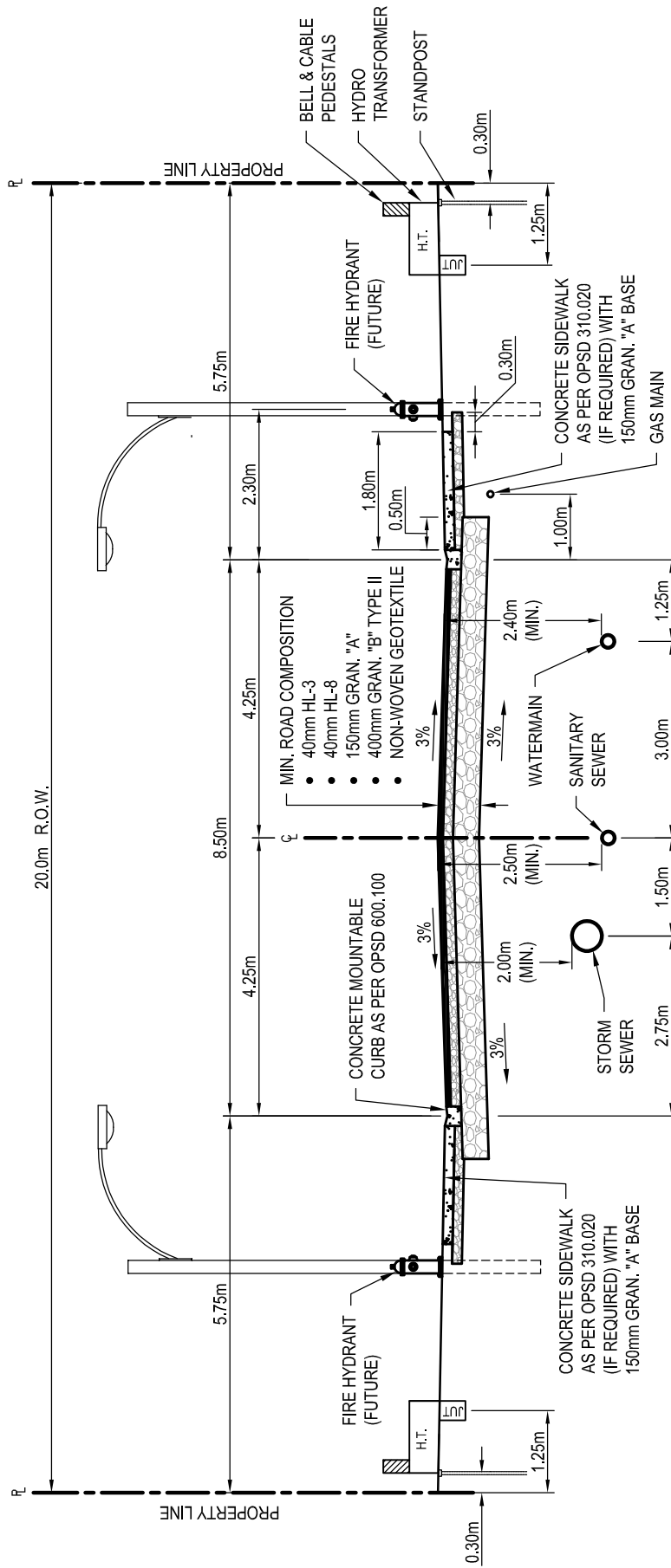
APPD. BY: Yves Rousselle, C.E.T. MANAGER, ENGINEERING AND OPERATIONS	REV. DATE: MAY 2018
DWG. No.:	X3

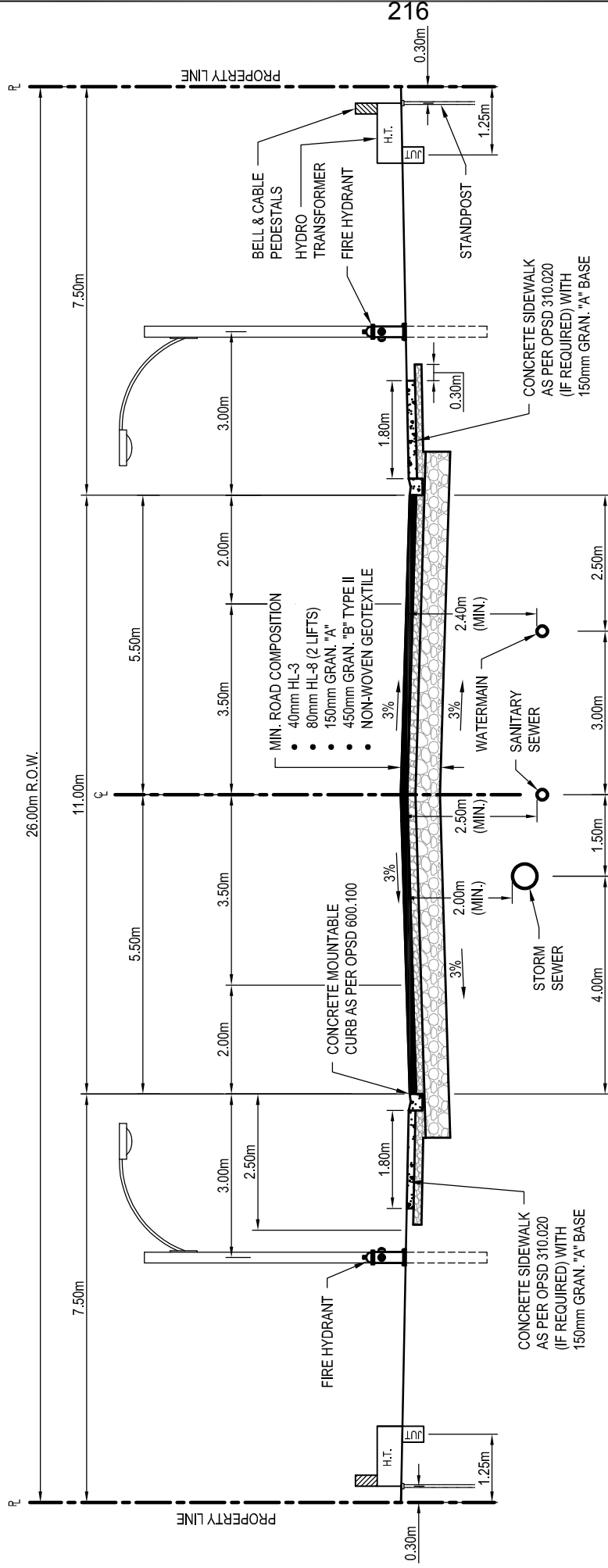
URBAN LOCAL ROAD
18.0 METRE R.O.W.

SCALE: NTS



**City of Clarence-Rockland
1560, Laurier St, Rockland
Ontario K4K 1P7
613-446-6022**





<p>APPD. BY: Yves Roussele, C.E.T. MANAGER, ENGINEERING AND OPERATIONS</p> <p>REV. DATE: MAY 2018</p> <p>DWG. No.: X5</p>	<p>URBAN COLLECTOR 26.0 METRE R.O.W.</p> <p>SCALE: NTS</p>	<p>City of Clarence-Rockland 1560, Laurier St, Rockland Ontario K4K 1P7 613-446-6022</p> <p>Clarence-Rockland</p>
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APPD. BY:
Yves Roussele, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS
REV. DATE: MAY 2018
DWG. No.: X6

URBAN COLLECTOR (ENTRANCE)
30.0 METRE R.O.W.

SCALE: NTS



City of Clarence-Rockland
1560, Laurier St, Rockland
Ontario K4K 1P7
613-446-6022

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

SCALE: NTS

APPD. BY:

Yves Rousselle, C.E.T.

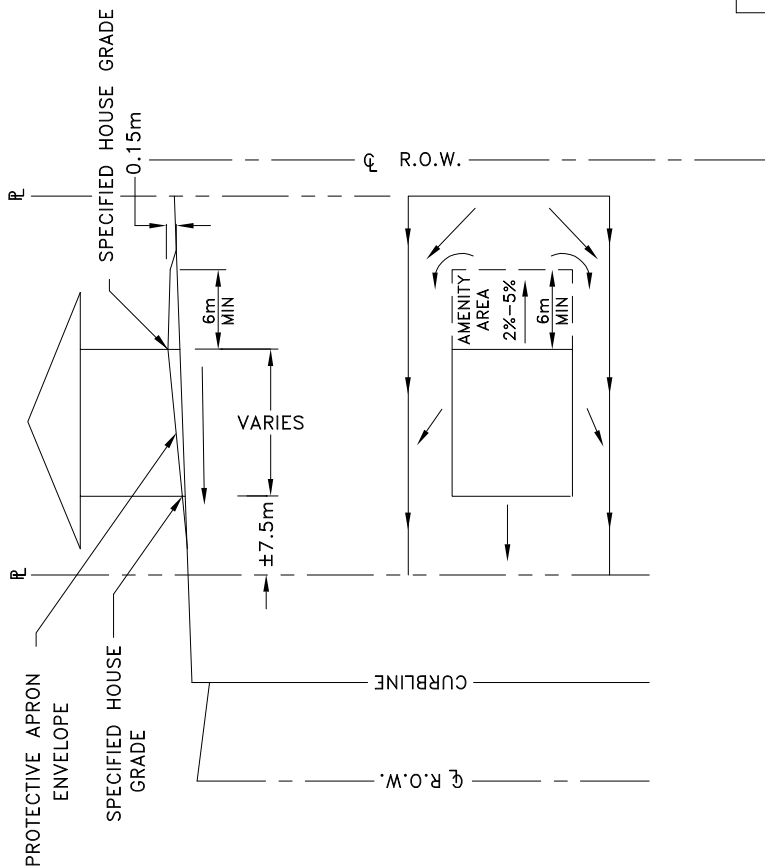
MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

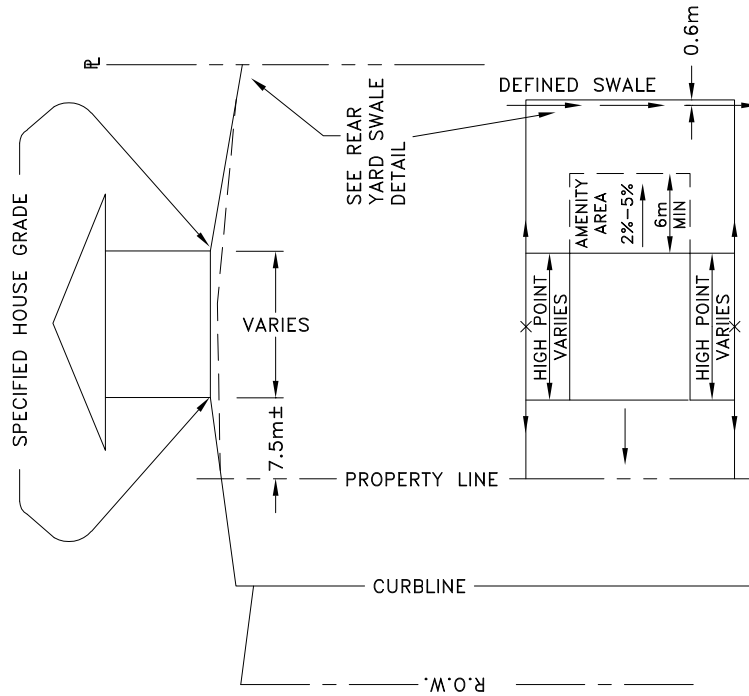
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X7

TYPICAL BACK TO FRONT DRAINAGE



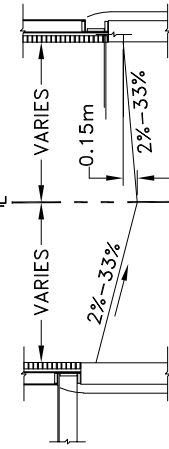
TYPICAL SPLIT DRAINAGE



NOTES:

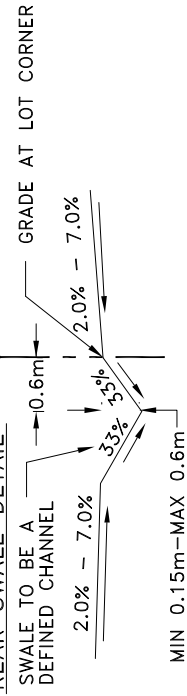
- 1) BACK TO FRONT DRAINAGE SHALL ONLY BE USED FOR SINGLE FAMILY AND SEMI-DETACHED HOMES WHEN:(a) BOTH SIDE YARDS ARE 1.2m OR MORE; AND (b) SPLIT IS NOT FEASIBLE.
- 2) ENSURE A MINIMUM 0.15m OF UNINTERRUPTED FALL AWAY FROM ALL LOCATIONS ON THE HOUSE ENVELOPE WITHIN THE PROPERTY LIMITS.
- 3) GRADING TO 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.

SIDE SWALE DETAIL*



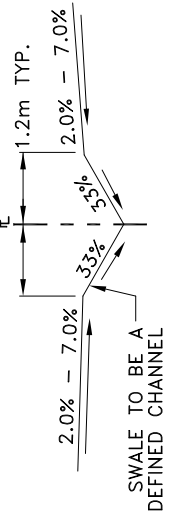
RETAINING WALL CAN BE USED IN ALTERNATIVE TO 3(H) : 1(V) TERRACING OR WHERE TERRACING WILL EXCEED 3(H) : 1(V).

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.

MAJOR SWALE DETAIL



GRADING REQUIREMENTS (BACK TO FRONT & SPLIT)

APPD. BY:

Yves Rousselle, C.E.T.

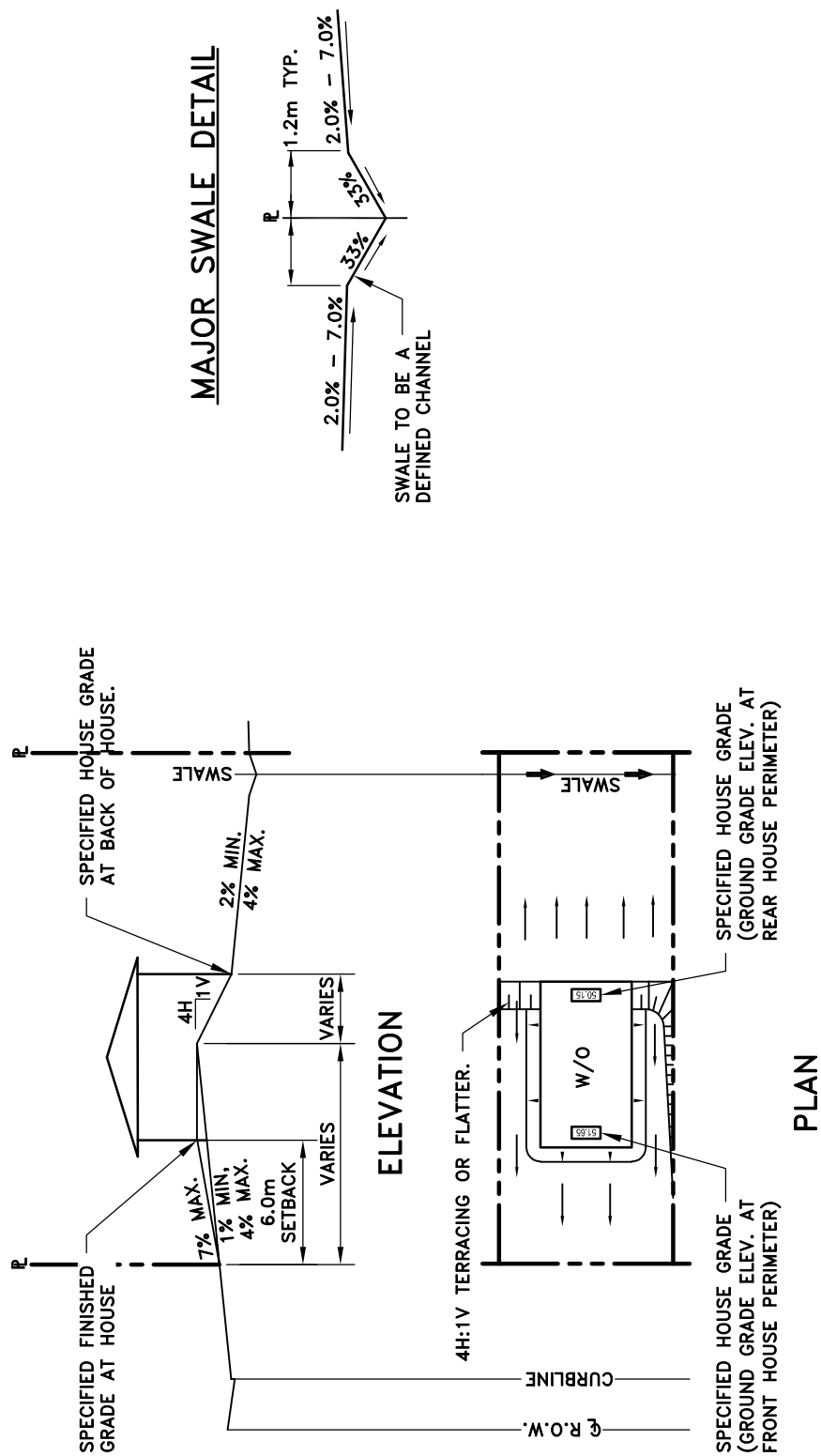
MANAGER, ENGINEERING AND OPERATIONS

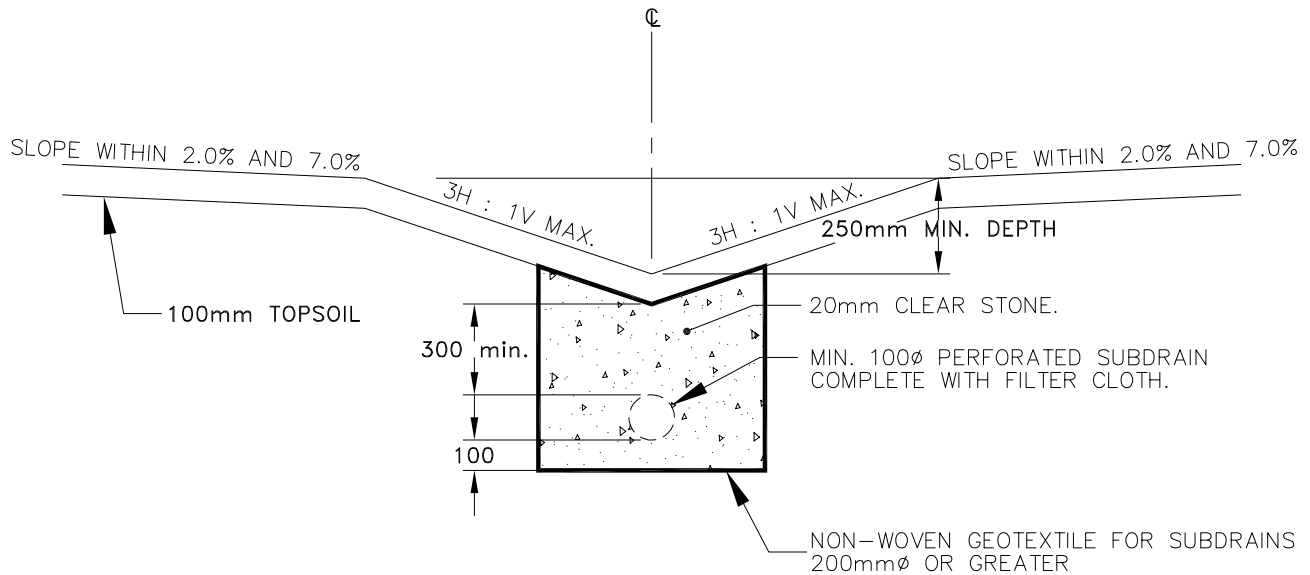
REV. DATE: MAY 2018

DWG. No.:

G1

TYPICAL WALK-OUT BASEMENT LOT DRAINAGE





SWALE / DITCH SECTION

NOTE:

1. PERFORATED SUBDRAINS ARE REQUIRED WHERE SWALES/DITCHES 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

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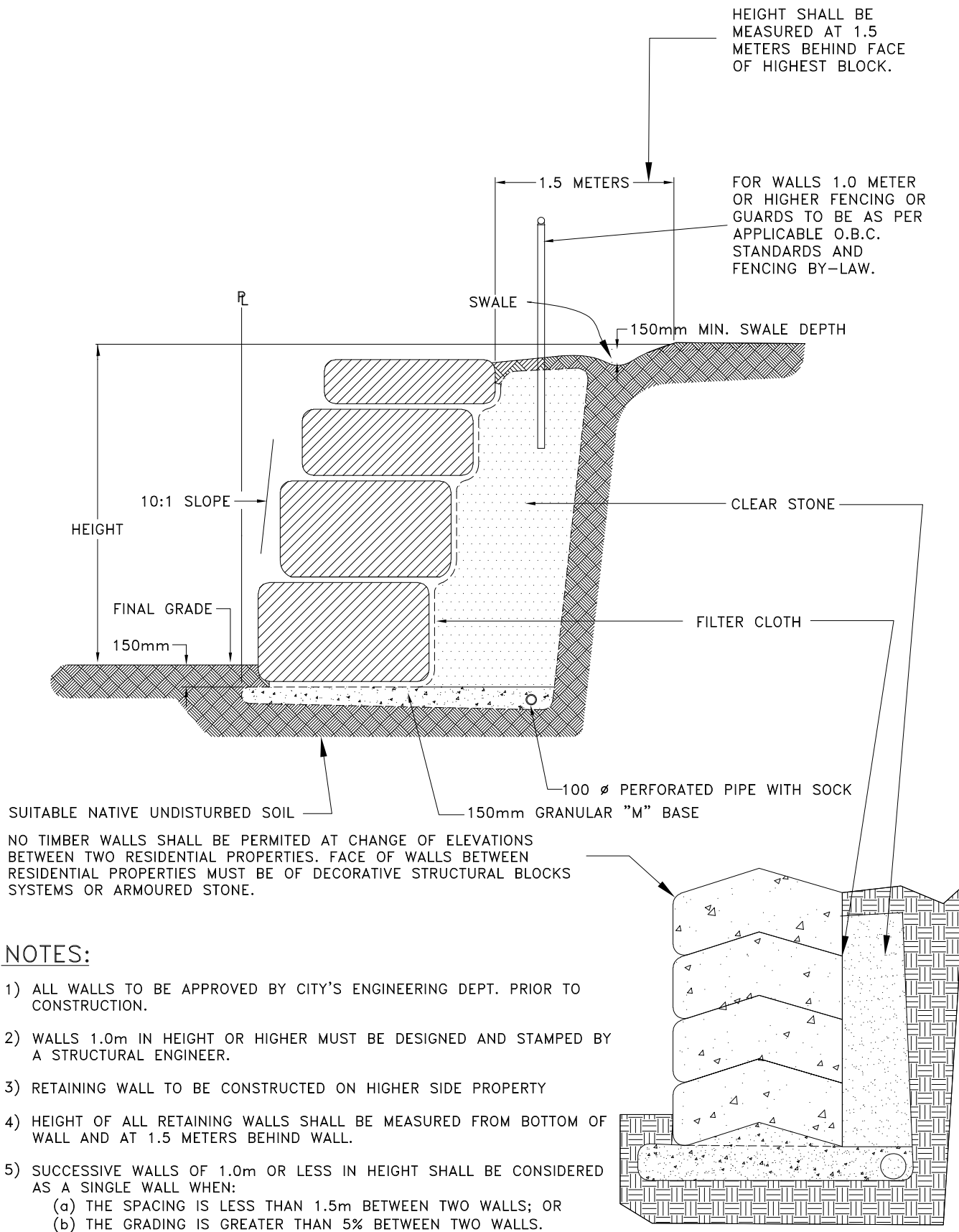
Yves Rousselle, C.E.T.

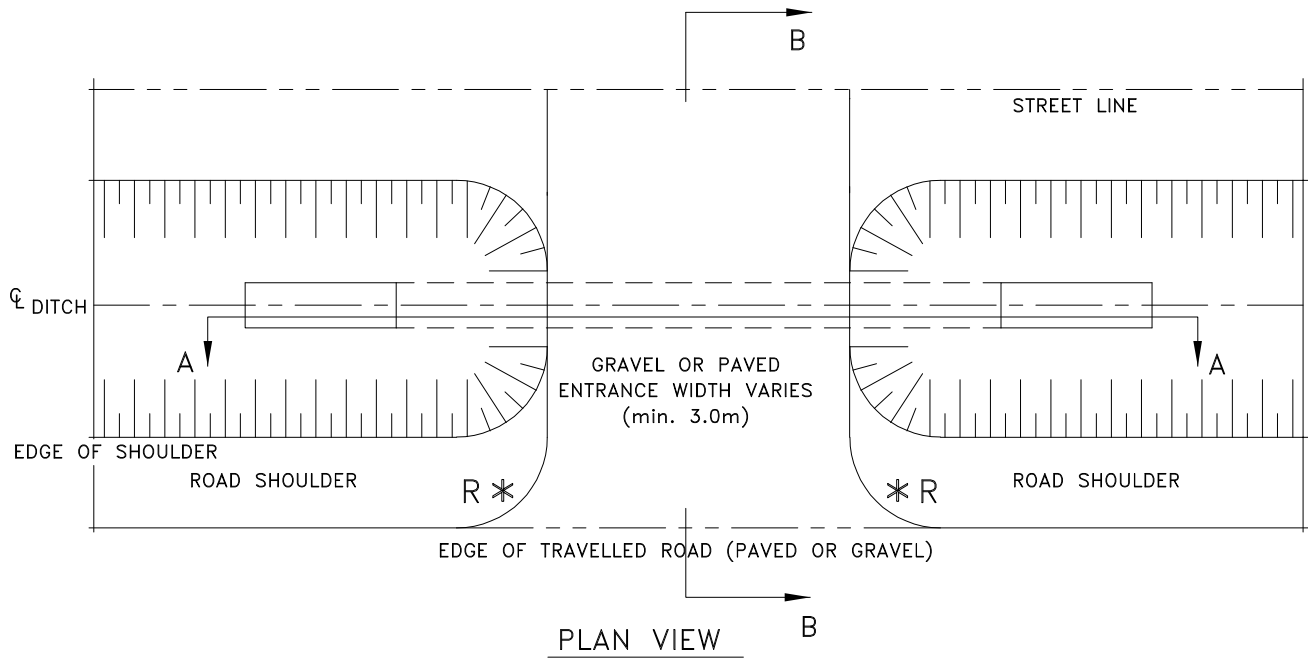
MANAGER, ENGINEERING AND OPERATIONS

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:

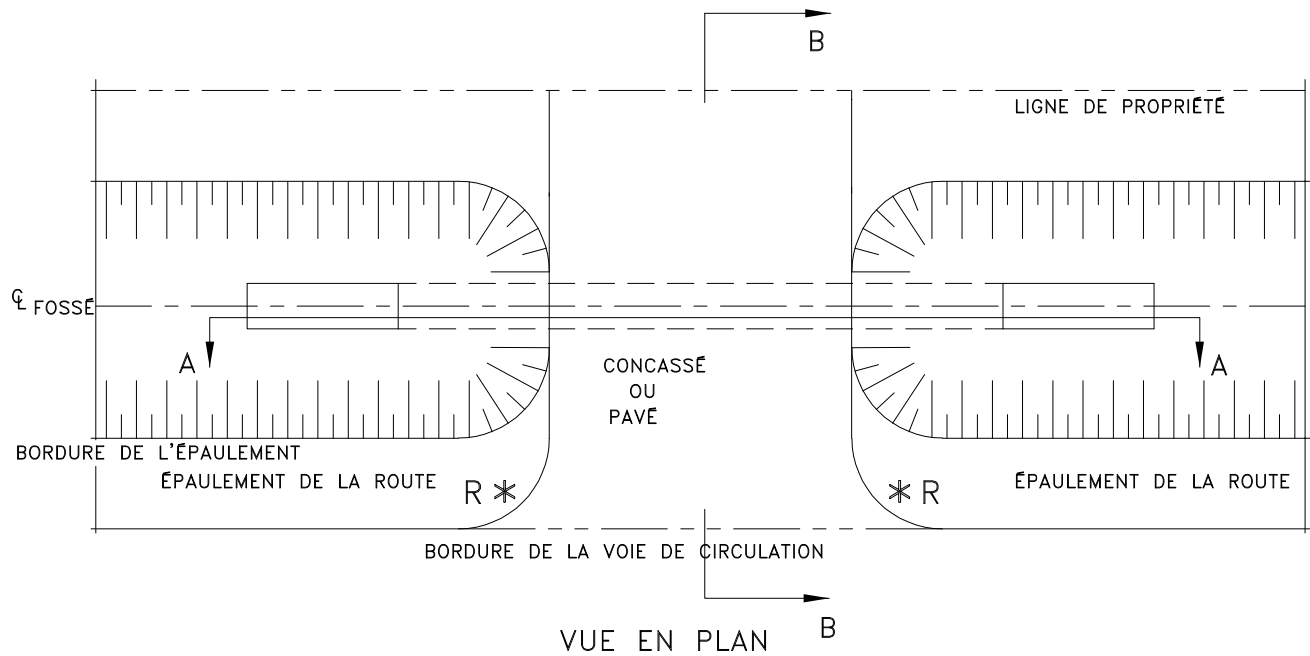
Yves Rousselle, C.E.T.

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

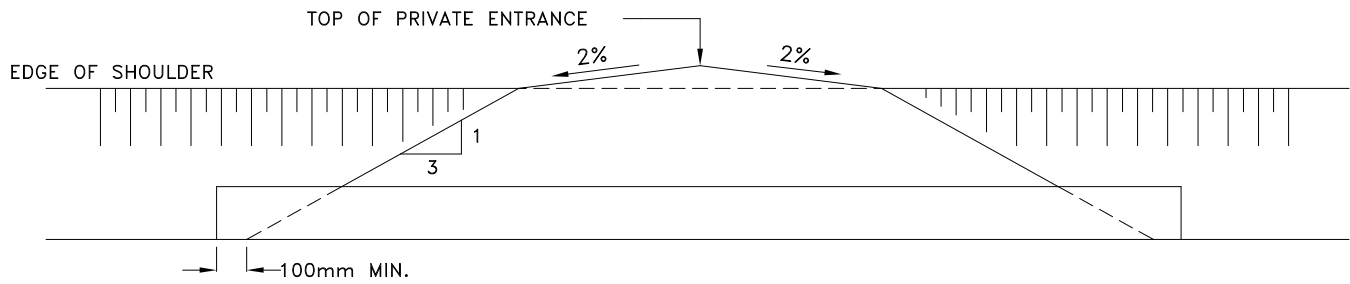
RÉV. PAR:

Yves Rousselle, C.E.T.
MANAGER, ENGINEERING AND OPERATIONS

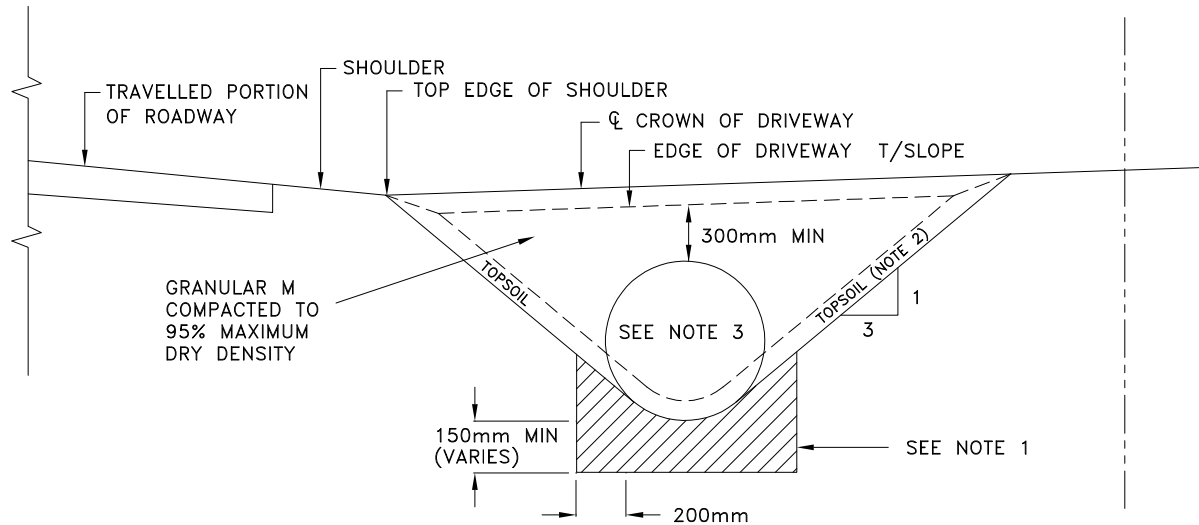
DATE RÉV. MAY 2018

NO. DESSIN:

E1-FR



SECTION A-A



SECTION B-B

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 HIGH DENSITY POLYETHYLENE PIPE ONLY, MINIMUM 450mm ϕ (LARGER DIAMETERS MAY BE REQUIRED DEPENDING ON DESIGN FLOWS IN DITCH SYSTEM, AS REQUIRED BY CITY).
- 5) REGRADING UPSTREAM AND/OR DOWNSTREAM OF DITCH MAY BE REQUIRED BY CITY.
- 6) ENTRANCE CULVERTS GREATER THAN 900mm ϕ OR DESIGNS OTHER THAN SINGLE CIRCULAR PIPES MUST BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
- 7) HEADWALLS OR OTHER FORMS OF HARD LANDSCAPING ARE NOT ALLOWED,
- 8) RIP RAP TO BE INSTALLED AS PER O.P.S.D. 810.01.
- 9) UTILITY COMPANIES SHALL BE CONTACTED BEFORE ANY EXCAVATION IS CARRIED OUT ALONG A MUNICIPAL ROAD OR DITCH.

SCHEDULE "A"

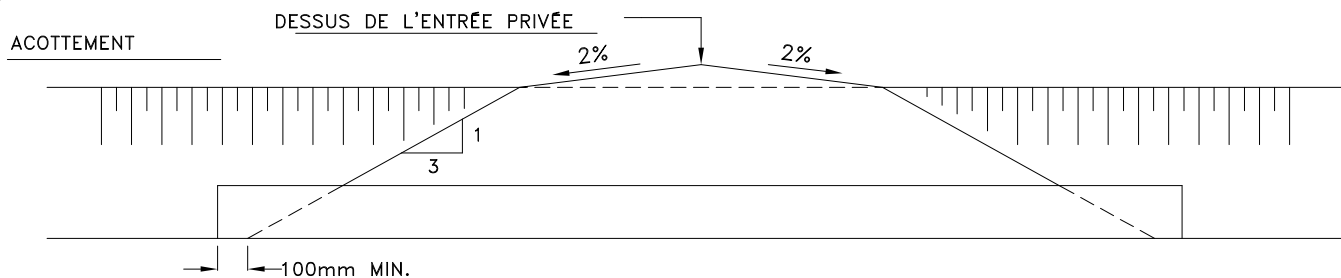


PROFILE DETAIL FOR ENTRANCE CULVERT

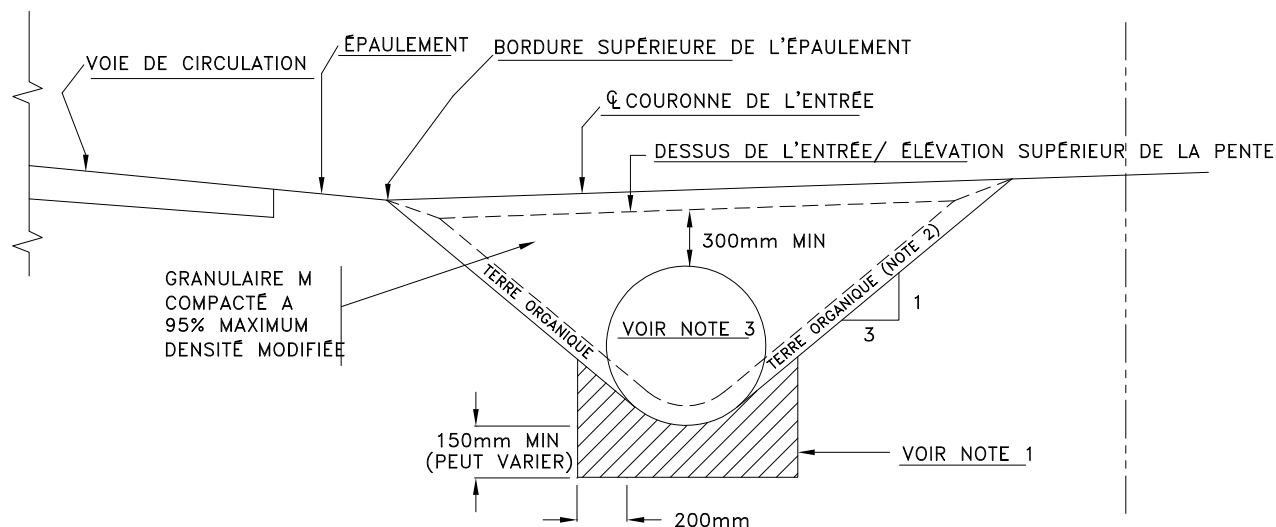
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MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.: E2-EN



SECTION A-A



SECTION B-B

NOTES:

- 1) LORSQUE L'INSTALLATION EST FAITE DANS DES SOLS GÉLIFS, UN LIT DE PIERRE SERA REQUIS PAR LA CITÉ.
- 2) ENLEVER TOUTES TERRES ORGANIQUES DES PENTES DE FOSSÉ AINSI QUE DU FOND AVANT L'INSTALLATION DU LIT DE PIERRE ET DU PONCEAU.
- 3) LE PONCEAU DEVRA ÊTRE ENFONCÉ À 10% DE SON DIAMÈTRE SOUS LE NIVEAU FINI DU FOSSÉ.
- 4) PONCEAU: UNIQUEMENT TUYAUX DE POLYÉTHYLÈNE DE HAUTE DENSITÉ AVEC MUR INTÉRIEUR LISSE DIAMÈTRE MINIMALE DE 450mm (DES DIMENSIONS PLUS GROSSES DE PONCEAU PEUVENT ÊTRE REQUISES).
- 5) DES TRAVAUX DE RECTIFICATION DES NIVEAUX DU FOSSÉ EN AMONT ET EN AVAL POURRAIENT S'AVÉRER ÊTRE NÉCESSAIRES PAR LA CITÉ DE CLARENCE-ROCKLAND.
- 6) LES PONCEAUX D'ENTRÉES D'UN DIAMÈTRE SUPÉRIEUR À 900mmØ OU DANS LES CAS OÙ PLUS D'UN PONCEAU EST NÉCESSAIRE, LE TOUT DEVRA ÊTRE APPRUVÉ PAR LA CITÉ DE CLARENCE-ROCKLAND AVANT LEURS INSTALLATIONS.
- 7) LES MURETS OU TOUTES AUTRES FORMES DE TERRASSEMENTS SOLIDES NE SONT PAS PERMIS.
- 8) LES PENTES DE FOSSÉS DEVRONT ÊTRE CONSOLIDÉES SELON O.P.S.D. 810.01
- 9) LES UTILITÉS EN BORDURES DES ROUTES AINSI QUE DES FOSSÉS MUNICIPAUX DEVRONT ÊTRE LOCALISÉS AVANT QUE TOUTS TRAVAUX D'EXCAVATION NE SOIENT ENTREPRIS.



DÉTAIL DE PROFIL POUR PONCEAU D'ENTRÉE

APR. PAR:

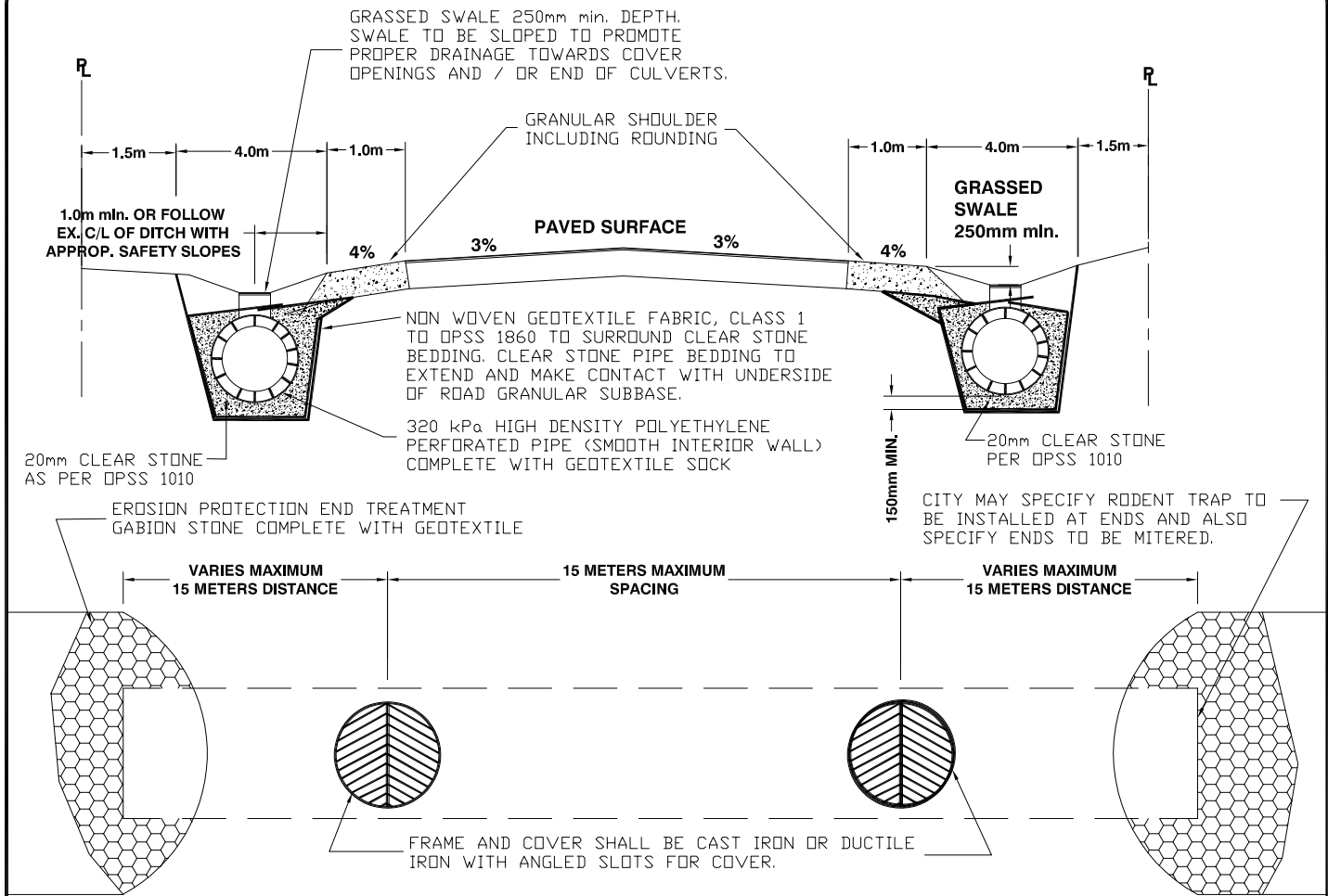
Yves Rousselle, C.E.T.

MANAGER, ENGINEERING AND OPERATIONS

DATE RÉV. MAY 2018

No. DESSIN:

E2-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

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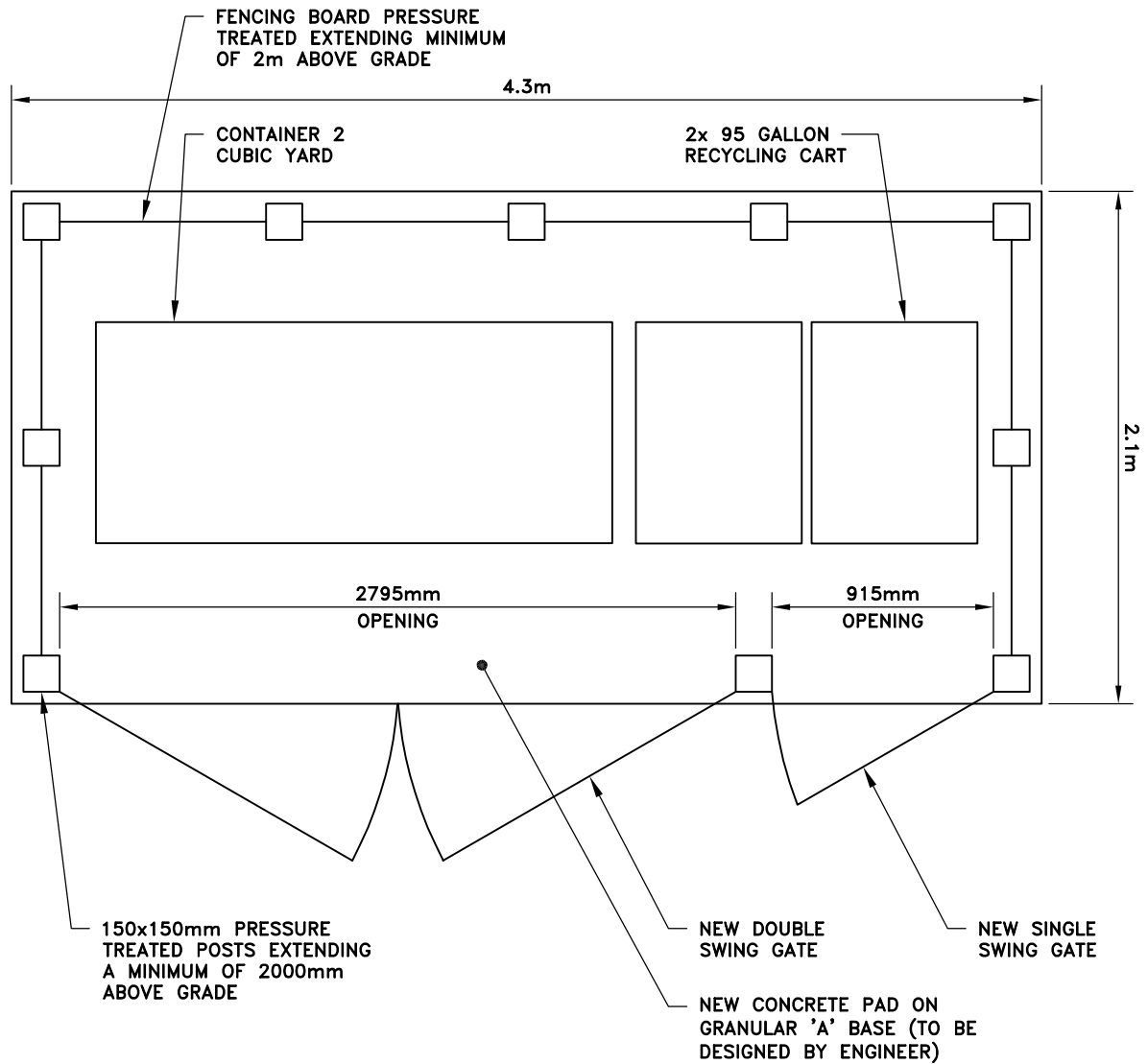
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MANAGER, ENGINEERING AND OPERATIONS

REV. DATE: MAY 2018

DWG. No.:

E3



TYPICAL GARBAGE ENCLOSURE DETAIL

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

Contents

1.0 Introduction.....	3
2.0 The Site Plan Process.....	4
2.1 Major Steps.....	4
2.1.1 Pre-Consultation with the City’s Planning Staff through the Development Review Team	4
2.1.2 Submit a completed Site Plan Approval application	5
2.1.2.1 Application fees.....	6
2.2.2.2 General Site Plan Requirements	7
2.1.3 Finalize the Approval	8
2.1.4 Preparation and Execution of the Agreement	8
2.1.5 Agreement Registration and Building Permit	10
2.1.7 Processing Times	10
2.1.8 Development Start and Completion Dates	11
2.1.9 Completion and Release of Financial Security.....	12
2.2 Staff and Agency Roles	13
3.0 Financial Securities and Obligations	15
3.1 Financial Securities.....	15
3.2 Engineering fees	15

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 curbings 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 cos 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/Chargee, _____, 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/Chargee, the said Mortgagee/Chargee 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/Chargee 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



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".

Recommendations for Lead Abatement
City of Clarence-Rockland
Jean-Marc Lalonde Arena

May 2018
Project No. TLW 1936

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° 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

City of Clarence-Rockland Council/Board Accounts Payable Report by Department May 12th, 2018 to June 8th, 2018								
DPT Code	Department Name	Vendor Name	Invoice Number	Invoice Description	GL Account	GL Account Name	Amount	
1	65	PAYABLES - PAYROLL	GREAT-WEST LIFE ASSURANCE COMP	29MAY2018 DIV1	PREMIUMS JUNE/18 POLICY 136826 DIV 1	1-2-0065-0251	G.W.L.	25,819.12
2	65	PAYABLES - PAYROLL	GREAT-WEST LIFE ASSURANCE COMP	MAY292018 DIV3	PREMIUMS JUNE/18 POLICY 136826 DIV 3	1-2-0065-0251	G.W.L.	55,274.74
3	65	PAYABLES - PAYROLL	MINISTER OF FINANCE/EHT	24MAY2018	PAY 10 & 11	1-2-0065-0242	Employer Health Tax	16,350.79
4	65	PAYABLES - PAYROLL	OMERS	24MAY2018	PAY 10 & 11	1-2-0065-0250	O.M.E.R.S.	120,930.16
5	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	24MAY2018	PAY 11	1-2-0065-0243	Income Tax	52,262.38
6	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	24MAY2018	PAY 11	1-2-0065-0245	E.I.	11,242.48
7	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	24MAY2018	PAY 11	1-2-0065-0244	C.P.P.	29,211.06
8	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	24MAY2018	PAY 11	1-2-0065-0244	C.P.P.	7,165.62
9	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	24MAY2018	PAY 11	1-2-0065-0243	Income Tax	9,717.94
10	65	PAYABLES - PAYROLL	WORKPLACE SAFETY & INSURANCE B	24MAY2018	PAY 10&11 REPORT PREMIUM MAY/18 ACCNT 1624385	1-2-0065-0252	W.C.B.	19,213.27
11	70	GUARANTY DEPOSITS PAYABLE-PLANNING	4291751 CANADA INC.	15MAY2018 RUE	DEPOTS MAINT. RUES D-11-211, D-11-219, D-11-218	1-2-0070-0267	Deposit for Street Cleaning	6,000.00
12	70	GUARANTY DEPOSITS PAYABLE-PLANNING	D'AIGLE-LAFLECHE GEOFFROY	2017-075	REFUND PERFORMANCE DEPOSIT 2017-075	1-2-0070-0262	Performance Deposits	5,000.00
13	1223	Administration - Materials	ALTA PLANNING AND DESIGN	90-2018-003-1	SMART CITIES CHALLENGE APPLICATION	1-4-1223-3998	Contingency	10,497.90
14	1314	Accounting - Contracted Services	GOLDLEAF CONSULTING INC.	6	CONSULTING, IT WORK PLAN, JOB DESC. REVIEW	1-4-1314-4152	Contract	14,195.63
15	2140	Fire Buildings	COLLIERS PROJECT LEADERS INC.	C024920	C-R FIRE HALLS MARCH/18	2-4-2140-9221	Rockland Fire Station Expansion	6,226.87
16	2354	O.P.P. - Contracted Services	MINISTER OF FINANCE	14230418036	MCSCS-OPP (LSR) MARCH 2018	1-4-2354-4170	O.P.P. Services	279,087.00
17	3813	Street lights - Materials	HYDRO ONE NETWORKS INC.	200070197756 22MAY18	HYDRO	1-4-3813-3300	Hydro	17,358.44
18	7423	Arena - Clarence - Materials	HYDRO ONE NETWORKS INC.	200090056585 23MAY18	HYDRO	1-4-7423-3300	Hydro	7,790.80
19	7430	Sport Complex	MILLSTRONG CABINETS	874	MILLWORK TO COVER ELECTRICAL BOX (COMPLEX)	2-4-7430-9506	Complex Repairs	7,731.72
20	7485	Bourget - Grants	CONSEIL DE GESTION DU CENTRE C	1JUN2018	2e VERSEMENT-GESTION DU CENTRE COMM.BOURGET	1-4-7485-5540	Recreation Committee	13,589.00
21	7553	Arena -Clarence-Rockland - Materials	ROCKLAND MINOR HOCKEY ASSOCIAT	7MAY2018	MUNICIPAL SUBSIDY - TOURNAMENTS	1-4-7553-3262	Grants to organisations	6,169.80
22	65	PAYABLES - PAYROLL	CUPE - LOCAL 503	24MAY2018	PAY 10 & 11	1-2-0065-0254	Union Dues	6,077.82
23	1220	Corporate Management	ACHIEVA TECH INCORPORATED	25APR2018	SHAREPOINT PROJECT	2-4-1220-9005	Document Management	5,650.00
24	2316	External Transfers	BIBLIOTHEQUE PUBLIQUE DE CLARE	23MAY2018	2018 CONTRIBUTION TO LIBRARY - PYMNT 3 OF 4	1-4-2316-5550	Contribution to Library	43,347.65
25	3710	Street Lights	REALTERM ENERGY CORP.	784052	CONSULTING (STREETLIGHT AUDIT LED)	2-4-3710-9439	Streetslights	35,385.46
26	3744	Sidewalks - Winter Maint. - Contracts	GHYSLAIN LALONDE ENTREPRISE	1060	GRADER RENTAL MARCH 9&14/18, STANDING TIME	1-4-3744-4200	Contracts	5,093.86
27	3914	Transit - Contracts	LEDUC BUS LINES LTD.	154	TRANSPORT EN COMMUN AVRIL/18	1-4-3914-4200	Contracts - Bus	169,618.07
28	8113	Planning & Zoning - Materials	CH2M HILL CANADA LIMITED	3297043	MORRIS VILLAGE PH5 SUBDIVISION TO MARCH2/18	1-4-8113-3211	Fees to be charged to developers	6,114.66
29	9114	Water Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV000103162	OPERATIONS & MAINT. APRIL/18	1-4-9114-4610	Contract - OCWA - Basic Maintenance	46,815.97
30	9123	Water Distribution - Materials	EVANS UTILITY AND MUNICIPAL PR	0000155232	30X E-CODERS, METER TAILS	1-4-9123-3445	Meters	13,302.36
31	9124	Water Distribution - Contracts	ONTARIO CLEAN WATER AGENCY	INV000103162	OPERATIONS & MAINT. APRIL/18	1-4-9124-4610	Contract - OCWA - Basic Maintenance	14,262.06
32	9314	Sewers Collection - Contrated Services	ONTARIO CLEAN WATER AGENCY	INV000103162	OPERATIONS & MAINT. APRIL/18	1-4-9314-4610	Contract - OCWA - Basic Maintenance	19,611.37
33	9324	Sewers Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV000103162	OPERATIONS & MAINT. APRIL/18	1-4-9324-4610	Contract - OCWA - Basic Maintenance	44,121.36
34	9523	Garbage Disposal - Materials	WSP CANADA INC.	0733123	NOTRE DAME LANDFILL SWM POND MAR4/18-MAR31/18	2-4-9523-9753	Dépotoir Notre Dame	18,337.35
Invoices Paid Greater/Equal to \$5,000							1,148,572.71	
Invoices Paid Less/Equal to \$4,999							263,164.24	
MasterCards May/18							9,525.39	
Grand Total AP Council Report - June 18/18							1,421,262.34	

**Transactions de carte de crédit/MasterCard Transactions
mai/May 2018**

#	Détenteur/Cardholder	Date	Marchant/Merchant	Description	GL	Montant Amount	Sous total par carte Sub total per card
1	BOUCHARD, ANNE MORRIS	31/05/2018	APL* ITUNES.COM/BILL	ICLOUD POUR LES TABLETTES DES GARDERIES	1-4-6113-3435	\$1.46	\$1.46
2	BOUCHER, PIERRE	02/05/2018	OTTAWA FASTENER SUPPLY	BOLTS FOR THE OUTSIDE RINK	1-4-7253-3540	\$252.57	\$252.57
3	COLLIER, HELEN	01/05/2018	AIR CAN	AIR CANADA - SMART CITIES EXPO WORLD FORUM A.LALONDE	1-4-1123-3160	\$504.26	
4	COLLIER, HELEN	01/05/2018	SQ *SQ *SMART CITY I	SMART CITIES EXPO WORLD FORUM - MAY 7-8, 2018 FOR ANDRÉ LALONDE	1-4-1123-3160	\$1,146.00	
5	COLLIER, HELEN	02/05/2018	SHERATON	SMART CITIES EXPO WORLD FORUM ACCOMMODATIONS ANDRÉ LALONDE	1-4-1123-3160	\$209.19	
6	COLLIER, HELEN	02/05/2018	SPARTAS	WORKING LUNCH - DIRECTORS PLANNING SESSION MAY 2ND, 2018	1-4-1223-3440	\$128.93	
7	COLLIER, HELEN	03/05/2018	KC'S COUNTRY INN	SPORTS DOME VISIT IN RUSSELL/EMBRUN	1-4-1223-3440	\$51.65	
8	COLLIER, HELEN	07/05/2018	IMPARK00110009A	HICKS MORLEYS OFFICES - COURT HEARING - PARKING MAY 7TH, 2018	1-4-1223-3450	\$12.50	
9	COLLIER, HELEN	10/05/2018	OTTAWA PARKS REC 123	OFFSITE MEETING - MAY 16TH	1-4-1223-3500	\$101.50	
10	COLLIER, HELEN	16/05/2018	CREATIONS ROXANNE	FLEURS - DÉCÈS DE PIERRE BRISEBOIS	1-4-1363-3227	\$100.00	
11	COLLIER, HELEN	17/05/2018	BIBLIOTHEQUE CLARENCE-ROCK	ONCE UPON A TIME - CHARITY FUNDRAISING EVENT JM LALONDE	1-4-1123-3202	\$50.00	
12	COLLIER, HELEN	17/05/2018	BIBLIOTHEQUE CLARENCE-ROCK	ONCE UPON A TIME - CHARITY FUNDRAISING EVENT M.ZANTH	1-4-1123-3206	\$150.00	
13	COLLIER, HELEN	31/05/2018	EVENTBRITE/TOURNOIDEGO	CARS GOLF TOURNAMENT - JUNE 22, 2018 FOR JEAN-MARC LALONDE	1-4-1123-3202	\$165.00	\$2,619.03
14	DESNOYERS, FREDERIC	07/05/2018	ORDRE DES COMPTABLES	CPA TRAINING	1-4-1313-3743	\$1,006.03	\$1,006.03
15	KEHOE, ROBERT	02/05/2018	MCDONALD'S #16531	DIRECTOR'S MEETING	1-4-1233-3440	\$18.07	
16	KEHOE, ROBERT	02/05/2018	THE BLACK WALNUT BAKER	DIRECTOR'S MEETING	1-4-1233-3440	\$23.50	
17	KEHOE, ROBERT	02/05/2018	CHARTERED PROFESSIONAL	CPA MEMBERSHIP ROBERT KEHOE	1-4-1233-3435	\$1,107.40	
18	KEHOE, ROBERT	04/05/2018	CANADIAN PAYROLL ASSOC	WEBINAR-PAYROLL TRAINING-SUZANNE M.B.	1-4-1313-3743	\$333.35	
19	KEHOE, ROBERT	16/05/2018	MCDONALD'S #7600	DIRECTOR'S MEETING	1-4-1233-3440	\$14.42	
20	KEHOE, ROBERT	22/05/2018	ICITY SOFTWARE	ICITY SOFTWARE RENEWAL	1-4-1323-3651	\$226.00	
21	KEHOE, ROBERT	29/05/2018	FRIENDLY RESTAURANT	YEAR END - FINANCE TEAM BUILDING	1-4-1233-3440	\$198.31	\$1,921.05
22	LALONDE, GERALD	17/05/2018	BENSON MEDICAL INDUSTR	CLEANING SOLUTION FOR DOG POUND	1-4-2413-3675	\$385.25	\$385.25
23	ROUSSELLE, YVES	15/05/2018	SERVICEONTARIO - 455 D	LICENCE PLATE RENEWAL AND OWNERSHIP	1-4-3143-3770	\$64.00	
24	ROUSSELLE, YVES	18/05/2018	JUMBO PIZZA	ENG GROUP LUNCH MEETING	1-4-3123-3175	\$50.24	
25	ROUSSELLE, YVES	25/05/2018	SERVICEONTARIO - 455 D	PLATE REPLACEMENT FOR 2420	1-4-3143-3770	\$32.00	\$146.24
26	ROY, YVES	01/06/2018	MASTERCARD	MASTERCARD ANNUAL FEE	1-4-1233-3032	\$17.50	\$17.50
27	VILLENEUVE, MARIO	06/05/2018	ONROUTE #01168	FUEL - CAR 2	1-4-2153-3250	\$124.40	
28	VILLENEUVE, MARIO	07/05/2018	JUMBO PIZZA	825 CARON STREET FIRE	1-4-2113-3440	\$126.64	
29	VILLENEUVE, MARIO	07/05/2018	DELTA HOTELS	OAFC CONFERENCE HOTEL ACCOMODATIONS	1-4-2113-3160	\$839.64	
30	VILLENEUVE, MARIO	18/05/2018	KNZ PIZZERIA	EMR TRAINING LUNCH	1-4-2113-3440	\$84.35	\$1,175.03
31	WILSON, BRIAN	06/05/2018	DELTA HOTELS	OAFC HOTEL	1-4-2113-3160	\$581.73	
32	WILSON, BRIAN	23/05/2018	TIM HORTONS 1492 QTH	EDWARDS STREET FIRE	1-4-2113-3440	\$92.89	
33	WILSON, BRIAN	23/05/2018	TIM HORTONS 1492 QTH	EDWARDS STREET FIRE	1-4-2113-3440	\$92.89	
34	WILSON, BRIAN	25/05/2018	CDN TIRE STORE #00086	SHOVEL	1-4-2123-3175	\$37.26	
35	WILSON, BRIAN	25/05/2018	CDN TIRE STORE #00086	VEHICLE SUPPLIES - CAR 1	1-4-2123-3675	\$153.66	
36	WILSON, BRIAN	25/05/2018	FIREHALL BOOKSTORE	ISO 3RD EDITION HANDBOOKS	1-4-2133-3745	\$808.64	
37	WILSON, BRIAN	25/05/2018	DEVTRA INC.	VEHICLE INSPECTION BOOKLETS	1-4-2123-3675	\$134.77	
38	WILSON, BRIAN	25/05/2018	4206 GB HUNTSVILLE	GAS - CAR 1	1-4-2153-3250	\$90.93	
39	WILSON, BRIAN	31/05/2018	BOURGET HOME HARDWARE	PAINT FOR SIGNAGE	1-4-2123-3175	\$8.46	\$2,001.23
Total						\$9,525.39	\$9,525.39



REPORT N° ADMIN 2018-017

Date	04/06/2018
Submitted by	Helen Collier, Chief Administrative Officer
Subject	Extend service contract for Dave Darch
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To extend the service contract of Mr. Darch to November 30th, 2018.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHERE AS Mr. Darch's engineering expertise is still required by the municipality

BE IT RESOLVED THAT his contract be extended for 2 days a week until the end of November 30th, 2018.

BE IT RESOLVED THAT a contract be considered in the 2019 budget for Mr. Darch's services 1 day a week to support the development charges study.

BE IT RESOLVED THAT the compensation remains at \$140 per hour.

4) **BACKGROUND :**

Mr. Darch has been servicing the municipality as a mentor to the new director of Infrastructure and engineering with his 40 years plus of engineering expertise. He has been working on closing out the storm water management pond project at Caron and County Road 17. His work has also included assisting with the development charges study providing expert review of the engineering projects and associated policies required.

In January 2018 a decision was made to apply for a SMART Cities grant. Mr. Darch was asked to co-ordinate the information required for that application. This application was very complex in the information required and used 80% of Mr. Darch's time in February to April.

Without his efforts the municipality would not have had an application that was acceptable.

5) **DISCUSSION :**

Additional time is required for Mr. Darch to continue working with the Province to get an approved solution for the proposed Caron storm water management pond. This project is demanding of time as now the municipality has to co-ordinate the input from two provincial departments, the Ministry of Environment and the Ministry of Natural Resources. The additional time will be used to prepare a draft plan of engineering requirements of the development charges study. This work includes reviewing the engineering requirements of the future growth in the municipality and ensuring the appropriate policies are in place. He will also liaise with Council and the development community on the development charges project as it moves along. Furthermore, the Municipality will continue to benefit from having his expertise continue to be available to the new Director of Infrastructure. Given that Mr. Darch completed the strategic plan he will now develop a strategic plan status reporting mechanism (Dashboard) for Council that will be a high level presentation of the accomplishments so that Council and the public can see the accomplishments.

The development Charges project will not be complete by November 30th 2018. A request will be made to continue Mr. Darch's contract in to 2019 to see the completion of the project.

6) **CONSULTATION:**

N/A

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

N/A

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

The cost for the 5-month contract extension at 2 days a week in 2018 will be \$40,000. Funds to pay for this extension will come from the development charges contract and the Infrastructure departments consulting budget.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A



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.

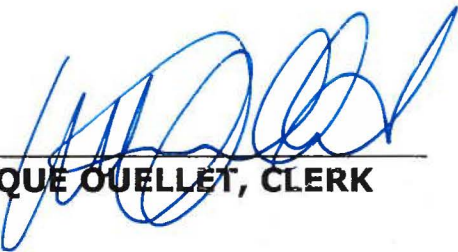
- (ii) the Municipal Law Enforcement Officer may sell the dog for such price as established in current fee by-law, and no damages or compensation shall be recovered on account of its killing or other disposition.
- 14. A release form can be obtained by the owner upon payment of the fee established in 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 2018-105**

**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 18th DAY OF JUNE 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



REPORT N° AMÉ-18-43-R

Date	07/06/2018
Submitted by	Claire Lemay
Subject	Zoning By-law Amendment and Official Plan Amendment – Spacebuilders Ottawa Ltd., Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), Part of Lots C and D, Concession 8
File N°	D-14-505 & D-09-84

1) **NATURE/GOAL :**

The purpose of this report is to present the proposed amendments to the Zoning By-law 2016-10 and to the Official Plan of the Urban Area of the City of Clarence-Rockland, submitted by Spacebuilders Ottawa Ltd, for Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), Part of Lots C and D, Concession 8 (lands subject to the draft plan of subdivision known as Morris Village stage 5).

The Official Plan and Zoning By-law amendments are the second step in the approvals process for the development. The first step was the Draft Plan of Subdivision approved by Council in April 2018. Subsequent steps include the preparation of detailed engineering drawings and reports, provincial approvals, a Transportation Impact Study, and other conditions of draft approval. Next, a Subdivision Agreement will be entered into between the City and the developer, the subdivision will be registered, and the new roads will be built, allowing for the eventual development of the new residential and commercial lots and blocks according to their approved Zoning and Official Plan designations.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS a Zoning By-law Amendment and Official Plan Amendment are required to fulfill conditions of draft approval for the Draft Plan of Subdivision approved by Municipal Council on the 4th of April 2018 for the Morris Village stage 5 development,

THAT the Municipal Council adopt By-law 2018-83, Amendment No. 10 to the Official Plan of the Urban Area of the City of Clarence-Rockland to change the designation of certain portions of the property described as being Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), and Part of Lots C and D, Concession 8 from "Low Density Residential" to "Medium Density Residential" and to

"Service Commercial" and to add a new policy 5.6.3.6, as recommended by the Infrastructure and Planning Department.

AND THAT the Municipal Council adopt By-law 2018-82 amending the Zoning By-law 2016-10 to change the zoning category of the property described as being Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), and Part of Lots C and D, Concession 8 from "*Residential First Density – General – holding (R1-h) Zone*" to "*Residential First Density – Special – Exception 2 (R1S-2) Zone*", "*Residential Third Density – Exception 11 (R3-11) Zone*", "*Residential Third Density – Exception 14 (R3-14) Zone*", "*General Commercial – Exception 8 (CG-8) Zone*", and "*Parks and Open Space (OS) Zone*", as recommended by the Infrastructure and Planning Department.

ATTENDUE QUE des amendements au Règlement de zonage et au Plan officiel sont nécessaires afin de compléter les conditions d'approbation de l'ébauche d'un Plan de lotissement approuvé par le Conseil municipal le 4 avril 2018 pour le développement de stage 5 du Village Morris,

QUE le Conseil municipal adopte le Règlement 2018-83, amendement no. 10 au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland afin de changer la désignation de « Résidentielle à faible densité » à « Résidentielle à moyenne densité » et « Commerce des services » pour certaines parties du terrain décrit comme étant une partie des lots 26 et 27, concession 1 (O.S.), partie du lot 25, concession 2 (O.S.), et partie des lots C et D, concession 8, ainsi que d'ajouter la politique 5.6.3.6, tel que recommandé par le Département d'infrastructures et aménagement du territoire.

ET QUE le Conseil municipal adopte le Règlement 2018-82 modifiant le Règlement de Zonage 2016-10 afin de changer la catégorie de zonage de « *Zone résidentielle urbaine de densité 1 – générale – aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de densité 1 – spéciale – exception 2 (R1S-2)* », « *Zone résidentielle urbaine de densité 3 – exception 11 (R3-11)* », « *Zone résidentielle urbaine de densité 3 – exception 14 (R3-14)* », « *Zone commerciale générale – exception 8 (CG-8)* », et « *Zone de parcs et espaces verts (OS)* », pour le terrain décrit comme étant une partie des lots 26 et 27, concession 1 (O.S.), partie du lot 25, concession 2 (O.S.), et partie des lots C et D, concession 8, tel que recommandé par le Département d'infrastructures et aménagement du territoire.

4) **BACKGROUND :**

An application for approval of a draft plan of Subdivision was submitted by Mr. Jean Décoeur (Atrel Engineering Ltd.), agent for Spacebuilders Ottawa Ltd., on November 16th, 2017, in order to create 521 lots designated for single detached dwellings, 14 lots for semi-

detached dwellings (28 units), five (5) blocks for street row houses (104 units), one (1) block for commercial use, four (4) blocks for parks or open space and 12 new streets. Draft Plan approval was granted by the Municipal Council on April 4th, 2018 and the appeal period expired on April 26th, 2018. The draft approval included the following in the list of conditions of approval:

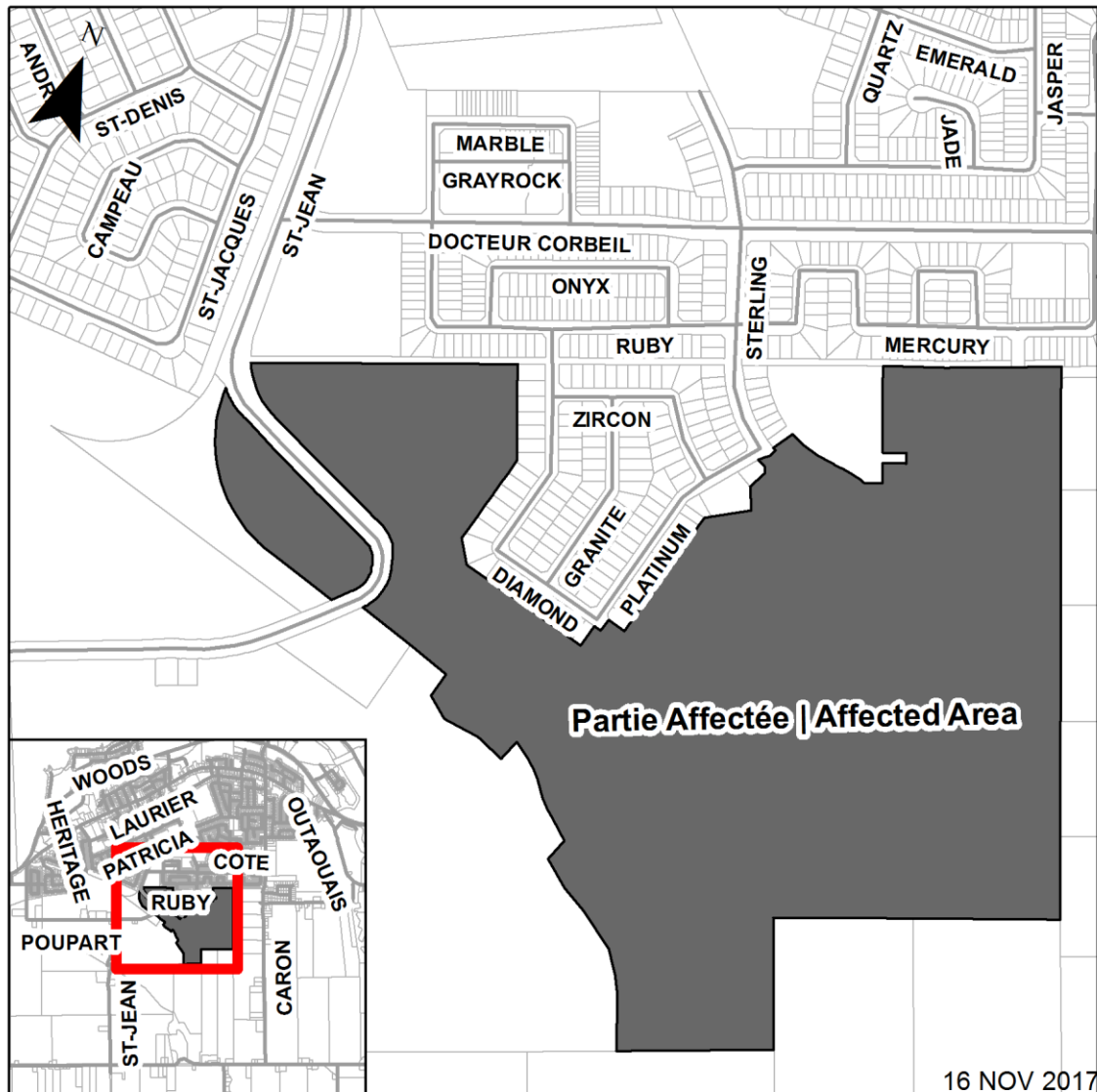
"Prior to registration of the Plan of Subdivision, the City of Clarence-Rockland shall be satisfied that the proposed Plan of Subdivision conforms with an Official plan and Zoning by-law approved under the requirements of the Planning Act, with all possibility of appeal to the OMB or Local Planning Appeal Tribunal (LPAT) exhausted. An application to remove the "H-holding" provisions shall be filed with the City of Clarence-Rockland for approval."

On April 25th, 2018, an application was submitted by Spacebuilders Ottawa Ltd., to amend the Official Plan of the Urban Area of the City of Clarence-Rockland and the Zoning By-law No. 2016-10.

The property is described as Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), and Part of Lots C and D, Concession 8.

The subject properties are part of the Morris Village stage 5 development project. The developer intends to build a mix of single family dwellings, townhouses, apartments, and service commercial uses as well as dedicated some blocks for park purposes.

The applications were deemed complete on April 26th, 2017. On May 4th, 2018, a notice of a public meeting was sent to different agencies and to the adjacent property owners within 120 metres of the subject property and a sign was posted on the property.

Figure 1: Location of the subject property

5) **DISCUSSION :**

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The vision for Ontario's land use planning system as mentioned in Part IV of the PPS indicates that the wise management of development may involve directing, promoting or sustaining growth, and as such, long-term gains should take precedence over short-term gains.

Section 1.1.1 indicates that:

"Healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreational and open space uses to meet long-term needs;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- ...*
- e) promoting cost-effective development standards to minimize land consumption and servicing costs;*
- f) improving accessibility for persons with disabilities and the elderly by removing and/or preventing land use barriers which restrict their full participation in society; and*
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs."*

Section 1.1.3.1 states that settlement areas are to be the focus of growth and development. The subject properties are within the settlement areas in which the development should be promoted.

Section 1.1.3.2 states that land use patterns in settlement areas shall be based on densities and a mix of land uses that efficiently use land and resources, are appropriate for, and efficiently use the infrastructure and public service facilities which are planned or available. Section 1.5.1 states that healthy communities shall be promoted by planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages. The proposed project includes a mix of single family dwellings, semi-detached dwellings, townhouse dwellings, mid-high rise apartment dwellings, service commercial uses, and parks and open space. This proposed mix of land uses and the proposed range of different types of housing will contribute to building a healthy and sustainable community in the Morris Village neighbourhood of Rockland.

Official Plan of the United Counties of Prescott and Russell

The property is identified under the *Urban Policy Area* designation on Schedule "A" of the Official Plan of the United Counties of Prescott and Russell. This designation supports diversified mixed communities offering a range of housing types. The proposed Zoning and Official Plan designations would permit the construction of a range and mix of

low and medium density housing types, supporting the objectives listed in section 2.2.6 - Residential Policies of the Official Plan.

There are multiple watercourses identified as potential fish habitat on the subject property. Environmental concerns regarding the fish habitat on the property will need to be addressed and a species at risk assessment will be required, as set out in the conditions of approval of the Draft Plan of Subdivision.

Official Plan of the Urban Area of the City of Clarence-Rockland

The concerned property is located within the "Low Density Residential" designation on Schedule "A" of the Official Plan of the Urban Area of the City of Clarence-Rockland. The proposed Official Plan Amendment would modify the designation of certain portions of the subject property to "Medium Density Residential" for townhouse, semi-detached, and apartment uses and to "Service Commercial" for commercial uses.

The Official Plan section 5.6.3.1 policy 1 lists the permitted uses in a medium density residential designation. This list does not include semi-detached dwellings. The proposed amendment to the Official Plan would add a special exception policy (5.6.3.6) in order to permit semi-detached dwellings on the blocks where townhouses are proposed in the medium density residential designation. The concurrent Zoning by-law amendment includes the same provisions for the semi-detached dwellings as for the townhouse dwellings. The proposed semi-detached dwellings will essentially be two-unit townhouse blocks, located on the lots in the exterior bend of a curved road, in order to allow the buildings to continue facing the street around the bend.

Section 5.2 of the Official Plan states that:

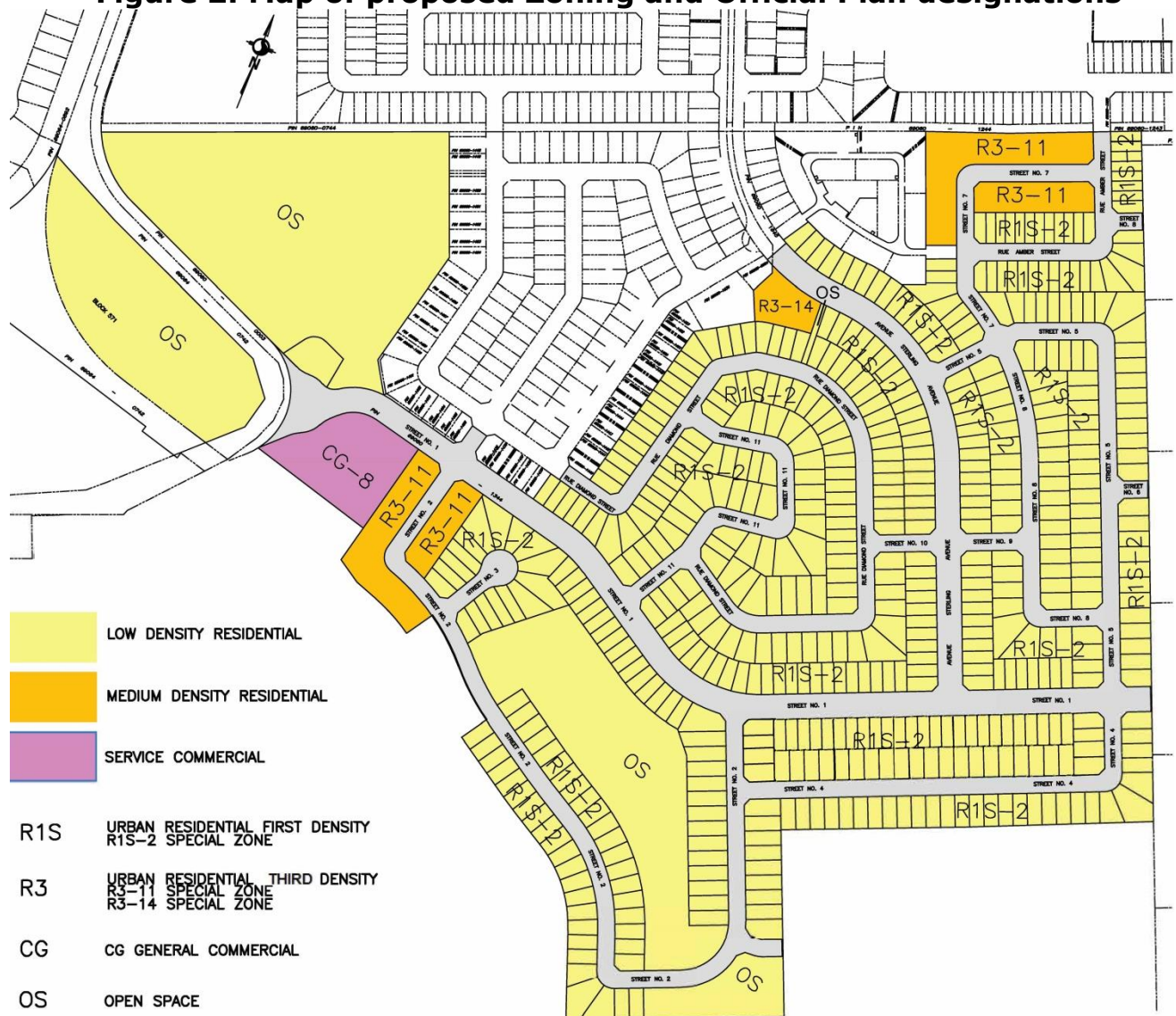
"The area designated Service Commercial is intended to serve the needs of the residents of Rockland and the surrounding area. The uses within this area require relatively large parcels of land, large areas of surface parking and access by major roads. To prevent or reduce conflicts the Service Commercial function needs to be located away from residential areas. Where it abuts a residential area, adequate buffers need to be provided and locational criteria described in this Plan need to be satisfied to ensure compatibility."

The proposed Official Plan amendment includes the addition of block adjacent to the intersection of St-Jean Street and the new collector road to the Service Commercial designation. The location of the commercial block adjacent to a county road and collector road is appropriate. The block abuts a medium density residential block and appropriate buffering is required by the zoning by-law and can be addressed through the site plan process.

The Official Plan encourages mixed development, offering a choice in the type of residential accommodation and the construction of all forms of tenure, such as single ownership, cooperatives, condominiums and rental. A mix of different types of housing is required in any large development. Section 2.6 of the Official Plan indicates that:

"The United Counties of Prescott and Russell Official Plan provides guidance on the distribution of residential types and density. The Official Plan is seeking to ensure that 70% of all new housing will be low density (up to 35 units per net hectare), 20% medium density (up to 55 units per net hectare) and 10% high density (up to 75 units per net hectare)."

The proposed development includes low density and medium density residential uses. The low density uses proposed are single family dwellings, and the medium density uses proposed are townhouses with a density of approximately 39 units per net hectare and mid-high rise apartments with a density of approximately 55 units per net hectare. The medium density uses proposed will help the City to achieve the goal of 20% medium density residential uses overall in the new development in Rockland. The project does not include any proposed high density residential uses, and includes more than 70% low density uses, however, these goals are to be considered in the review of development projects in the context of other recent and proposed developments in the Urban Area. When developments such as the Brigil subdivision proposal on Poupart Road are considered in conjunction with this proposal, the overall mix of densities proposed is much closer to the targets in the Official Plan. Not every subdivision can include the exact mix of the density targets of the Official Plan, as the context of each project is different. These density targets are to be considered for the overall development of the whole of the Urban Area of Rockland.

Figure 2: Map of proposed Zoning and Official Plan designations

City of Clarence-Rockland Zoning by-law 2016-10

The property is located within the "Residential First Density – holding (R1-h) Zone". A Zoning By-law Amendment is required in order to fulfill one of the conditions of Draft Plan approval for the proposed subdivision on the subject property.

The proposed amendment would change the zoning category of the property from « *Urban Residential First Density - holding (R1-h) Zone* » to « *Urban Residential First Density - Special – Exception 2 (R1S-2) Zone* » for lots 1 to 559, to « *Urban Residential Third Density – Exception 11 (R3-11) Zone* » for Blocks 560 to 563, to « *Urban Residential Third Density – Exception 14 (R3-14) Zone* » for Block 566, to « *General Commercial – Exception 8 (CG-8) Zone* » for Block 568, and to « *Parks and Open Space (OS) Zone* » for Blocks 564, 565, 567, 569, 570, and 571.

The provisions for the proposed « *Urban Residential First Density - Special – Exception 2 (R1S-2) Zone* » would permit single detached dwellings with the house closer to the street (3.0m minimum front yard) than is permitted in the existing parts of Morris Village. The garage would be required to be setback a sufficient distance from the street so as to accommodate a parking space in the driveway in front of the garage. The provisions for the proposed « *Urban Residential Third Density – Exception 11 (R3-11) Zone* » would similarly permit the townhouses and semi-detached dwellings to be closer to the street (with a 3.0m setback from the building to the front lot line) with a larger setback to allow for a parking space in front of the garage (5.6m from the garage to the front lot line). This style of development is consistent with good planning principles and theories of crime prevention through environmental design; it allows for front entrances and windows of dwellings to be visible from the street and for the street to be visible from the front windows of dwellings. It also creates a more attractive pedestrian-oriented environment. There is no maximum building setback from the street proposed, so some houses will be built in the style with a garage in front of or at the same setback as the main dwelling, as is common in the existing part of Morris Village. The proposed zoning also includes a slightly reduced exterior side yard setback for single detached, semi-detached and townhouse dwellings (from 3.5m to 3.0m) and a reduced rear yard setback (from 7.5m to 7.0m) which will allow buildings to be built closer to the lot lines.

The proposed « *Urban Residential Third Density – Exception 14 (R3-14) Zone* » for apartment uses, located on Block 566 would permit mid-high rise apartments up to 5 storeys with a reduced minimum front yard setback of 3.5m.

The proposed « *General Commercial – Exception 8 (CG-8) Zone* » would permit the commercial uses of the « *General Commercial (CG) Zone* » but exclude any motor vehicle uses. This will ensure that the proposed uses for this property are compatible with the adjacent residential uses. The property abuts the rear yards of proposed townhouse dwellings and is across the proposed new road from the rear yards of existing single detached dwellings.

The proposed « *Parks and Open Space (OS) Zone* » for Blocks 564, 565, 567, 569, 570, and 571 will restrict the permitted uses on these properties to open space uses such as public parks or conservation use. Blocks 564 and 565 are to be transferred to the City as Environmental Lands. Block 567 is to be transferred to the City as a pedestrian pathway. Block 569 contains a stormwater management pond, which will be completed, landscaped, and transferred to the

City. Block 570 is to be transferred to the City for a pumping station. Block 571 contains a wetland.

Conclusion

The proposed Official Plan Amendment is consistent with the Provincial Policy Statement and in conformity with the Official Plan of the United Counties of Prescott and Russell. It is appropriate for the area and compatible with its surroundings and fits with the general intent of the Official Plan of the Urban Area of the City of Clarence-Rockland.

The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement and in conformity with the Official Plan of the United Counties of Prescott and Russell. It will be consistent with the Official Plan of the Urban Area of the City of Clarence-Rockland, should the concurrent Official Plan Amendment be approved. The proposed permitted uses and provisions are compatible with the surroundings and will lead to a well-designed neighbourhood.

It is important to note that the approval authority for the Official Plan Amendment is the United Counties of Prescott and Russell. As such, after Council approval, the file will be sent to the UCPR for their approval.

6) CONSULTATION:

A public meeting was held on June 6th, 2018 to collect the comments from the public. The following topics were discussed:

- Proposed uses on the commercial block may include retail stores, offices, medical clinic, or restaurant. The applicant/owner requests that a gas station not be permitted due to potential compatibility issues.
- Clarification was provided regarding the locations of the proposed uses in relation to the surrounding neighbourhood.
- Further details of the extension of the collector road (Road No. 1 on the draft plan of subdivision) will be determined once the traffic study has been completed and an EA process will be required.

The following individuals spoke at the public meeting:

- Bruce Geerts and Jocelyn Peloquin from Spacebuilders Ottawa Ltd. (the applicants).
- Madeleine Beaulac, resident of Morris Village neighbourhood
- Sally Melo, resident of Morris Village neighbourhood

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

WHEREAS a Zoning By-law Amendment and Official Plan Amendment are required to fulfill conditions of draft approval for the Draft Plan of Subdivision approved by Municipal Council on the 4th of April 2018 for the Morris Village stage 5 development,

THAT the Planning Committee recommend to Municipal Council the adoption of the proposed by-law to the Official Plan of the Urban Area of the City of Clarence-Rockland to change the designation of certain portions of the property described as being Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), and Part of Lots C and D, Concession 8 from "Low Density Residential" to "Medium Density Residential" and to "Service Commercial" and to add a new policy 5.6.3.6, as recommended by the Infrastructure and Planning Department.

AND THAT the Planning Committee recommend to Municipal Council the adoption of the proposed zoning by-law amendment to the Zoning By-law 2016-10 to change the zoning category of the property described as being Part of Lots 26 and 27, Concession 1 (O.S.), Part of Lot 25, Concession 2 (O.S.), and Part of Lots C and D, Concession 8 from "*Residential First Density – General – holding (R1-h) Zone*" to "*Residential First Density – Special – Exception 2 (R1S-2) Zone*", "*Residential Third Density – Exception 11 (R3-11) Zone*", "*Residential Third Density – Exception 14 (R3-14) Zone*", "*General Commercial – Exception 8 (CG-8) Zone*", and "*Parks and Open Space (OS) Zone*", as recommended by the Infrastructure and Planning Department.

ATTENDUE QUE des amendements au Règlement de zonage et au Plan officiel sont nécessaires afin de compléter les conditions d'approbation de l'ébauche d'un Plan de lotissement approuvé par le Conseil municipal le 4 avril 2018 pour le développement de stage 5 du Village Morris,

QUE le Comité d'aménagement recommande au Conseil municipal l'adoption du règlement proposé au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland afin de changer la désignation de « Résidentielle à faible densité » à « Résidentielle à moyenne densité » et « Commerce des services » pour certaines parties du terrain décrit comme étant une partie des lots 26 et 27, concession 1 (O.S.), partie du lot 25, concession 2 (O.S.), et partie des lots C et D, concession 8, ainsi que d'ajouter la politique 5.6.3.6, tel que recommandé par le Département d'infrastructures et aménagement du territoire.

ET QUE le Comité d'aménagement recommande au Conseil municipal l'adoption du règlement proposé au Règlement de Zonage 2016-10 afin de changer la catégorie de zonage de « *Zone résidentielle urbaine de densité 1 – générale – aménagement différé (R1-h)* » à « *Zone*

résidentielle urbaine de densité 1 – spéciale – exception 2 (R1S-2) », « Zone résidentielle urbaine de densité 3 – exception 11 (R3-11) », « Zone résidentielle urbaine de densité 3 – exception 14 (R3-14) », « Zone commerciale générale – exception 8 (CG-8) », et « Zone de parcs et espaces verts (OS) », pour le terrain décrit comme étant une partie des lots 26 et 27, concession 1 (O.S.), partie du lot 25, concession 2 (O.S.), et partie des lots C et D, concession 8, tel que recommandé par le Département d'infrastructures et aménagement du territoire.

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:**

Attachment A: By-law 2018-82

Attachment B: By-law 2018-83

Attachment C: Amendment No. 10

RÈGLEMENT DE ZONAGE N° 2018-82

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

Partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des
lots C et D, conc. 8
Village Morris Stage 5

rédigé par

Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022

ZONING BY-LAW NO. 2018-82

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots
C and D, Con. 8
Morris Village Stage 5
prepared by

City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
(613) 446-6022

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2018-82

RÈGLEMENT AMENDANT LE RÈGLEMENT DE ZONAGE N° 2016-10;

ATTENDU QUE le Règlement de zonage n° 2016-10 régit l'utilisation des terrains, la construction et l'utilisation des bâtiments et structures sur le territoire de la Cité de Clarence-Rockland; et

ATTENDU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland considère qu'il est opportun d'amender le Règlement de zonage n° 2016-10, tel qu'il suit;

PAR LA PRÉSENTE, le Conseil de la Corporation de la Cité de Clarence-Rockland donne force de loi à ce qui suit:

Article 1 : Pour la propriété décrite comme étant une partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8, identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2 : La cédule « B » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone résidentielle urbaine de densité 1 – générale – aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de densité 1 – spéciale – exception 2 (R1S-2)* », « *Zone résidentielle urbaine de densité 3 – exception 11 (R3-11)* », « *Zone résidentielle urbaine de densité 3 – exception 14 (R3-14)* », « *Zone commerciale générale – exception 8 (CG-8)* », et « *Zone de parcs et d'espaces verts (OS)* », tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

Article 3 : L'article 6.2.3 (b) du Règlement de zonage n° 2016-10, est par la présente ajoutée et lis comme suit :

« (b) *R1S-2, partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8*

Nonobstant toute disposition contraire en vertu du présent Règlement, les terrains zonés R1S-2 doivent être utilisés conformément aux dispositions ci-après :

Habitation isolée :

Cour avant minimum : 3,0m

Retrait minimale du garage à la ligne de lot en avant : 5,6m

Cour latérale extérieure minimum : 3,0m

Cour arrière minimum : 7,0m »

Article 4 : L'article 6.4.3 (k) du Règlement de zonage n° 2016-10, est par la présente modifiée pour lire comme suit :

« (k) R3-11, partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8

Nonobstant toute disposition contraire en vertu du présent Règlement, les terrains zonés R3-11 doivent être utilisés conformément aux dispositions ci-après :

(i) *Utilisation additionnelle permise :*

- *Habitations jumelées*

(ii) *Dans le cas des habitations en rangée et des habitations jumelées, les dispositions ci-après s'appliquent :*

Superficie de lot minimum : 185m² par UH

Façade de lot minimum : 5,5m par UH

Cour avant minimum : 3,0m

Retrait minimale du garage à la ligne de lot en avant :
5,6m

Cour latérale extérieure minimum : 3,0m

Cour latérale intérieure minimum : 1,5m

Distance de séparation minimum entre les bâtiments contenant des logements : 3,0m

Cour arrière minimum : 7,0m

Nombre maximum d'étages : 3

Hauteur maximum d'étages : 12,0m

Surface de recouvrement paysager minimum : 30% »

Article 5 : L'article 6.4.3 (n) du Règlement de zonage n° 2016-10, est par la présente modifiée pour lire comme suit :

« (n) R3-14, partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8

Nonobstant toute disposition contraire en vertu du présent Règlement, les terrains zonés R3-14 doivent être utilisés conformément aux dispositions ci-après :

Immeuble à logements de moyenne à grande hauteur :

Cour avant minimum : 3,5m »

Article 6 : L'article 7.1.3 (h) du Règlement de zonage n° 2016-10, est par la présente modifiée pour lire comme suit :

« (h) CG-8, partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8

Nonobstant toute disposition contraire en vertu du présent Règlement, pour les terrains zonés CG-8 les utilisations ci-après sont interdites :

- *Aire de stationnement pour usages commerciaux*
- *Concessionnaire automobile*
- *Centre de location de véhicules motorisés*
- *Atelier de réparations de véhicules motorisés*
- *Station-service*
- *Lave-auto »*

Article 7 : Le présent règlement entrera en vigueur à la date de son adoption par le Conseil sous réserve de l'approbation du Tribunal ou suite à la date limite pour le dépôt des avis d'opposition, selon le cas.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 18^{IÈME} JOUR DE JUIN 2018.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-82

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2016-10;

WHEREAS Zoning By-Law no. 2016-10 regulates the use of land, and the use and erection of buildings and structures in the City of Clarence-Rockland; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland considers appropriate to amend Zoning By-Law No. 2016-10, as described;

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

Section 1: For the property described as Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "B" of Zoning By-Law No. 2016-10 is hereby amended by changing the zoning category from "*Residential First Density – General – holding (R1-h) Zone*" to "*Residential First Density – Special – Exception 2 (R1S-2) Zone*", "*Residential Third Density – Exception 11 (R3-11) Zone*", "*Residential Third Density – Exception 14 (R3-14) Zone*", "*General Commercial – Exception 8 (CG-8) Zone*", and "*Parks and Open Space (OS) Zone*" as indicated on Schedule "A" of the map attached hereto and fully integrated as part of this by-law.

Section 3: Section 6.2.3 (b) of the Zoning by-law 2016-10 is hereby added and reads as follows:

"(b) *R1S-2, Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8*

Notwithstanding the provisions of this By-law to the contrary, the lands zoned R1S-2 shall be used in accordance with the following provisions:

Detached dwelling:

Minimum front yard: 3.0m

Minimum garage setback from front lot line: 5.6m

Minimum exterior side yard: 3.0m

Minimum rear yard: 7.0m"

Section 4: Section 6.4.3 (k) of the Zoning by-law 2016-10 is hereby modified to read as follows:

"(k) R3-11, Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8

Notwithstanding the provisions of this By-law to the contrary, the lands zoned R3-11 shall be used in accordance with the following provisions:

(1) *Additonal permitted use:*

- *Semi-detached dwelling*

(2) *For semi-detached dwellings and townhouse dwellings, the following provisions apply:*

<i>Minimum lot area:</i>	<i>185m² per DU</i>
<i>Minimum lot frontage:</i>	<i>5.5m per DU</i>
<i>Minimum front yard:</i>	<i>3.0m</i>
<i>Minimum garage setback from front lot line:</i>	<i>5.6m</i>
<i>Minimum exterior side yard:</i>	<i>3.0m</i>
<i>Minimum interior side yard:</i>	<i>3.5m</i>
<i>Minimum separation distance between buildings containing dwelling units:</i>	<i>3.0m</i>
<i>Minimum rear yard:</i>	<i>7.0m</i>
<i>Maximum number of storeys:</i>	<i>3</i>
<i>Maximum building height</i>	<i>12.0m</i>
<i>Minimum landscaping coverage</i>	<i>30%"</i>

Section 5: Section 6.4.3 (n) of the Zoning by-law 2016-10 is hereby modified to read as follows:

"(n) R3-14, Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8

Notwithstanding the provisions of this By-law to the contrary, the lands zoned R3-14 shall be used in accordance with the following provisions:

Apartment dwelling, mid-high rise:

Minimum front yard: *3.5m"*

Section 6: Section 7.1.3 (h) of the Zoning by-law 2016-10 is hereby modified to read as follows:

"(h) CG-8, Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8

Notwithstanding the provisions of this By-law to the contrary, for the lands zoned CG-8, the following uses are prohibited:

- *Commercial parking area*
- *Motor vehicle dealership*
- *Motor vehicle rental facility*
- *Motor vehicle service station*
- *Motor vehicle washing facility"*

Section 7: This by-law shall become effective on the date of passing hereof, subject to the approval of the Tribunal or following the last date for filing objections as the case may be.

DATED AND PASSED IN OPEN COUNCIL, THIS 18TH DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin de changer la catégorie de zonage de « *Zone résidentielle urbaine de densité 1 – générale – aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de densité 1 – spéciale – exception 2 (R1S-2)* », « *Zone résidentielle urbaine de densité 3 – exception 11 (R3-11)* », « *Zone résidentielle urbaine de densité 3 – exception 14 (R3-14)* », « *Zone commerciale générale – exception 8 (CG-8)* », et « *Zone de parcs et d'espaces verts (OS)* », pour le terrain décrite comme étant une partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8, afin de permettre un mélange de maisons unifamiliales, maisons semi-détachés, maisons en rangées, appartements et des utilisations commerciales. Ceci suit l'approbation par le Conseil municipal de l'ébauche d'un plan de lotissement (« Village Morris stage 5 ») pour ce terrain.

Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec le Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022.

EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 by the zoning designation category from "*Residential First Density – General – holding (R1-h) Zone*" to "*Residential First Density – Special – Exception 2 (R1S-2) Zone*", "*Residential Third Density – Exception 11 (R3-11) Zone*", "*Residential Third Density – Exception 14 (R3-14) Zone*", "*General Commercial – Exception 8 (CG-8) Zone*", and "*Parks and Open Space (OS) Zone*" for the property described as Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8, in order to permit a mix of detached and semi-detached dwellings, townhouses, apartments and service commercial uses.

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022.

CÉDULE « A » / SCHEDULE "A"**De / From (R1-h) à / to (R1S-2, R3-11, R3-14, CG-8, et/and OS)**

Terrains(s) touché(s) par ce
règlement
Area(s) affected by this by-law

Nº

Modification de zonage / Zone
modification de/from R1-h à/to R1S-2,
R3-11, R3-14, CG-8, et/and OS

Certification d'authenticité
Certificate of Authentication

Ceci constitue le plan Cédula «A» du
Règlement de zonage n° 2018-82,
adopté le 18 juin 2018.

This is plan Schedule "A" to Zoning
By-Law No. 2018-82, passed the 18th
day of June, 2018.

Guy Desjardins, Maire / Mayor

Plan Cédula «A» du règlement n°
2018-82

Schedule "A" to By-Law No. 2018-82

Partie des lots 26 et 27, conc. 1
(O.S.), partie du lot 25, conc. 2 (O.S.)
et partie des lots C et D, conc. 8. /
Part of Lots 26 and 27, Con. 1 (O.S.),
part of Lot 25, Con. 2 (O.S.) and part
of Lots C and D, Con. 8.

Cité de Clarence-Rockland City

Préparé par/prepared by
Cité de Clarence-Rockland City
1560, rue Laurier Street
Rockland, Ontario K4K 1P7

Pas à l'échelle/Not to scale

Monique Ouellet, Greffière / Clerk

RÈGLEMENT N° 2018-83

Amendant le Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland

Corporation de la Cité de Clarence-Rockland

Partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des
lots C et D, conc. 8
Village Morris Stage 5

rédigé par

Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022

BY-LAW N° 2018-83

Amending the Official Plan of the Urban Area of the City of Clarence-Rockland

Corporation of the City of Clarence-Rockland

Part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots
C and D, Con. 8
Morris Village Stage 5

prepared by

City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
(613) 446-6022

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND**RÈGLEMENT N° 2018-83****RÈGLEMENT AFIN D'ADOPTER L'AMENDEMENT N° 10 AU PLAN OFFICIEL DE L'AIRE URBAINE DE LA CITÉ DE CLARENCE-ROCKLAND;**

RÉF: Amendement numéro 10 au Plan officiel conformément aux dispositions de l'article 22 de la *Loi sur l'aménagement du territoire*, R.S.O. 1990, tel qu'amendé.

ATTENDU QUE le *Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland* est en vigueur depuis le 30 septembre 2014;

ET ATTENDU QUE la Corporation de la Cité de Clarence-Rockland considère la demande soumise par Spacebuilders Ottawa Ltd. acceptable;

ET ATTENDU QUE l'amendement numéro 10 au *Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland* représente des bonnes pratiques d'aménagement et est en conformité avec les intentions du *Plan officiel des Comtés unis de Prescott et Russell* et de la *Déclaration de principes provinciale*;

IL EST RÉSOLU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland donne force de loi à ce qui suit:

Article 1 : L'amendement numéro 10 au *Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland*, composé de cédule ci-jointe, est par la présente, adopté.

Article 2 : Conformément à l'article 17 (23) de la *Loi sur l'aménagement du territoire*, le greffier est, par la présente, autorisé à aviser les personnes ou les organismes publics de l'adoption de cet amendement. La Cité de Clarence-Rockland entend aussi aviser et soumettre une application auprès des Comtés unis de Prescott et Russell pour l'approbation de l'amendement numéro 10 au *Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland*.

Article 3 : Ce règlement entrera en vigueur et prendra effet le jour de son adoption finale.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 18^{ième} JOUR DE JUIN, 2018.

Guy Desjardins, Maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-83****BEING A BY-LAW TO ADOPT AMENDMENT NO. 10 TO THE OFFICIAL PLAN OF THE URBAN AREA OF THE CITY OF CLARENCE-ROCKLAND;**

REF: Official Plan Amendment No. 10 pursuant to Section 22 of the *Planning Act*, R.S.O. 1990, as amended.

WHEREAS the *Official Plan of the Urban Area of the City of Clarence-Rockland* has been in effect since September 30, 2014;

AND WHEREAS the Corporation of the City of Clarence-Rockland considers the request made by Spacebuilders Ottawa Ltd. suitable;

AND WHEREAS Amendment No. 10 to the *Official Plan of the Urban Area of the City of Clarence-Rockland* represents good planning and conforms with the intent of the *United Counties of Prescott and Russell Official Plan* and the *Provincial Policy Statement*;

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

Section 1: Amendment No. 10 to the *Official Plan of the Urban Area of the City of Clarence-Rockland*, consisting of the attached schedule is hereby adopted.

Section 2: In accordance to Section 17 (23) of the *Planning Act*, the Clerk is hereby authorized to notify persons or public bodies for the adoption of the Amendment. The City of Clarence-Rockland also intends to notify and submit an application to the United Counties of Prescott and Russell for approval of Amendment No. 10 to the *Official Plan of the Urban Area of the City of Clarence-Rockland*.

Section 3: This By-law shall come into force and take effect on the day of the final passing thereof.

DATED AND PASSED IN OPEN COUNCIL, THIS 18TH DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



**AMENDEMENT NUMÉRO 10 AU PLAN OFFICIEL DE L'AIRE
URBAINE DE LA CITÉ DE CLARENCE-ROCKLAND**

**Préparé par
le Département d'infrastructure et aménagement du territoire
de la Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022**

Juin 2018

**AMENDMENT NUMBER 10 TO THE OFFICIAL PLAN
OF THE URBAN AREA OF THE CITY OF CLARENCE-ROCKLAND**

**Prepared by
the Infrastructure and Planning Department
of the City of Clarence-Rockland
1560 Laurier Street
Rockland (Ontario)
K4K 1P7
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June 2018

**AMENDEMENT NUMÉRO 10 AU PLAN OFFICIEL DE L'AIRE URBAINE
DE LA CITÉ DE CLARENCE-ROCKLAND**

TABLE DES MATIÈRES

CONTENU	PAGE
Partie A – Le préambule	5
But.....	5
Terrain affecté.....	5
Mise en contexte	5
 Partie B – L’amendement	 6
Déclaration préliminaire	6
Détails de l’amendement.....	6
L’exécution et l’interprétation	6
Cédule “A”	9
 Partie C – Les annexes.....	 10
Annexe I : Extrait de la carte de la Cité de Clarence-Rockland montrant les terrains affectés	
Annexe II : Avis de la réunion publique	
Annexe III : Consultation publique	

**AMENDMENT NO. 10 TO THE OFFICIAL PLAN OF THE
URBAN AREA OF THE CITY OF CLARENCE-ROCKLAND**

TABLE OF CONTENTS

STATEMENTS OF CONTENTS	PAGE
Part A - The Preamble.....	7
Purpose.....	7
Land Affected	7
Basis	7
 Part B - The Amendment	 8
Introductory Statement.....	8
Details of the Amendment	8
Implementation and Interpretation.....	8
Schedule "A"	9
 Part C - The Appendices	 11
Appendix I: Excerpt of City of Clarence-Rockland Base Map showing affected lands	
Appendix II: Notice of Public Meeting	
Appendix III: Public Consultation	

**AMENDEMENT NUMÉRO 10
AU PLAN OFFICIEL DE L'AIRE URBAINE
DE LA CITÉ DE CLARENCE-ROCKLAND**

PARTIE A – LE PRÉAMBULE ne fait pas partie de cet amendement.

PARTIE B – L'AMENDEMENT composé du texte et du plan suivant (identifié à la Cédule « A ») constituent l'amendement no. 10 au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland.

PARTIE C – LES ANNEXES, également jointes, ne font pas parties de cet amendement. Ces annexes renferment les informations pertinentes et les commentaires du public en rapport avec cet amendement.

**AMENDMENT NUMBER 10
TO THE OFFICIAL PLAN OF THE URBAN AREA
OF THE CITY OF CLARENCE-ROCKLAND**

PART A – PREAMBULE – does not constitute part of this amendment.

PART B – AMENDMENT – consists of the following text and map (designated as Schedule “A”); it constitutes Amendment No. 10 to the Official Plan of the Urban Area of the City of Clarence-Rockland.

PART C – APPENDICES - does not constitute part of this amendment. These appendices contain the background information and information about the public involvement associated with this amendment.

PARTIE A – LE PRÉAMBULE

But

L'amendement initié par Spacebuilders Ottawa Ltd. a pour but de permettre la construction de maisons unifamiliales, maisons semi-détachées, maisons en rangée, de bloc appartements, et des bâtiments commerciaux.

Terrain affecté

Le terrain en question inclus une partie des lots 26 et 27, conc. 1 (O.S.), partie du Lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8. (Cédule A)

Mise en contexte

La propriété est décrite comme une partie des lots 26 et 27, conc. 1 (O.S.), partie du Lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8 dans la Cité de Clarence-Rockland. La propriété est actuellement inscrite sous l'affectation des sols «*Résidentielle à faible densité*».

La demande de modification consiste à modifier l'affectation du sol de plusieurs parties de la propriété à «*Résidentielle à moyenne densité*» et une partie à «*Commerce de services*», ainsi que d'ajouter la section 5.6.3.6 au Plan officiel afin de lire comme suit :

« 5.6.3.6 *Résidentielle à moyenne densité – exception 4*

1. *Partie des lots 26 et 27, conc. 1 (O.S.), partie du Lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8,*
Usage additionnel permis : maisons semi-détachée »

PARTIE B : L'AMENDEMENT

Déclaration préliminaire

Toute cette partie du document intitulée **Partie B – L'amendement**, composé de la carte apparaissant sur la Cédule « A » ci-jointe, constitue l'amendement n° 10 au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland.

Détails de l'amendement

Le Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland est amendé comme suit :

Item (1) L'Annexe « A » - Affectations du sol et Contraintes du Plan officiel est par la présente modifiée en redésignant certaines parties des terrains décrits comme étant une partie des lots 26 et 27, conc. 1 (O.S.), partie du lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8 dans la Cité de Clarence-Rockland, Canton de Russell, **Résidentielle à moyenne densité et Commerce de services**

Item (2) L'article 5.6.3.6 est pas la présente ajoutée et se lit comme suit :

« 5.6.3.6 Résidentielle à moyenne densité – exception 4

- 1. Partie des lots 26 et 27, conc. 1 (O.S.), partie du Lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8,
Usage additionnel permis : maisons semi-détachée »*

L'exécution et l'interprétation

L'exécution et l'interprétation de ces amendements seront conformes aux politiques du Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland.

PART A - THE PREAMBLE

Purpose

The purpose of this amendment, which has been requested by Spacebuilders Ottawa Ltd., is to permit single detached, semi-detached, townhouse and apartment dwellings and service commercial buildings.

Land affected

The subject land is located on part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8. (Schedule A)

Basis

The property is described as part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8. The lands are currently designated “*Low Density Residential*”.

The amendment consists of changing the land use designation of a portion of the property to “*Medium Density Residential*” and a portion to “*Service Commercial*” as well as adding section 5.6.3.6 to the Official Plan to read as follows:

“5.6.3.6 Medium Density Residential – exception 4

- 1. Part of lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8
Additional permitted use: semi-detached dwellings”*

PART B - THE AMENDMENT

Introductory Statement

All of this part of this document, entitled **PART B - THE AMENDMENT**, consisting of the attached map designated as Schedule “A”, constitutes Amendment No. 10 to the Official Plan of the Urban Area of the City of Clarence-Rockland.

Details of the amendment

The Official Plan of the Urban Area of the City of Clarence-Rockland is amended as follows:

Item (1) Schedule “A” – Land Use and Constraints of the Official Plan is hereby amended by re-designating certain lands located on part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8 in the City of Clarence-Rockland, County of Russell, **Medium Density Residential** and **Service Commercial**.

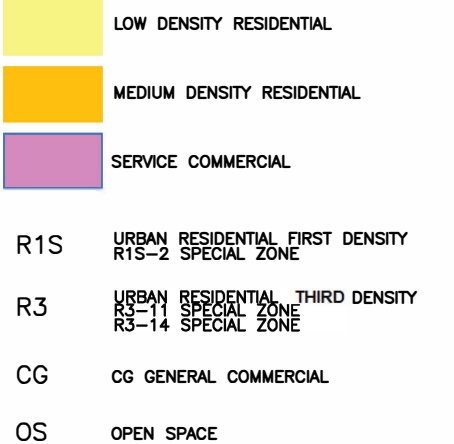
Item (2) Section 5.6.3.6 is hereby added to the Official Plan and reads as follows:

“5.6.3.6 Medium Density Residential – exception 4

- 1. Part of lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8
Additional permitted use: semi-detached dwellings”*

Implementation and interpretation

The implementation and interpretation of this amendment shall be in accordance with all other relevant policies of the Official Plan of the Urban Area of the City of Clarence-Rockland.



PARTIE C – ANNEXES

Les annexes énumérées plus bas ne font pas parties de l'Amendement n° 10 au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland. Ces annexes renferment les informations pertinentes et les commentaires du public en rapport avec cet amendement.

ANNEXE I	EXTRAIT DE LA CARTE DE LA CITÉ DE CLARENCE-ROCKLAND DÉMONTRANT LE TERRAIN AFFECTÉ
ANNEXE II	AVIS DE LA RÉUNION PUBLIQUE
ANNEXE III	CONSULTATION PUBLIQUE

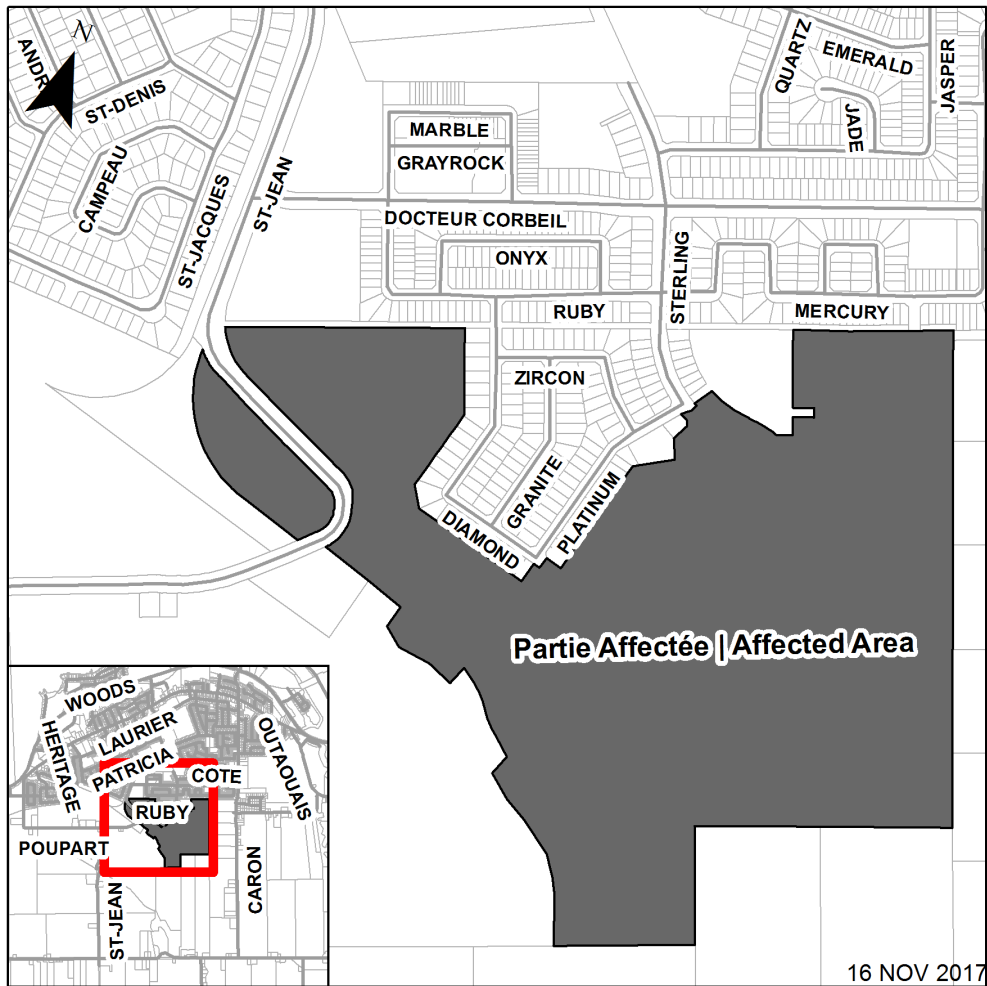
PART C - APPENDICES

The following Appendices do not constitute part of Amendment No. 10 to the Official Plan of the Urban Area of the City of Clarence-Rockland but are included as information supporting the document and public's comments.

APPENDIX I	EXCERPT OF CITY OF CLARENCE-ROCKLAND BASE MAP SHOWING AFFECTED LAND
APPENDIX II	NOTICE OF PUBLIC MEETING
APPENDIX III	PUBLIC CONSULTATION

ANNEXE I / APPENDIX I

Terrain affecté / Affected land



**NOTICE OF ACKNOWLEDGEMENT OF COMPLETED APPLICATIONS –
NOTICE OF A PUBLIC MEETING CONCERNING
A PROPOSED AMENDMENT TO THE OFFICIAL PLAN OF THE URBAN AREA OF THE CITY OF
CLARENCE-ROCKLAND AND A PROPOSED AMENDMENT TO THE ZONING BY-LAW OF THE
CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**

TAKE NOTICE that the City of Clarence-Rockland has received complete applications for an amendment to the Official Plan of the Urban Area of the City of Clarence-Rockland By-law No. 2013-147 and an amendment to the City of Clarence-Rockland Zoning By-law No. 2016-10.

TAKE NOTICE that the Council of the Corporation of the City of Clarence-Rockland will hold a public meeting on the **6th day of June 2018**, at 7:00 p.m. at the City Hall, 415 Lemay Street, Clarence Creek, to consider a proposed amendment (File No. D-09-84) to the Official Plan of the Urban Area of the City of Clarence-Rockland By-law No. 2013-147 under Section 17 of the *Planning Act*, R.S.O. 1990, as amended, and a proposed amendment (File No. D-14-505) to the City of Clarence-Rockland Zoning By-law No. 2016-10 under Section 34 of the *Planning Act*, R.S.O. 1990, as amended. The affected properties are described as part of Lots 26 and 27, Con. 1 (O.S.), part of Lot 25, Con. 2 (O.S.) and part of Lots C and D, Con. 8 in the City of Clarence-Rockland, Stage 5 of the Morris Village project.

THE PROPOSED OFFICIAL PLAN AMENDMENT would change the designation of the subject land from “*Low Density Residential*” to “*Medium Density Residential*” for Blocks 560, 561, 562, 563, and 566 and from “*Low Density Residential*” to “*Service Commercial*” for Block 568 and would also add a special exception to the Medium Density Residential policies to allow semi-detached dwellings in this policy area for Blocks 560 to 563.

THE PROPOSED ZONING BY-LAW AMENDMENT would change the zoning category of the property from « *Urban Residential First Density - holding (R1-h) Zone* » to « *Urban Residential First Density - Special – Exception 2 (R1S-2) Zone* » for lots 1 to 559, to « *Urban Residential Third Density – Exception 11 (R3-11) Zone* » for Blocks 560 to 563, to « *Urban Residential Third Density – Exception 14 (R3-14) Zone* » for Block 566, to « *General Commercial – Exception 8 (CG-8) Zone* » for Block 568, and to « *Parks and Open Space (OS) Zone* » for Blocks 564, 565, 567, 569, 570, and 571.

IF THE PROPOSED AMENDMENT TO THE OFFICIAL PLAN is adopted, the site will be able to be developed with a mix of detached and semi-detached dwellings, townhouses, apartments and service commercial uses.

IF THE PROPOSED AMENDMENT TO THE ZONING BY-LAW is approved, detached dwelling units would be permitted with a reduction of the lot area and setbacks. Apartments, townhouses and semi-detached dwellings would also be permitted on certain blocks. Commercial uses would be permitted on a block adjacent to the intersection of St-Jean Street with a new collector road, and lands dedicated for parkland would be restricted to open space uses only.

The proposed zoning by-law amendment will not come into full force and effect until such time as the related amendment to the Official Plan of the Urban Area of the City of Clarence-Rockland is approved by the United Counties of Prescott & Russell.

IF YOU WISH TO BE NOTIFIED of the adoption of the proposed Zoning By-law Amendment, or of the refusal of the request to amend the Zoning by-law, you must make a written request at the address shown below. If you wish to be notified of the adoption of the proposed Official Plan Amendment, or of the refusal of the request to amend the Official Plan, you must make a written request to the United Counties of Prescott and Russell, 59, Court Street, P.O. Box. 304, L’Orignal, Ontario, K0B 1K0.

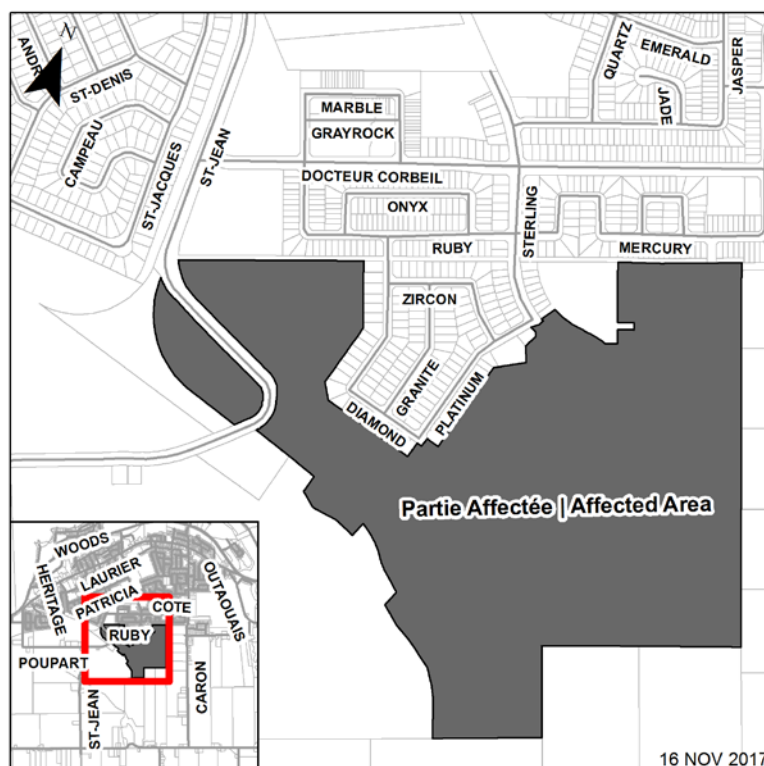
IF A PERSON or public body would otherwise have an ability to appeal the decision of the Municipal Council of the City of Clarence-Rockland to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the City of Clarence-Rockland before the proposed official plan or zoning by-law amendment is adopted, the person or public body is not entitled to appeal the decision.

IF A PERSON or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the City of Clarence-Rockland before the by-laws are passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

A **COPY** of the proposed Official Plan amendment and proposed Zoning By-law amendment and related information and material are available to the public for inspection from Monday to Friday between 8:30 a.m. and 4:30 p.m. at the City offices, 1560 Laurier Street, Rockland, or by contacting the Infrastructure and Planning Department at (613) 446-6022, ext. 2267 or at clemay@clarence-rockland.com.

**Dated at the City of Clarence-Rockland,
this 4th day of May 2018.**

Monique Ouellet, Clerk
City of Clarence-Rockland
1560, Laurier Street
Rockland, Ontario
K4K 1P7
Tel. (613) 446-6022



**AVIS DE RÉCEPTION DE DEMANDES COMPLÈTES –
AVIS D'UNE ASSEMBLÉE PUBLIQUE CONCERNANT
UNE PROPOSITION DE MODIFICATION AU PLAN OFFICIEL DE L'AIRE URBAINE DE LA CITÉ DE
CLARENCE-ROCKLAND AINSI QU'UNE PROPOSITION DE MODIFICATION AU RÈGLEMENT DE
ZONAGE DE LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND**

AVIS EST DONNÉ QUE la Cité de Clarence-Rockland a reçu une demande de modification au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland Règlement n° 2013-147 et une demande de modification au Règlement de zonage n° 2016-10 de la Cité de Clarence-Rockland.

AVIS EST DONNÉ QUE le Conseil de la Corporation de la Cité de Clarence-Rockland tiendra une réunion publique le **6^{ème} jour de juin 2018**, à 19h00 à l'hôtel de ville de Clarence-Rockland, 415 rue Lemay, Clarence Creek, afin de considérer une demande de modification (Dossier n° D-09-84) au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland conformément à l'article 17 de la *Loi sur l'aménagement du territoire*, L.R.O. 1990, dans sa forme modifiée et une demande de modification (Dossier n° D-14-505) au Règlement de zonage n° 2016-10 de la Cité de Clarence-Rockland conformément à l'article 34 de la *Loi sur l'aménagement du territoire*, L.R.O. 1990, dans sa forme modifiée. La propriété concernée est décrit comme étant une partie des lots 26 et 27, conc. 1 (O.S.), partie du Lot 25, conc. 2 (O.S.) et partie des lots C et D, conc. 8 dans la Cité de Clarence-Rockland, le stage 5 du projet du Village Morris.

LA PROPOSITION DE MODIFICATION AU PLAN OFFICIEL aurait pour effet de modifier l'affectation de la parcelle concernée, de « *Résidentielle à faible densité* » à « *Résidentielle à moyenne densité* » pour les blocs 560, 561, 562, 563, et 566 et de « *Résidentielle à faible densité* » à « *Commerce de services* » pour le bloc 568 et ajoutera aussi une exception spéciale aux politiques pour la désignation résidentielle à moyenne densité pour permettre des maisons semi-détachés dans ce secteur sur les blocs 560 à 563.

LA PROPOSITION DE MODIFICATION AU RÈGLEMENT DE ZONAGE aurait pour effet de modifier la catégorie de zonage de la parcelle concernée de « *Zone résidentielle urbaine de première densité – aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de première densité – Spéciale – Exception 2 (R1S-2)* » pour les lots 1 à 559, à « *Zone résidentielle urbaine de troisième densité – Exception 11 (R3-11)* » pour les blocs 560 à 563, à « *Zone résidentielle urbaine de troisième densité – Exception 14 (R3-14)* » pour le bloc 566, à « *Zone commerciale générale – Exception 8 (CG-8)* » pour le bloc 568 et à « *Zone de parcs et d'espaces verts (OS)* » pour les blocs 564, 565, 567, 569, 570, et 571.

SI LA PROPOSITION DE MODIFICATION AU PLAN OFFICIEL est adoptée, le site pourra être développé avec un mélange de maisons unifamiliales, maisons semi-détachés, maisons en rangées, appartements et des utilisations commerciales.

SI LA PROPOSITION DE MODIFICATION AU RÈGLEMENT DE ZONAGE est adoptée, des maisons unifamiliales seraient permises avec des retraits et superficies de lots réduites. Des appartements, des maisons en rangées et des maisons semi-détachées seraient aussi permis sur certains blocs. Des utilisations commerciales seraient permises sur un bloc adjacent à l'intersection de la rue St-Jean et une nouvelle rue collectrice, et les terrains dédiés pour fins de parc seraient restreints à des usages de parcs et espace vert seulement.

La modification au Règlement de zonage n'entrera pas en vigueur avant l'approbation de la demande de modification au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland par les Comtés unis de Prescott et Russell.

SI VOUS DÉSIREZ ÊTRE AVISÉ(E) de l'adoption de la modification du Plan officiel qui est proposée, ou du refus de la demande de modification au Plan officiel, vous devez présenter une demande écrite à l'adresse indiquée ci-dessous. Si vous désirez être avisé(e) de l'adoption de la modification du Plan officiel qui est proposée, ou du refus de la demande de modification au Plan officiel, vous devez présenter une demande écrite au Comtés unis de Prescott-Russell, 59, rue Court, C.P. 304, L'Orignal, Ontario, K0B 1K0.

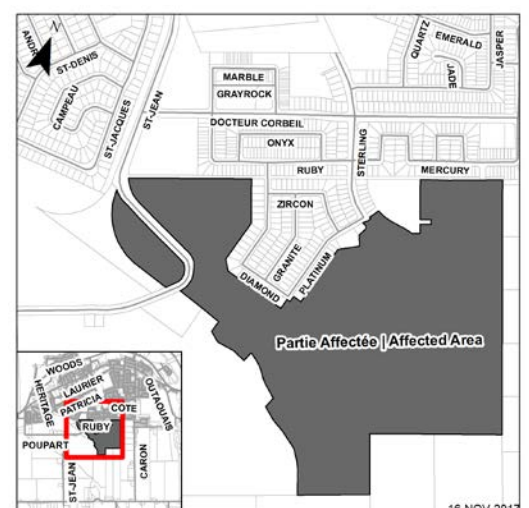
SI UNE PERSONNE ou un organisme public avait par ailleurs la capacité d'interjeter appel de la décision du Conseil municipal de la Cité de Clarence-Rockland devant le Tribunal d'appel de l'aménagement local, mais que la personne ou l'organisme public ne présente pas d'observations orales lors d'une réunion publique ou ne présente pas d'observations écrites à la Corporation de la Cité de Clarence-Rockland avant l'adoption de la modification proposée au plan officiel ou la modification proposée au Règlement de zonage, la personne ou l'organisme public n'a pas le droit d'interjeter appel de la décision.

SI UNE PERSONNE ou un organisme public ne présente pas d'observations orales lors d'une réunion publique ou ne présente pas d'observations écrites à la Corporation de la Cité de Clarence-Rockland avant l'adoption de la modification du plan officiel qui est proposée, la personne ou l'organisme public ne peut pas être joint en tant que partie à l'audition d'un appel dont est saisi le Tribunal d'appel de l'aménagement local à moins qu'il n'existe, de l'avis de ce dernier, des motifs raisonnables de le faire.

UNE COPIE de la modification proposée au Plan officiel et une copie de la modification proposée au Règlement de zonage ainsi que les renseignements et documents relatifs à ces demandes sont disponibles pour consultation, du lundi au vendredi, entre 8h30 et 16h30 aux bureaux municipaux situés au 1560, rue Laurier, Rockland, ou en communiquant avec le Service de l'aménagement du territoire au (613) 446-6022, poste 2267 ou à clemay@clarence-rockland.com.

**Daté à la Cité de Clarence-Rockland,
Ce 4^{ème} jour de mai 2018**

Monique Ouellet, Greffière
Cité de Clarence-Rockland
1560, Laurier Street
Rockland, Ontario K4K 1P7
Tel. (613) 446-6022



ANNEXE III / APPENDIX III

Consultation publique**1. Réunion publique**

Une réunion publique du Comité d'aménagement du territoire a eu lieu le 6 juin 2018 pour recueillir les commentaires de la population.

2. Commentaires de la population

Les sujets suivants ont été discutés lors de la réunion publique:

- Les usages proposés sur le bloc commercial peuvent inclure des magasins de détail, bureaux, clinique médicale, ou restaurant. Le demandeur/propriétaire demande qu'une station d'essence ne soit pas permise à cause du potentiel de difficultés de compatibilité.
 - Clarification a été donnée sur l'emplacement des usages proposés en relation avec le voisinage adjacent.
 - Des détails supplémentaires pour l'extension du chemin collecteur (Chemin No. 1 sur l'ébauche de plan de lotissement) seront déterminés après que l'étude de circulation est complétée et un processus d'évaluation environnementale sera nécessaire.
-

Public Consultation**1. Public Meeting**

A public meeting was held by the Planning Committee on the 6th of June 2018 to obtain comments from the public.

2. Comments from the public

The following topics were discussed at the public meeting:

- Proposed uses on the commercial block may include retail stores, offices, medical clinic, or restaurant. The applicant/owner requests that a gas station not be permitted due to potential compatibility issues.
- Clarification was provided regarding the locations of the proposed uses in relation to the surrounding neighbourhood.
- Further details of the extension of the collector road (Road No. 1 on the draft plan of subdivision) will be determined once the traffic study has been completed and an EA process will be required.



Date	18/06/2018
Submitted by	Marie-Eve Bélanger
Subject	Amendment to Draft Plan conditions and Zoning by-law- Brigil – following ADR
File N°	D-14-493

REPORT N° AMÉ-18-53-R

1) **NATURE/GOAL :**

The nature of this report is to bring forward a new Zoning by-law Amendment and the addition of two (2) new conditions to the Draft Plan of Subdivision. This is following the Alternative Dispute Resolution (ADR) for Brigil.

2) **DIRECTIVE/PREVIOUS POLICY :**

n/a

3) **DEPARTMENT'S RECOMMENDATION :**

QUE le conseil municipal, sous forme de résolution, a adopté une série de 92 conditions relatives au projet de lotissement du développement de Brigil, le 17 avril 2018;

ET QUE le conseil municipal a également adopté un amendement au Plan Officiel de l'aire urbaine ainsi qu'un amendement au règlement de zonage;

ET QU'UN appel a été reçu au Tribunal d'appel de l'aménagement local concernant les trois (3) dossiers ci-haut mentionné;

ET QUE le conseil a recommandé d'entreprendre les démarches afin de résoudre les différends sous l'article 34 (20.1) de la Loi sous l'aménagement du territoire;

ET QU'UNE médiation a été cédulé pour le 6 juin 2018 afin de résoudre les différends;

ET QU'UNE entente entre toutes les parties a été conclue et un nouveau règlement de zonage devra être adopté ainsi que l'ajout de deux nouvelles conditions à l'ébauche de plan de lotissement.

QU'IL SOIT RÉSOLU QUE le conseil municipal approuve l'ajout de deux (2) conditions stipulées à la Section 5 au rapport AMÉ-18-53-R pour l'ébauche du plan de lotissement, soumise par Atrél Engineering

pour 3223701 Canada Inc. (Brigil), dossier numéro D-12-121.

ET QU'IL SOIT RÉSOLU QUE le conseil approuve le règlement No. 2018-80 concernant un amendement au Règlement de zonage 2016-10, dans le but de modifier la catégorie de zonage de la propriété, de « *Zone résidentielle urbaine de densité 1-aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de densité 3 – exception 21 aménagement différé (R3-21-h)* », tel que recommandé par le Département d'infrastructure et aménagement du territoire.

ET QU'IL SOIT RÉSOLU qu'il n'y aura aucune période d'appel.

WHEREAS Council, through a resolution, adopted a series of 92 conditions in regards to the subdivision project of Brigil on April 17th, 2018;

AND WHEREAS Council also adopted an Official Plan Amendment and a Zoning By-law Amendment;

AND WHEREAS an appeal to the Local Planning Appeal Tribunal was received in regards to the three (3) files;

AND WHEREAS Council has agreed to undertake a dispute resolution technique under Section 34 (20.1) of the *Planning Act*;

AND WHEREAS a mediation was scheduled for June 6th to try to resolve the dispute;

AND WHEREAS an agreement was reached between all parties, which requires a Zoning By-law Amendment and the addition of two (2) conditions to the Draft Plan of Subdivision;

BE IT RESOLVED THAT the municipal Council approve the addition of two (2) conditions, as stipulated under Section 5 of report AMÉ-18-53-R to the Draft Plan of Subdivision, submitted by Atrel Engineering, agent for 3223701 Canada Inc. (Brigil), file number D-12-121;

AND BE IT RESOLVED THAT the municipal Council approve the By-law no. 2018-80, being an by-law to amend the Zoning By-law 2016-10, in order to modify the Zoning from "Urban Residential First Density – general - holding (R1-h) Zone" to "Urban Residential Third Density – exception 21-holding (R3-21-h) Zone".

AND BE IT RESOLVED that there will be no appeal period.

4) **BACKGROUND :**

A Draft Plan of Subdivision and an Official Plan and Zoning By-law Amendment was approved by Council on April 17th, 2018 for Brigil. An appeal was received by a resident on May 7th, 2018. An appeal for the Official Plan was also received at the County level.

On May 23rd, 2018, Council agreed to try to resolve the appeal through a dispute resolution technique. A letter was sent to the appellant and the applicant on May 24th, 2018 to invite them to a mediation meeting to try to resolve the appeal.

5) **DISCUSSION :**

On June 6th, 2018, the City met with the appellant, the Counties and the applicant, with the Local Planning Appeal Support Centre (LPASC) to try to resolve the dispute.

The meeting was undertaken in the form of mediation. The appellant went through each of his request one by one. Each request were discussed and agreed upon.

The Local Planning Appeal Support Centre (LPASC), being a new entity under the Provincial Government, was present at this meeting to help the appellant with the process and the mediation. The LPASC offers planning and legal advice to appellants and any members of the public that wishes to obtain more information on their right of appeal.

The following is a list of the items that were agreed upon at the meeting:

Zoning By-law:

- a) *The minimum setback from the west property line shall be 15 metres.*
- b) *The minimum setback from the south property line shall be 6 metres for the building closest to the west lot line*
- c) *No portion of a building located closest to the north-west corner of the lot shall be setback further than 6 metres from the north property line.*
- d) *The building located closest to the south-west corner of the lot shall have a maximum height of 3 storeys.*
- e) *Unless a building is located on the southwest corner of the site, the maximum height of any building on the lot shall be 4 storeys.*

- f) *An opaque fence of a height of 2.43 metres shall be installed along the west property line. The fence shall be located wholly within the lot.*

Draft Plan Conditions:

- *The Owner shall plant a cedar hedge on the property of 1224 Poupart Road, following the property owner's approval, and at the time of development of Block 8.*
- *That the developer use its best efforts to save a few maple trees along the west lot line.»*

The first six (6) items listed above will be added under a new Zoning By-law Amendment and the last two (2) items will need to be added as conditions to the Draft Plan of Subdivision.

As the Planning Act does not have much regulations and policies in regards to the mediation process, the City can adopt a process that is fair and reasonable. As such, since the appellant and the applicant agreed on the modifications and that the Department deems that the changes will not negatively affect the neighboring properties, we agree that no new appeal period will be required. Consequently, the decision of Council will be final.

Once the amendments from Council are approved, the appellant will withdraw all of his three (3) appeals.

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:**

Zoning by-law 2018-80

RÈGLEMENT DE ZONAGE N° 2018-80

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

Bloc 8 de l'ébauche de plan de lotissement de Brigil, Partie des Lots 28 et 29
Concession 1 (O.S.)

rédigé par

Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022

ZONING BY-LAW NO. 2018-80

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

Block 8 of the Draft Plan of Subdivision of Brigil, Part of Lots 28 and 29 ,
Concession 1 (O.S.)

prepared by

City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
(613) 446-6022

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2018-80

RÈGLEMENT AMENDANT LE RÈGLEMENT DE ZONAGE N° 2016-10;

ATTENDU QUE le Règlement de zonage n° 2016-10 régit l'utilisation des terrains, la construction et l'utilisation des bâtiments et structures sur le territoire de la Cité de Clarence-Rockland; et

ATTENDU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland considère qu'il est opportun d'amender le Règlement de zonage n° 2016-10, tel qu'il suit; et

ATTENDU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland a adopté le règlement 2018-28 qui amende le règlement de zonage 2016-10; et

ATTENDU QU'UN appel au Tribunal de l'aménagement local a été reçu pour une partie du règlement 2018-28, tel qu'adopté le 17 avril 2018; et

ATTENDU QUE le Conseil a convenu d'entreprendre des techniques de règlement des différends en vertu de l'article 34 (20.1) de la Loi sur l'aménagement du territoire ; et

ATTENDU QUE le département d'Infrastructure et d'aménagement du territoire, les Comtés unis de Prescott et Russell, le requérant et l'appelant, ainsi que le Centre d'assistance pour les appels en matière de planification locale (CAAMAL) se sont rencontrés le 6 juin 2018 pour tenter de régler les différends relatifs aux applications soumises d'aménagement du territoire; et

ATTENDU QU'UN accord a été conclu entre toutes les parties, ce qui nécessite une modification au Règlement de zonage 2018-28 adopté le 17 avril 2018.

PAR LA PRÉSENTE, le Conseil de la Corporation de la Cité de Clarence-Rockland donne force de loi à ce qui suit:

Article 1: Le terrain situé sur le bloc 8 de l'ébauche de plan de lotissement de Brigil, soit sur une partie des lots 28 et 29, Concession 1 (O.S.), identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2 : La cédule « B » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone résidentielle urbaine de densité 1 - général-aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de densité 3-exception 21-aménagement différé (R3-21-h)* », et la cédule « A » du règlement no. 2018-28 est par la présente amendée en modifiant le zonage de « *Zone résidentielle*

urbaine de densité 3-aménagement différé (R3-h) » à « Zone résidentielle urbaine de densité 3-exception 21-aménagement différé (R3-21-h) », tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

Article 3 : L'article 6.4.3 (u) du Règlement de zonage n° 2016-10, est par la présente ajoutée et lis comme suit :

« (u) R3-21, Bloc 8 de l'ébauche de plan de lotissement - partie des lots 28 et 29, Concession 1 (O.S.)

Nonobstant toute disposition contraire en vertu du présent Règlement, les terrains zonés R3- doivent être utilisés conformément aux dispositions ci-après :

- a) La distance minimale de la ligne de propriété ouest sera 15 mètres.*
- b) La distance minimale de la ligne de propriété au sud sera de 6 mètres, pour le bâtiment le plus près de la ligne de propriété à l'ouest.*
- c) Le bâtiment localisé au coin nord-ouest du terrain doit être situé à un maximum de 6 mètres de la ligne de propriété au nord.*
- d) Le bâtiment situé le plus près du coin sud-ouest du terrain doit avoir une hauteur maximale de 3 étages.*
- e) La hauteur maximale des bâtiments sera de 4 étages, à moins que le bâtiment soit situé au coin sud-ouest du terrain.*
- f) Une clôture opaque de 2,43 mètres devra être érigée de long de la ligne de terrain ouest. La clôture sera érigé entièrement sur le terrain en question.*

Article 4: Sujet à l'avis d'adoption de ce règlement conformément aux dispositions de l'article 34(18) de la *Loi sur l'aménagement du territoire*, L.R.O. 1990 tel qu'amendé, le présent règlement entrera en vigueur à la date de son adoption par le Conseil de la Corporation de la Cité de Clarence-Rockland sous réserve de ceci :

- 1) L'entrée en vigueur de l'amendement au Plan Officiel de l'aire urbaine de la Cité de Clarence-Rockland à l'égard de la même propriété.
- 2) Si un avis d'appel ou d'opposition est reçu, l'approbation du Tribunal d'appel de la planification locale; ou si aucun avis d'appel ou d'opposition n'est reçu, conformément à l'article 34 (21) de la Planning Act, R.S.O. 1990 modifié.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 18^{IÈME} JOUR DE JUIN 2018.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-80

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2016-10;

WHEREAS Zoning By-Law no. 2016-10 regulates the use of land, and the use and erection of buildings and structures in the City of Clarence-Rockland; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland considers appropriate to amend Zoning By-Law No. 2016-10, as described; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland adopted By-law 2018-28 to amend Zoning By-Law No. 2016-10; and

WHEREAS an appeal to the Local Planning Appeal Tribunal was received in regards to part of By-law 2018-28 as adopted on April 17, 2018; and

WHEREAS Council has agreed to undertake dispute resolution techniques under Section 34 (20.1) of the *Planning Act*; and

WHEREAS the Infrastructure and Planning Department, the United Counties of Prescott and Russell, the applicant and the appellant, along with the Local Planning Appeal Support Centre (LPASC) met on June 6th, 2018 to attempt to resolve the dispute in respect of the Planning Act applications; and

WHEREAS an agreement was reached between all parties, which requires an amendment to Zoning By-law 2018-28 as adopted on April 17, 2018.

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

Section 1: The property identified as Block 8 on the Draft Plan of Subdivision of Brigil – operating as 3223701 Canada Inc. and dated November 17, 2017, being Part of Lots, 28 and 29, Concession 1 (O.S.), and identified on Schedule “A” attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule “B” of Zoning By-Law No. 2016-10 is hereby amended by changing the zoning from “*Urban Residential First Density – general holding (R1-h) Zone*” to “*Urban Residential Third Density – exception 21-holding (R3-21-h) Zone*”, and Schedule “A” of By-law No. 2018-28 is hereby amended by changing the zoning from “*Urban Residential Third Density – holding (R3-h) Zone*” to “*Urban Residential Third Density – exception 21-holding (R3-21-h) Zone*”, as identified on Schedule “A” of the map attached hereto and fully integrated as part of this by-law.

Section 3: Section 6.4.3 (u) of the Zoning by-law 2016-10 is hereby added and reads as follows:

"(u) R3-21, Block 8 of the Draft Plan of Subdivision -Part of Lots, 28 and 29 , Concession 1 (O.S.)

Notwithstanding the provisions of this By-law to the contrary, the lands zoned R3-21, herein in referred to as "the lot", shall be used in accordance with the following provisions:

- a) The minimum setback from the west property line shall be 15 metres.*
- b) The minimum setback from the south property line shall be 6 metres for the building closest to the west lot line*
- c) The building located on the northwest corner of the lot shall be setback at a maximum of 6 metres from the north property line.*
- d) The building located closest to the south-west corner of the lot shall have a maximum height of 3 storeys.*
- e) Unless a building is located on the southwest corner of the site, the maximum height of any building on the lot shall be 4 storeys.*
- f) An opaque fence of a height of 2.43 metres shall be installed along the west property line. The fence shall be located wholly within the lot.*

Section 4: Subject to the giving of notice of passing of this by-law, in accordance with Section 34(18) of the *Planning Act*, R.S.O. 1990 as amended, this by-law shall come into force on the date of passing by the Council of the Corporation of the City of Clarence-Rockland subject to the following provision:

- 1) The coming into force of the amendment to the Official Plan of the Urban Area of the City of Clarence-Rockland with regards to the same property; and
- 2) If a notice of appeal or objection is received, the approval of the Local Planning Appeal Tribunal; or where no notice of appeal or objection is received, pursuant to Section 34(21) of the Planning Act, R.S.O. 1990 as amended.

DATED AND PASSED IN OPEN COUNCIL, THIS 18th DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

La propriété concernée par cette modification au Règlement de zonage 2016-10 est décrite comme étant le bloc 8 de l'ébauche de plan de lotissement de Brigil, soit une partie des lots 28 et 29, concession 1 (O.S.).

La modification a pour but de modifier la catégorie de zonage de « *Zone résidentielle urbaine de densité 1 – général -aménagement différé (R1-h)* » à « *Zone résidentielle urbaine de densité 3- exception 21-aménagement différé (R3-21-h)* » telle qu'illustrée sur la carte ci-jointe.

Cette modification aura l'effet de permettre des blocs appartements avec des restrictions sur les marges de recul.

Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec le Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022.

EXPLANATORY NOTE

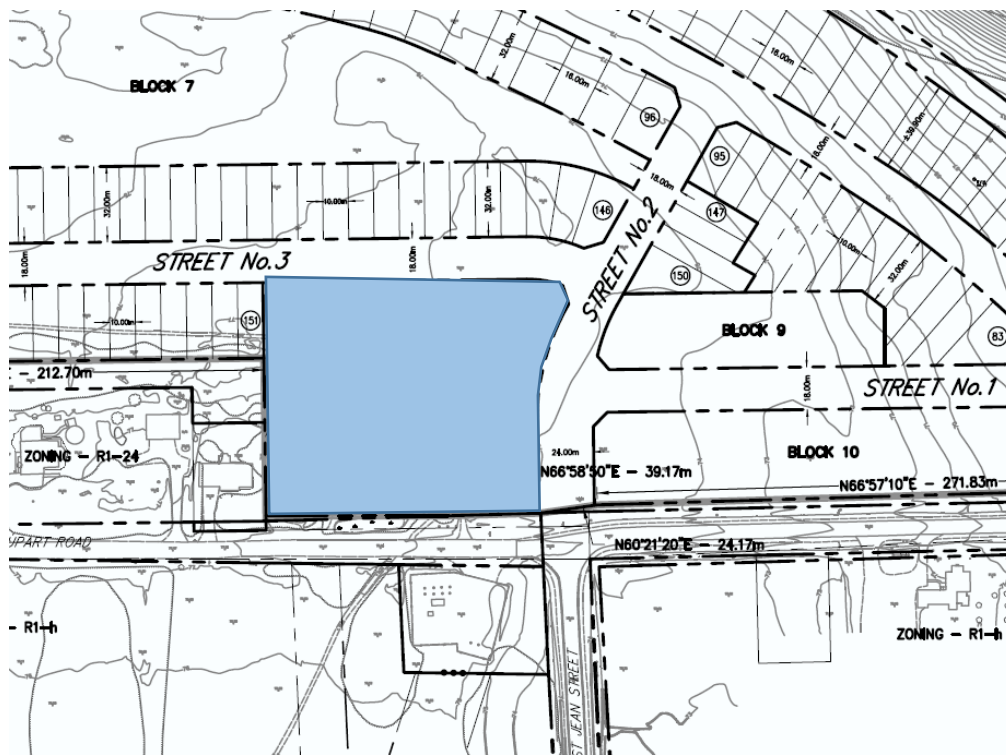
Purpose and Effects of this By-Law

The property affected by this amendment to Zoning By-law No. 2016-10 is described as being Block 8 of the Draft Plan of Subdivision of Brigil, being Part of Lots 28 and 29, Concession 1 (O.S.).

The purpose of the amendment is to modify the zoning category from "*Urban Residential First Density – holding (R1-h) Zone*" **to** "*Urban Residential Third Density – exception 21-holding (R3-21-h) Zone*", as shown on the attached map.

This amendment is intended to permit the construction of apartment blocks with restrictions to the setbacks.

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022.

CÉDULE « A » / SCHEDULE "A"**De / From (R1-h) à / to (R3-21-h)**

<div data-bbox="207 1102 264 1203" style="display: inline-block; width: 35px; height: 48px; background-color: #4F81BD; margin-right: 5px;"></div> <div data-bbox="289 1087 751 1192"> Terrains(s) touché(s) par ce règlement Area(s) affected by this by-law </div> <div data-bbox="207 1226 800 1331"> Modification de zonage /Zone modification de/from R1-h à/to R3-21-H </div> <div data-bbox="207 1367 643 1436"> Certification d'authenticité Certificate of Authentification </div> <div data-bbox="207 1474 800 1579"> Ceci constitue le plan Cédule «A» du Règlement de zonage n° 2018-80, adopté le 18 juin 2018. </div> <div data-bbox="207 1617 800 1722"> This is plan Schedule "A" to Zoning By- Law No. 2018-80, passed the 18th day of June, 2018. </div> <div data-bbox="207 1791 716 1829" style="text-align: right; margin-top: 20px;"> Guy Desjardins, Maire / Mayor </div>	<div data-bbox="824 1087 1406 1152"> Plan Cédule «A» du règlement n° 2018-80 </div> <div data-bbox="824 1190 1370 1226"> Schedule "A" to By-Law No. 2018-80 </div> <div data-bbox="824 1264 1406 1436"> Bloc 8 de l'ébauche de plan de lotissement/Block 8 of the Draft Plan of Subdivision, partie des lots/Part of Lots 28-29, concession 1 (O.S.), Cité de Clarence-Rockland City </div> <div data-bbox="824 1474 1281 1614"> Préparé par/prepared by Cité de Clarence-Rockland City 1560, rue Laurier Street Rockland, Ontario K4K 1P7 </div> <div data-bbox="824 1652 1221 1686"> Pas à l'échelle/Not to scale </div> <div data-bbox="824 1791 1386 1829" style="text-align: right; margin-top: 20px;"> Monique Ouellet, Greffière / Clerk </div>
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REPORT N° INF2018-034 Purchase 1 Ton Truck

Date	18/06/2018
Submitted by	Yves Rousselle
Subject	Purchase 1 Ton Truck
File N°	V01 2018 1 Ton Truck

1) **NATURE/GOAL :**

The purpose of this report is to obtain Council's authority to sign a contract with Rockland Ford Sales Ltd. for the purchase of a one (1) Ton Truck complete with dump box.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Municipal Council adopts By-Law 2018-73 to authorize the Mayor and the Clerk to sign a contract with Rockland Ford Sales Ltd. for the purchase of a one (1) Ton Truck complete with dump box for the sum of \$54,317.00 excluding H.S.T.

QUE le Conseil municipal adopte le règlement 2018-73 afin d'autoriser le Maire et la Greffière à octroyer un contrat à Rockland Ford Sales Ltd. pour l'achat d'un camion une (1) tonne avec benne pour la somme de 54 317.00\$ excluant la T.V.H.

4) **BACKGROUND :**

Through the 2018 budget, Council approved the purchase of a new municipal truck for the Public Works division. An amount of \$65,000 was allocated for the replacement of a 1 Ton Truck. The current piece of equipment is a 2006 Ford one (1) Ton truck with dump box with an excess of 211380 km logged on the Odometer. Our Asset Management plan indicates such equipment should be replaced every 7 years. Currently, the one (1) Ton truck is on its 12th year of service.

5) **DISCUSSION :**

The tender documents were published on Merx and on the City's website on January 14, 2018. Tenders for the one (1) Ton Truck with

dump box were opened on March 1st, 2018. The following two (2) submissions were received with the followings bids:

	Contractor	Price Submitted (excl. HST)
1	Donnelly Automotive Group	\$53 371.00
2	Rockland Ford Sales Ltd.	\$54 317.00

Donnelly Automotive Group submitted the lowest bid with a bid of \$53,371. There were no irregularities with the two (2) bids received.

On May 14, 2018, the purchasing department contacted Donnelly Automotive Group to inform them that they were the lowest bidders and that a contract was to be awarded to them pending Council's approval. However, Donnelly informed staff that the 2018 models were no longer available and that they could not match the 2018 price for the 2019 models.

Based on the tender specifications, the purchasing agent confirmed that Donnelly Automotive Group were in their rights to withdraw their bid and that the municipality could award the tender to the next lowest bidder.

In light of this, the purchasing department contacted Rockland Ford to see if they were capable of supplying the truck they had tendered. Rockland Ford also confirmed that the 2018 models were no longer available, however they were able to match the 2018 tender price of \$54,317 for the 2019 model.

Therefore, the Infrastructure and Planning department recommends that the City retain the services of Rockland Ford Sales Ltd. for the purchase of the one (1) Ton truck with dump box.

6) CONSULTATION:

N/A

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

The 2018 Capital Budget allocated \$65,000 to undertake the purchase of a replacement (1) Ton Truck with dump box. The contract is recommended to be awarded to the lowest compliant bid, namely Rockland Ford Sales Ltd.

One (1) Ton truck c/w dump box Purchase	
Budget account 2-4-3140-9032:	\$65,000.00
Items	Amount
2018 Ford Crew Cab one (1) Ton truck c/w dump box.	\$54 317.00
Total Contract Costs (excluding HST)	\$54 317.00
HST (1.8%)	\$977.71
Total Contract Costs (including HST)	\$55,294.71
Budget Savings	\$9,705.29

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

Implementation of this purchase will demonstrate the municipality's commitment to providing effective equipment by eliminating the risk of accident and reinforcing the work place safety act.

11) **STRATEGIC IMPLICATIONS :**

The purchase of a replacement of the one (1) Ton truck is consistent with the objectives of our asset management plan strategies for fleet and equipment rehabilitation needs to existing city infrastructure.

12) **SUPPORTING DOCUMENTS:**

Award letter to Rockland Ford Sales Ltd
By-Law 2018-73

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-73****BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO ROCKLAND FORD SALES 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 Rockland Ford Sales Ltd. for the purchase of a One (1) Ton Truck with dump box.

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 a contract with Rockland Ford Sales Ltd. for the purchase of a One (1) Ton Truck with dump box for an amount of \$54,317.00 excluding H.S.T.;
2. **THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS 18TH DAY OF JUNE, 2018.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

Award Letter

Rockland Ford
2900 Laurier
Rockland, Ontario
K4K 1A2

May 29, 2018

Attention: Mr. Denis Beauchamp

SUBJECT: Notice of Award: F18-QT-2018-006 (Truck)

We thank you for your Tender submitted on March 01, 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 \$54,317.00 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, January 14, 2018
- Contractor Tender Response, dated March 01, 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)



REPORT N° PRO2018-014

Date	18/06/2018
Submitted by	Brian Wilson
Subject	Amend Emergency Management Program By-Law, Schedule 'A'
File N°	Click here to enter text.

1) **NATURE/GOAL :**

For Council to approve an amendment to By-law #2017-xx, Emergency Management Program By-Law, Schedule 'A' to appoint a Community Emergency Management Coordinator and Alternates, in order to add an additional Alternate Community Emergency Management Coordinator.

2) **DIRECTIVE/PREVIOUS POLICY :**

In 2017, Council enacted a new Emergency Management Program By-Law, including Schedule 'A', which named the Director of Protective Services as the Community Emergency Management Coordinator (CEMC) and the Deputy Fire Chief as the Alternate Community Emergency Management Coordinator (Alternate CEMC).

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Council approve and enact the attached By-law to amend the Schedule of the Emergency Management Program By-Law, in order to add Yves Roy as an Alternate Community Emergency Management Coordinator.

QUE le Conseil, approuve et adopter le règlementation ci-joint en vue de modifier l'annexe de le règlementation Emergency Management Program, afin d'ajouter Yves Roy comme un autre coordonnateur de la gestion communautaire d'urgence.

4) **BACKGROUND :**

In 2017, Council approved a new by-law governing how the City of Clarence-Rockland would manage emergencies. In Schedule 'A' to this by-law, Council appointed the Fire Chief and Deputy Fire Chief as the Community Emergency Management Coordinator, and alternate, respectively.

5) **DISCUSSION :**

Best practices in emergency management strongly recommend developing a minimum of a '3-deep' position structure. This means that there should be three (3) people trained to function in each critical role within the emergency management structure. This philosophy provides much needed redundancy, and provides better reassurance that in the event of a major catastrophe, one of the three

would be able to attend the emergency operations centre and function within this role. This is especially critical for Clarence-Rockland, as currently the two main emergency management coordinators also function as incident commanders on-site at major incidents, leading to the potential conflict of where they should be ideally situated in the event of a major catastrophe.

This by-law amendment provides for a third member of the Protective Services management team to be appointed as an Alternate Community Emergency Management Coordinator, which should help provide a much needed redundancy.

6) **CONSULTATION:**

None.

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

None.

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

The cost of training this additional Alternate Community Emergency Management Coordinator would be covered under the Protective Services 2018 operational budget.

9) **LEGAL IMPLICATIONS :**

The appointment of both the Community Emergency Management Coordinator (CEMC) and any alternates must be done by Council, in accordance with the Emergency Management and Civil Protection Act.

10) **RISK MANAGEMENT :**

None.

11) **STRATEGIC IMPLICATIONS :**

None.

12) **SUPPORTING DOCUMENTS:**

By-law #2018-xx to Amend Schedule A of the Emergency Management Program By-Law

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-103****BEING A BY-LAW TO AMEND SCHEDULE 'A' OF BY-LAW 2017-148,
EMERGENCY MANAGEMENT PROGRAM BY-LAW.**

WHEREAS the Emergency Management & Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each municipality's emergency management program;

AND WHEREAS Section 14(1) of the Emergency Management & Civil Protection Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

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

1. **THAT** Schedule A, being a Schedule for the designation of a Community Emergency Management Coordinator and Alternate(s), is hereby amended by adding Yves Roy as an additional Alternate Community Emergency Management Coordinator (Alternate CEMC).

2. That this By-law shall come into force and effect on the day it is enacted.

READ, DONE AND PASSED IN OPEN COUNCIL, THIS 18th DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



REPORT N° INF2018-029 5 Ton Truck, Plow & Salter

Date	18/06/2018
Submitted by	Yves Rousselle
Subject	Single Axle 5 Ton Truck, Plow and Salter
File N°	V01 5 Ton Truck (2018)

1) **NATURE/GOAL :**

The purpose of this report is to seek authorization for the Mayor and City Clerk to sign a contract with Équipements Lourds Papineau Inc. for the purchase of a single axle 5 Ton 4x4 truck with plow and salter as specified in the report number INF2018-029

2) **DIRECTIVE/PREVIOUS POLICY :**

Resolution 2017-244 to reject tenders.

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED that Municipal Council adopts By-Law 2018-74 being a By-Law to authorize the Mayor and the City Clerk to award a contract to Équipements Lourds Papineau Inc. for the purchase and supply of a single axle 5 Ton 4x4 truck with plow and salter in the amount of \$272,784.82 (excluding HST).

QU'IL SOIT RÉSOLU que le conseil municipal adopte le règlement municipal 2018-74 étant un règlement pour autoriser le Maire et la Greffière à octroyer un contrat à Équipements Lourds Papineau Inc. pour l'achat d'un camion 4x4 à essieu simple avec charrue et sablière pour la somme de \$272 784.82 excluant la TVH.

4) **BACKGROUND :**

In 2017 Council allocated an amount of \$265,000 for the replacement of a single axle plow truck and salter. Tenders had to be rejected as tenders received were all over the allocated budget. Staff also recommended that an additional amount of \$55,000 be considered through the 2018 budget deliberations. An amount of \$320,000 was allocated in the 2018 capital budget for the purchase of a single axle plow truck and salter.

Currently, The Public Works Division has 7 tandem trucks and 1 single axle 3 Ton truck in its fleet. These trucks are used for road maintenance, snow clearing and de-icing. Our single axle plow and salter truck is used to clear and de-ice the older sectors of Rockland where streets are narrow or one-way streets.

The current truck has exceeded its useful life and no longer meets operational and efficiency standards as stated below;

- The existing 3 Ton truck is a 2008.
- Our Asset Management plan indicates such equipment should be replaced every 7 years. Currently, the three (3) Ton truck is on its 10th year of service.
- This truck is undersized for its intended use, particularly, for hauling salt in the winter as lane kilometers for snow clearing and de-icing increases as new development occurs.
- This type of vehicle is no longer manufactured. As such, when maintenance or repairs are required on this piece of equipment, the Department cannot get parts in a reasonable timeframe in order to have the truck back in service.

5) **DISCUSSION :**

The tender documents were published on Merx and on the City's website on May 11, 2018. Tenders for the single axle 4x4 five (5) Ton truck with plow equipment and salter were opened on June 1st, 2018. Only one (1) submission was received. The following is the bid:

	Contractor	Price Submitted (excl. HST)
1	Équipements Lourds Papineau Inc.	272,784.82\$

The bid received is for a 2018 Demo single axle 5 Ton 4x4 truck with plow and salter with an odometer reading of 1,170km. The truck supplier has confirmed that the truck and plow equipment will be delivered no more than 45 days after receipt of a purchase order.

The Department has reviewed the tender document and have determined that the tender received was considered non-compliant because it was built without two (2) minor items that were required in of the tender.

The two (2) minor items that will not be part of the truck to be supplied are listed below;

1. The first item that was listed to be supplied and that does not form part of the truck is a dust boot protector. The public works division does not considered this missing component to be a major component. Should the department decide to install these dust booster protector at a later date, these protectors could easily be installed at an estimated cost of \$1,000.00 parts and labour included.
2. The second item that was listed to be supplied and that does not form part of the truck is an in cab electrical dash switches hook-up. Again, the public works division does not considered this missing component to be a major component. The tender called for six (6) connections. The Demo truck was built with only two (2) electrical dash switches. Should the need for additional switches arise in the future our mechanical staff are well capable of installing switches as necessary and thus at a minimal cost. The likelihood of adding new switches is deemed minimal.

The department has contacted its legal advisor to discuss and review the two (2) missing items listed above from the submitted tender. It was confirmed by our legal advisor that the tender is a non-compliant tender. It was also confirmed that section j) (i) of our tender document allows the municipality the acceptance of a non-compliant bid.

Therefore, the Department recommends that the City retain the services of Équipements Lourds Papineau Inc. for the purchase of the single axle 4x4 five (5) Ton truck with plow equipment and salter.

6) **CONSULTATION:**

N/A

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

N/A

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

The 2018 Capital Budget allocated \$320,000 to undertake the purchase of a single axle 4x4 five (5) Ton truck with plow equipment and salter.

One 4X4 (5) Ton truck c/w winter plow and salter	
Budget account 2-4-3140-9199:	\$320,000.00
Items	Amount

2018 Inter single axle 4x4 five (5) Ton truck c/w plow equipment and salter.	\$272,784.82
Total Contact Costs (excluding HST)	\$272,784.82
HST (1.8%)	\$4 910.13
Total Contract Costs (including HST)	\$277 694.95
Budget Savings	\$42 305.05

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

Since the existing 3 ton truck is quite old and subject to extensive annual maintenance costs, and also, cannot provide the best winter service on the narrower and older streets in Rockland, it is critical to replace this vehicle at the earliest possible time.

11) **STRATEGIC IMPLICATIONS :**

The replacement of the truck is in keeping with the asset management priority identified in the City's draft Strategic Plan to replace vehicles and equipment at the optimum time in their life cycle.

12) **SUPPORTING DOCUMENTS:**

Award letter to Équipements Lourds Papineau Inc.
By-Law 2018-74

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-74****BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO ÉQUIPEMENTS LOURDS PAPINEAU 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 Équipements Lourds Papineau Inc. for the purchase of a Five (5) Ton Single Axle 4X4 Truck, Plow and Salter for an amount of \$272,784.82, excluding H.S.T.

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 a contract with Équipements Lourds Papineau Inc. for the purchase of a Five (5) Ton Single Axle 4X4 Truck, Plow and Salter for an amount of \$272,784.82, excluding H.S.T.;
- 2. THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS 18 DAY OF JUNE, 2018.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

Award Letter

Équipements Lourds Papineau Inc.
1186 route 321 Nord C.P. 5040
St-André Avellin, Québec
J0V 1W0

June 4th, 2018

Attention: Mr. François Deschambeault

SUBJECT: Notice of Award: F18-INF-2018-025 (5 Ton Truck)

We thank you for your Tender submitted on June 1st, 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 \$272,784.82 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, May 11th, 2018
- Addendum #1, dated May 29th, 2018
- Contractor Tender Response, dated June 1st, 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° LOI2018-06-04

Date	06/06/2018
Soumis par	Martin Irwin
Objet	Plan de partenariat du Parc du Village Morris
# du dossier	Cliquez ici pour entrer du texte.

1) NATURE / OBJECTIF :

L'objectif de ce rapport est de recommander au Conseil municipal d'approuver le plan de partenariat pour le Parc du Village Morris proposé par les Services communautaires.

2) DIRECTIVE/POLITIQUE ANTÉCÉDENTE :

N/A

3) RECOMMANDATION DU SERVICE :

QU'IL SOIT RÉSOLU QUE le Conseil municipal approuve que les Services communautaires mettent sur pieds et en application un plan de partenariats avec des entreprises et des groupes communautaires afin d'amasser des fonds pour le développement du parc du Village Morris, tel que recommandé.

BE IT RESOLVED THAT Council approves that Community Services develop and implement a partnership plan between businesses and community groups in order to raise funds for the development of Morris Village Park, as recommended.

4) HISTORIQUE :

N/A

5) DISCUSSION :

Ébauche du plan : Une ébauche du plan de commandite est en pièce jointe à ce rapport. Ce document est seulement qu'une ébauche et sera révisée et adaptée par les Services communautaires.

Options proposées dans le plan : Voici certaines infrastructures sur lesquelles les logos des partenaires pourront apparaître en échange d'une somme d'argent :

- Belvédères (gazebo)
- Côte de glisse / glissade
- Lampadaires
- Tables à pique-nique ou bancs de parc

- Supports à vélos

Échange de service : L'échange de service entre la municipalité et les entreprises ainsi que les groupes communautaires offrira aux partenaires une visibilité importante dans un parc d'envergure régional pour une durée minimum de cinq ans.

6) **CONSULTATION :**
N/A

7) **RECOMMANDATION OU COMMENTAIRES DU COMITÉ :**
N/A

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

Lors de l'approbation du budget 2018, le conseil municipal a approuvé une somme de 475 715 \$ dans les projets capitaux pour les travaux au parc du Village Morris.

Grâce au plan de partenariat, les Services communautaires visent à amasser entre 30 000 \$ et 40 000 \$. L'argent amassé ne sera pas utilisé pour diminuer la part municipal mais bien pour ajouter des infrastructures supplémentaires au parc.

9) **IMPLICATIONS LÉGALES :**

Des ententes de service seront établis avec les partenaires du parc afin de spécifier l'engagement des commerces et groupes communautaires ainsi que de la part des Services communautaires.

10) **GESTION DU RISQUE (RISK MANAGEMENT) :**
N/A

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

12) **DOCUMENTS D'APPUI:**

1. Plan de partenariat – Parc du Village Morris.pdf

PLAN DE PARTENARIAT

PARTNERSHIP PLAN

Parc du Village Morris | Morris Village Park



Clarence-Rockland

La Cité de Clarence-Rockland est **une municipalité moderne en expansion constante**. Située à seulement 32 kilomètres de la Colline parlementaire en plus d'être près de la rivière des Outaouais, cette municipalité est un endroit idéal où habiter et où travailler. Cette région qui allie le charme rural et la vitalité urbaine offre une excellente qualité de vie à ses citoyens, ainsi que plusieurs circonstances opportunes pour les gens d'affaires.

Depuis ses débuts, le nombre d'habitants de la Cité de Clarence-Rockland ne cesse de grandir. Selon le recensement fait en 2016 par Statistiques Canada, la population de la Cité est maintenant à 24 512 résidents. Cette croissance constante peut s'expliquer entre autres par les nombreuses activités culturelles et communautaires, et grâce aux multiples installations mises en place par les Services communautaires de la Cité de Clarence-Rockland. Notamment, ils investissent dans la construction de nouveaux parcs. Ceci fournit des expériences récréatives actives de qualité supérieure aux résidents de tous les âges.

En effet, une des missions des Services communautaires est d'améliorer le niveau de service dans les parcs et dans les espaces ouverts de la Cité de Clarence-Rockland. De plus, ils veulent augmenter la qualité et la variété des infrastructures dans les nouveaux parcs. Pour ces raisons, le service travaille actuellement à la conception et à la construction d'un **nouveau parc dans le Village Morris**. Cet emplacement stratégique attirera les familles et les résidents de tous les âges désirant s'épanouir à l'extérieur à un endroit de détente amusant et invitant.

Le nouveau parc avec de **grands espaces verts** se situe au cœur du village. Grâce à ses nombreuses composantes, le parc pourra accueillir plusieurs personnes pour profiter de la nature et du plein air. Ce projet avance rapidement et la construction complète se terminera en fin d'année 2018. Pour ce faire, la Cité de Clarence-Rockland favorise et encourage son avancement grâce à des partenariats avec des entreprises et des organisations de la région.

La Cité de Clarence-Rockland est à la recherche d'entreprises comme vous qui aimeraient devenir partenaire du nouveau parc dans le Village Morris. Plusieurs installations innovatrices qui distinguent ce parc pourront vous offrir des **avantages de visibilité**, ainsi que de la **publicité de longue durée**. Nous vous invitons à feuilleter le plan de commandite ci-dessous afin de trouver un niveau de commandite qui vous convient.

Veuillez noter que nous serions reconnaissants d'obtenir une réponse avant le **(date à déterminer)** afin d'être en mesure de maximiser la visibilité qui vous sera accordée.

The City of Clarence-Rockland is a **modern, constantly expanding municipality**. Located just 32 kilometers from Parliament Hill and adjacent to the Ottawa River, this municipality is a great place to live and work. This region, that combines rural charm and urban vitality, offers an excellent quality of life to its citizens, as well as many opportunities for business people.

Since its beginnings, the population of the City of Clarence-Rockland has grown steadily. According to Statistics Canada's 2016 census, the City's population now stands at 24,512 residents. This steady growth can be explained, among other things, by the many cultural and community activities, and the many facilities put in place by the Community Services of the City of Clarence-Rockland. In particular, they are investing in the construction of new parks. This provides high quality active recreation experiences for residents of all ages.

One of the Community Services' mission is to improve the level of service in the parks and open spaces of the City of Clarence-Rockland. In addition, they want to increase the quality and variety of infrastructure in the new parks. For these reasons, the department is currently working on the design and construction of a **new park in Morris Village**. This strategic location will attract families and residents of all ages wishing to flourish outdoors at a fun, inviting and relaxing area.

The new park with large green spaces is located in the heart of the village. Thanks to its many components, the park will be able to welcome several people to enjoy nature and the outdoors. This project is progressing rapidly and the construction will be complete by the end of 2018. To this end, the City of Clarence-Rockland promotes and encourages its advancement through partnerships with businesses and organizations in the region.

The City of Clarence-Rockland is looking for companies like you that would like to become a sponsor of the new park in Morris Village. Several innovative facilities that distinguish this park will offer you visibility benefits, as well as long-term advertising. We invite you to browse through the sponsorship plan below to find a level of sponsorship that's right for you.

Please note that we would appreciate receiving an answer by **(date to be determined)** in order to maximize your visibility.



Le mot du Maire

Au nom du conseil municipal de la Cité de Clarence-Rockland, je suis fier d'appuyer la construction du nouveau parc dans le cœur du Village Morris.

Ce projet contribuera à l'essor et au bien-être de notre communauté. Il permettra aux citoyens de s'épanouir dans un nouvel espace vert et de faire des activités en famille. Les différentes composantes du parc permettront aussi aux résidents de faire de l'activité physique sur un grand terrain. Ce sera un endroit où plusieurs pourront créer des nouveaux souvenirs et pourront s'amuser.

Ce type de projet requiert des investissements majeurs de la part de la municipalité afin d'en assurer le succès. La Cité de Clarence-Rockland souhaite offrir l'opportunité aux entreprises et aux organismes de la région d'appuyer financièrement le projet en échange d'une visibilité importante auprès des citoyens.

En devenant partenaire du parc, vous aurez un impact environnemental durable qui aura des effets positifs à long terme dans notre communauté. Cet investissement signifie votre appui des valeurs telles que la santé, le bien-être et l'activité physique pour tous les citoyens de Clarence-Rockland.

Je vous remercie à l'avance de votre apport et de votre soutien au succès de la construction de ce nouveau parc qui permettra d'embellir le territoire de la Cité de Clarence-Rockland.

Guy Desjardins

Maire de la Cité de Clarence-Rockland



A word from the Mayor

On behalf of the City Council of Clarence-Rockland, I am proud to support the construction of the new park in the heart of Morris Village.

This project will contribute to the growth and well-being of our community. It will allow citizens to flourish in a new green space and will also allow people to partake in various activities. The different components of the park will also give residents opportunity to do physical activity in a large space. It will be a place where many can create new memories and have fun.

This type of project requires a major municipal investment to ensure its success. The City of Clarence-Rockland municipality wishes to provide an opportunity for companies and organizations in the region to financially support the project in exchange for significant visibility among citizens.

By becoming a park partner, you will have a lasting environmental impact that will have long-term positive effects in our community. This distinctive donations means supporting values such as health, well-being and physical activity for all citizens of Clarence-Rockland.

Thank you in advance for your contribution and support to the success of the construction of this new park that will beautify the territory of the City of Clarence-Rockland.

Guy Desjardins

Mayor of the City of Clarence-Rockland

Niveau diamant/Diamond Level

- Partenaires des gazebos 1 et 2 / Gazebo 1 and 2 partners

Niveau rubis/Ruby Level

- Partenaires de la colline et de la glissade / Hill and slide partners

Niveau émeraude/Emerald Level

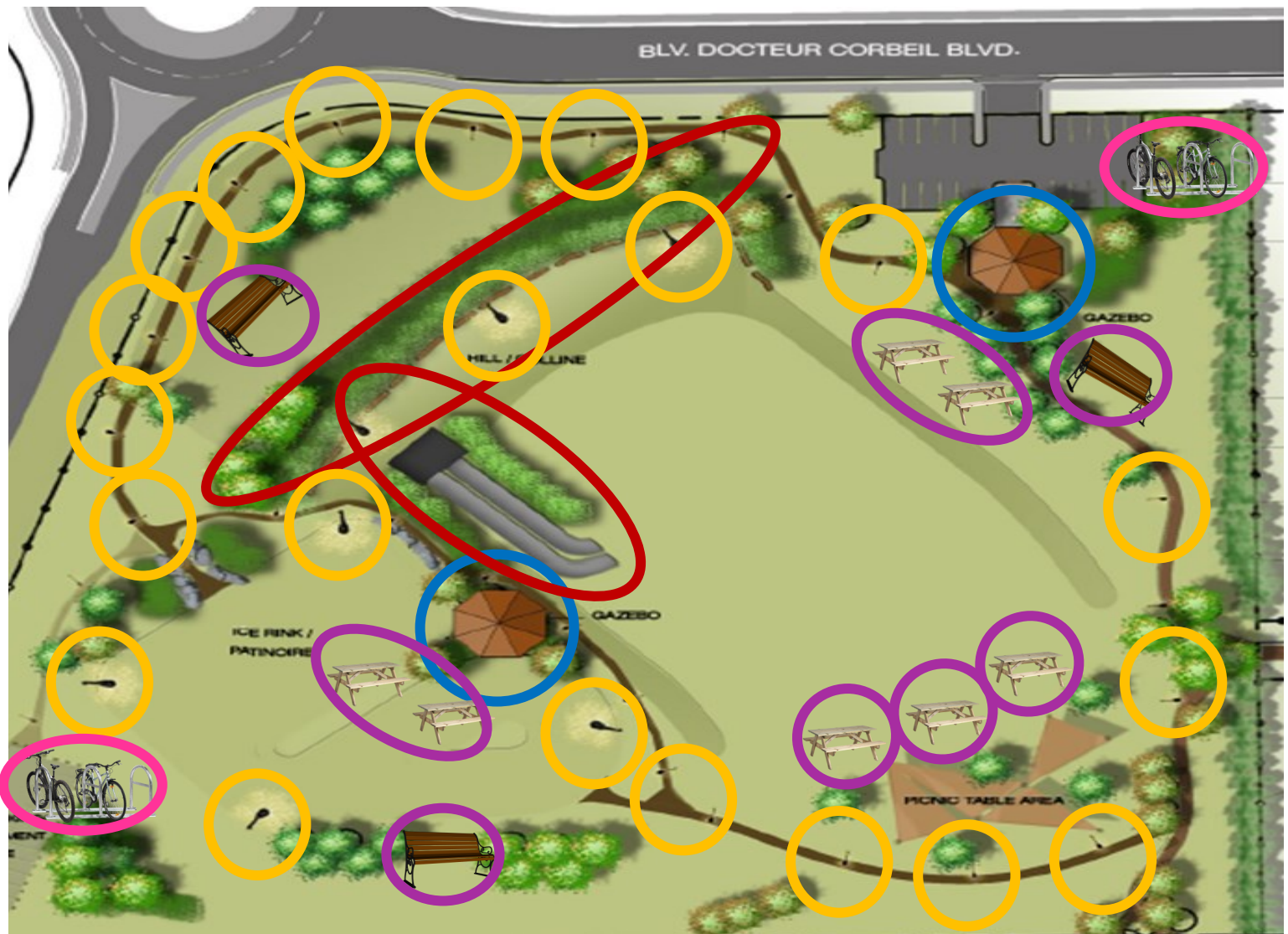
- Partenaires des lampadaires / Lampposts partners

Niveau saphir/Sapphire Level

- Partenaires des tables à pique-nique ou des bancs de parc / Picnic tables or parc benches partners

Niveau jade/Jade Level

- Partenaires des supports à vélos / Bike rack partners



Niveau diamant

Partenaires des belvédères 1 et 2

- Deux partenaires maximum
- Investissement de 25 000 \$
5 000 \$ sur une période de 5 ans

Visibilité :

- ♦ Votre logo sur une affiche en évidence sur un des côtés d'un des deux belvédère.
- ♦ Le belvédère sera nommé en l'honneur de votre entreprise.

Ce partenariat exclusif vous offre aussi :

- ♦ Reconnaissance lors de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre logo au bas de la page du parc du Village Morris sur le site Web de la Cité de Clarence-Rockland.
- ♦ Votre logo sur l'invitation de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre logo sur une publicité dans un journal local afin de vous remercier de votre contribution.

Durée du partenariat:

- ♦ Pour la durée de vie du belvédère (minimum de 10 ans)

Diamond Level

Gazebo 1 and 2 partners

- Two partners maximum
- 25 000\$ investment
\$5 000 on a 5 year term

Visibility:

- ♦ Your logo on a prominent sign on a side of one of the two gazebos.
- ♦ The gazebo will be named on behalf of your company.

This exclusive partnership also offers you:

- ♦ Recognition during the Morris Village Park official opening ceremony.
- ♦ Your logo at the bottom of the Morris Village Park page on the City of Clarence-Rockland website.
- ♦ Your logo on the Morris Village Park official opening ceremony invitation.
- ♦ Your logo on an advertisement in a local newspaper to thank you for your contribution.

Duration of the partnership:

- ♦ For the lifespan of the gazebo (minimum of 10 years)



Niveau rubis (Exclusif)

Partenaires de la colline et de la glissade de 60 mètres

- Deux partenaires maximum
- Investissement de 15 000 \$
3 000 \$ sur une période de 5 ans

Visibilité :

- ♦ Votre logo sur deux affiches de 4' x 8' en aluminium mises évidence au haut de la colline.
- ♦ La colline sera nommée en l'honneur de votre entreprise.
- ♦ Votre logo sur une affiche installée sur la glissade de 60 mètres.

Ce partenariat exclusif vous offre aussi :

- ♦ Reconnaissance lors de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre logo au bas de la page du parc du Village Morris sur le site Web de la Cité de Clarence-Rockland.
- ♦ Votre logo sur l'invitation de de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre logo sur une publicité dans un journal local afin de vous remercier de votre contribution.

Durée du partenariat:

- ♦ Minimum de 10 ans

Ruby Level (Exclusive)

Hill and 60-meter slide partners

- Two partners maximum
- 15 000\$ investment
\$3 000 on a 5 year term

Visibility:

- ♦ Your logo on two 4' x 8' prominent signs situated at the top of the hill.
- ♦ The hill will be named on behalf of your company.
- ♦ Your logo on a sign installed on the 60-meter slide.

This exclusive partnership also offers you:

- ♦ Recognition during the Morris Village Park official opening ceremony.
- ♦ Your logo at the bottom of the Morris Village Park page on the City of Clarence-Rockland website.
- ♦ Your logo on the Morris Village Park official opening ceremony invitation.
- ♦ Your logo on an advertisement in a local newspaper to thank you for your contribution.

Duration of the partnership:

- ♦ Minimum of 10 years



Niveau émeraude (Exclusif)

Partenaires des lampadaires

- Trois partenaires maximum
- Investissement de 5 000 \$ pour un minimum de 5 lampadaires
- 1 000 \$ sur une période de 5 ans

Visibilité :

- ♦ Votre logo sur des drapeaux apposés sur un minimum de 5 lampadaires.

Ce partenariat exclusif vous offre aussi :

- ♦ Reconnaissance lors de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre logo au bas de la page du parc du Village Morris sur le site Web de la Cité de Clarence-Rockland.
- ♦ Votre logo sur l'invitation de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre logo sur une publicité dans un journal local afin de vous remercier de votre contribution.

Durée du partenariat:

- ♦ Minimum de 5 ans



Emerald Level (Exclusive)

Lampposts partners

- Three partners maximum
- \$5 000 investment for a minimum of 5 lampposts
- \$1 000 on a 5 year term

Visibility:

- ♦ Your logo on flags affixed to a minimum of 5 street lights.

This exclusive partnership also offers you:

- ♦ Recognition during the Morris Village Park official opening ceremony.
- ♦ Your logo at the bottom of the Morris Village Park page on the City of Clarence-Rockland website.
- ♦ Your logo on the Morris Village Park official opening ceremony invitation.
- ♦ Your logo on an advertisement in a local newspaper to thank you for your contribution.

Duration of the partnership:

- ♦ Minimum of 5 years



Niveau saphir

Partenaires des tables de pique-nique et/ou des bancs de parc

- Investissement de 1 000 \$

Visibilité :

- ♦ Votre logo/nom sur une plaque posée au centre d'une table de pique-nique ou d'un banc de parc.

Ce partenariat exclusif vous offre aussi :

- ♦ Reconnaissance lors de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre nom au bas de la page du parc du Village Morris sur le site Web de la Cité de Clarence-Rockland.
- ♦ Votre nom sur l'invitation de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre nom sur une publicité dans un journal local afin de vous remercier de votre contribution.

Durée du partenariat:

- ♦ Minimum de 5 ans

Sapphire Level

Picnic tables and/or park benches partners

- \$1 000 investment

Visibility:

- ♦ Your logo / name on a plaque placed in the center of a picnic table or park bench.

This exclusive partnership also offers you:

- ♦ Recognition during the Morris Village Park official opening ceremony.
- ♦ Your name at the bottom of the Morris Village Park page on the City of Clarence-Rockland website.
- ♦ Your name on the Morris Village Park official opening ceremony invitation.
- ♦ Your name on an advertisement in a local newspaper to thank you for your contribution.

Duration of the partnership:

- ♦ Minimum of 5 years



Niveau jade

Partenaires des supports à vélos

- Quatre partenaires maximum
- Investissement de 500 \$

Visibilité :

- ♦ Votre logo sur des panneaux apposés à chaque extrémité du support à vélos.

Ce partenariat vous offre aussi :

- ♦ Reconnaissance lors de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre nom au bas de la page du parc du Village Morris sur le site Web de la Cité de Clarence-Rockland.
- ♦ Votre nom sur l'invitation de de la cérémonie d'ouverture officielle du parc du Village Morris.
- ♦ Votre nom sur une publicité dans un journal local afin de vous remercier de votre contribution.

Durée du partenariat :

- ♦ Minimum de 5 ans

Jade Level

Bike racks partners

- Four partners maximum
- \$500 investment

Visibility:

- Your logo on panels affixed to each end of the bike rack.

This partnership also offers you:

- ♦ Recognition during the Morris Village Park official opening ceremony.
- ♦ Your name at the bottom of the Morris Village Park page on the City of Clarence-Rockland website.
- ♦ Your name on the Morris Village Park official opening ceremony.
- ♦ Your name on an advertisement in a local newspaper to thank you for your contribution.

Duration of the partnership:

- ♦ Minimum of 5 years



FORMULAIRE/FORM

- ☐ Oui, notre entreprise ou organisme désire être partenaire du parc du Village Morris
- ☐ Yes, our company or organization would like to be a Morris Village Park partner.

Nom de l'entreprise/Name of organization : _____

Personne contact/Contact person : _____

Adresse/Address : _____

Téléphone/Phone number : _____

Courriel/Email : _____

Choix de la commandite/Level of sponsorship : _____

Montant/Amount \$ _____

Signature : _____ Date : _____

Retournez le formulaire à pgrimard@clarence-rockland.com ou par fax au 613-446-1497 avant le **(Date à déterminer)**. SVP libeller votre chèque à la Cité de Clarence-Rockland à l'attention du parc Village Morris et l'envoyer au: 1560, rue Laurier, Rockland, ON, K4K 1P7.

Pour plus d'informations sur le plan de partenariat, communiquer avec Pénélope Grimard au 613-446-6022.

Votre partenariat sera confirmé sur réception de ce formulaire dûment complété et il est conditionnel à la réception du paiement dans les 15 jours suivants.

Matériel à fournir :

- Le logo (format de fichier JPEG haute résolution, PDF ou EPS) doit être envoyé par courriel à pgrimard@clarence-rockland.com.

IMPORTANT : Il est à noter que le forfait de visibilité choisi peut être sujet à changement selon la disponibilité des partenariats offerts.

Return the form to pgrimard@clarence-rockland.com or fax it to 613-446-1497 before **(Date to be determined)**. Please make check payable to the City of Clarence-Rockland for Village Morris Park and send it to: 1560 Laurier Street, Rockland, ON, K4K 1P7.

For more information on the partnership plan, contact Pénélope Grimard at 613-446-6022.

Your partnership will be confirmed upon receipt of this form duly completed and is conditional upon receipt of payment within 15 days.

Material to be provided:

- The logo (high-resolution JPEG file format, PDF or EPS) must be emailed to pgrimard@clarence-rockland.com .

IMPORTANT: It should be noted that the visibility package chosen may be subject to change depending on the availability of partnerships offered.



REPORT N°INF2018-035 – Clark Ditch and Road Structure Rehabilitation

Date	18/06/2018
Submitted by	Julian Lenhart
Subject	Clark Ditch and Road Structure Rehabilitation
File N°	E02-CLA

1) **NATURE/GOAL:**

The nature of this report is to seek Councils authority to transfer funds from the 2018 Ditch Study Capital Project and from the Gas Tax in order to provide sufficient funding authority to fix the structural and drainage issues of phase 3 of the Clark Road Drainage Improvement Project.

2) **DIRECTIVE/PREVIOUS POLICY:**

N/A

3) **DEPARTMENT'S RECOMMENDATION:**

WHEREAS Clark Road's structural condition has further deteriorated due to the permanent saturation of the subgrade and that proper drainage with suitable outlets are required along Clark Road to address the drainage and structural issues.

WHEREAS the 2018 budget deliberations did not allocate funding for the construction of Phase 3 of Clark Road.

WHEREAS the project objectives of Clark Road align with the Ditch Drainage Study.

THAT Council approves \$200,000 to complete Phase 3 of the Clark Road project, where \$125,000 be transferred from the Ditch Drainage Study project and \$75,000 from the Federal Gas Tax.

ATTENDU QUE l'état de la structure du chemin Clark s'est détérioré d'avantage en raison de la saturation permanente de la base de la rue et qu'un drainage adéquat avec des sorties appropriées le long du chemin Clark sont requis pour régler les problèmes structuraux.

ATTENDU QUE les délibérations budgétaires de 2018 n'ont pas accordé de financement pour la construction de la phase 3 du chemin Clark.

ATTENDU QUE les objectifs du projet du chemin Clark concordent avec le projet d'étude de drainage des fossés.

QUE Le Conseil approuve 200 000 \$ pour compléter la phase 3 du projet du chemin Clark, où 125 000 \$ seront transférés du projet d'étude de drainage de fossé et 75 000 \$ de la taxe fédérale sur l'essence.

4) **BACKGROUND:**

In August 2015 the Department identified significant drainage and structural issues on Clark Road along various sections of the right-of-way. Staff assessed the issues and identified that the problems were largely caused by the absence of roadside ditches and poor outlets on either side of the road.

A phased work plan was developed and approved by Council through reports INF2015-40 and INF2016-23. Reports are attached for reference. The work plan identified 3 phases where Phase 1 and 2 started in 2015 with the design, tender documents and finished in 2016 with the construction of Clark Road from Landry Road to 800 m east of Landry Road. Phase 3 consists of the design, tender and ditch construction of the remaining 1.6 Km of Clark Road.

In 2017 a budget of \$100,000 was approved for design and legal works. The original intent for Phase 3 was to register drainage easements along the private properties to secure suitable outlets. The community did not support this approach. Consequently, the design was changed so that existing unopened road allowances be utilized as outlets instead of the intended drainage easements. The design and draft tender documents for Phase 3 were completed in 2017 at a cost of \$25,000. Since easements and legal work were no longer required and that the remaining \$75,000 was insufficient to continue the project to construction, the remaining funds were transferred over to the St-Joseph Project to finalize this project. Report INF2017-074 recommending the transfer of funds is attached for reference.

5) **DISCUSSION:**

This year's freeze and thaw cycles have been particularly bad for poorly drained roads such as Clark Road. This has further deteriorated the roads structural integrity. Consequently, this has resulted in the temporary closure of the center driving lane portion of Clark Road. Until proper drainage with suitable outlets are constructed along Clark Road the structural issues, caused by the permanent saturation of the subgrade, will persist.

The following is a summary of the construction works required to complete Phase 3 of Clark Road and to address the drainage and structural issues.

Item	Date	Cost
- Engineering	July, 2018	\$40,000
- Construction Contract Award	August, 2018	N/A
- Construction Contract	Sept. to Nov., 2018	
- Clearing and Grubbing of the 4 Outlets (1,800m)		\$58,600
- Roadside Ditch Work (3,200m)		\$48,500
- Ditching of 4 Outlets (1,800m)		\$31,100
- Contingency (15%)		<u>\$21,500</u>
Total =		\$200,000

Once proper drainage is achieved and the road subgrade has dried, the Department will assess the merits of resurfacing Clark Road with granular. This will be considered in the operations budget during the 2019 budget deliberations.

The 2018 budget deliberations did not allocate funding for the construction of Phase 3 of Clark Road. However, Council did approve \$125,000 for a Ditch Drainage Study. The objective of this study was to identify drainage problem areas and to define appropriate outlets for these areas. In other words the Study aimed at addressing problem areas such as Clark Road among others.

In light of the worsening condition of Clark Road and because both project objectives align, the Department recommends transferring the approved funds of \$125,000 from the Ditch Drainage Study to Phase 3 of Clark Road and add \$75,000 from the Federal Gas Tax to complete project.

6) **CONSULTATION:**

N/A

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

N/A

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

The Clark Road project will be funded with the following funding sources:

- \$125 000 Roads Reserve Fund
- \$ 75 000 Federal Gas Tax (FGT)

The following table demonstrates the available funds in the Federal Gas Tax account:

Federal Gas Tax (FGT) Balance	
Available funds on June 12th, 2018	92,965\$
INF2018-035 Clark	75,000\$
Available funds on June 18th, 2018	17,965\$

9) **LEGAL IMPLICATIONS :**
N/A

10) **RISK MANAGEMENT :**
N/A

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

12) **SUPPORTING DOCUMENTS:**

- **Report INF2015-040**, dated August 4th, 2015: Drainage Improvement on Clark Road.
- **Report INF2016-023**, dated April 15th, 2016: Clark Road Ditch Rehabilitation Project, Phase 1.
- **Report INF2017-074**, dated November 29th, 2017: St-Joseph Project – Project Costs (November 2017).

**CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND
CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**

RÉSOLUTION NO / RESOLUTION NO: COW15-

Date: Août/August 4, 2015	Article #:
Proposé par/Moved by: Appuyé de/Seconded by:	
Objet/Subject: Améliorations / Improvements – chemin Clark Road	

QU’IL SOIT RECOMMANDÉ que le conseil municipal accepte le plan de travail proposé par le département d’Infrastructure et ingénierie pour l’amélioration du drainage du chemin Clark du chemin Landry jusqu’au cul-de-sac du chemin Clark; et

QUE le conseil municipal approuve une exemption à la politique d’achat pour obtenir les services d’ingénierie d’une firme de consultant pour entreprendre les travaux du plan d’arpentage et la conception du plan de drainage qui sont estimés au coût total de 50,000 \$; et

QUE le conseil municipal autorize que firme d’ingénieur Atrel soit retenu, selon la liste des offres de services afin de fournir les services nécessaires.

QUE les travaux de drainage proposé sur le chemin Clark soit apporté à la prochaine réunion pour approbation du Conseil.

BE IT RECOMMENDED that Council accepts the Engineering and Infrastructure Department's proposed work plan for drainage improvements on Clark Road from Landry Road to the dead-end on Clark Road; and

THAT Council approves an exemption to the Purchasing Policy fee upset limit to allow for the retention of an engineering consultant to undertake the required survey work and drainage design and a legal survey firm at an estimated total cost of \$50,000.00; and

THAT Atrel Engineering be retained from the approved standing offer list to provide the required services; and

THAT the proposed drainage program for Clark Road be forwarded to the next meeting of Council for approval.

Déclaration pécuniaire par/Pecuniary conflict :	
Adoptée/Carried:	Défait/Defeated:
<hr/> Monique Ouellet, Greffière/Clerk	



**CORPORATION
OF THE CITY OF / DE LA CITÉ DE
CLARENCE-ROCKLAND**

RESOLUTION

DATE : August 4th, 2015	Item # :	Resolution # :
Infrastructures et Ingénierie / Infrastructure and Engineering		
Directeur/Director : Dave Darch	Président/President: Yvon Simoneau	
Proposé par/Moved by		
Appuyé de / Seconded by		
Objet / Subject : Drainage: Improvement on Clark Road		

QU'IL SOIT RÉSOLU que conseil municipal accepte le plan de travail proposé par le département d'Infrastructure et ingénierie pour l'amélioration du drainage du chemin Clark du chemin Landry jusqu'au cul-de-sac du chemin Clark; et

QU'IL SOIT RÉSOLU que le conseil municipal approuve une exemption à la politique d'achat pour obtenir les services d'ingénierie d'une firme de consultant pour entreprendre les travaux du plan d'arpentage et la conception du plan de drainage qui sont estimés au coût total de 50,000 \$; et

QU'IL SOIT RÉSOLU que la firme d'ingénieur Atrel soit retenu, selon la liste des offres de services afin de fournir les services nécessaires.

BE IT RESOLVED that Council hereby accepts the Engineering and Infrastructure Department's proposed work plan for drainage improvements on Clark Road from Landry Road to the dead-end on Clark Road; and

BE IT RESOLVED that Council approves an exemption to the Purchasing Policy fee upset limit to permit the retention of an engineering consultant to undertake the required survey work and drainage design and a legal survey firm at an estimated total cost of \$50,000.00; and

BE IT RESOLVED that Atrel Engineering be retained from the approved standing offer list to provide the required services.

Déclaration pécuniaire par/Pecuniary conflict by:		
Adoptée/Carried:	Différée/Differed:	Défaite/Defeated:
<hr style="width: 50%; margin: 0 auto;"/> Monique Ouellet Greffière/Clerk		



Report to Council

Date	August 4th, 2015
Submitted by	Dave Darch, Director by Interim, Infrastructure & Engineering
Subject	Drainage Improvement on Clark Road
File no.	T06 CLA
Report no.	INF2015-40

1) NATURE / GOAL:

The purpose of this report is to have the proposed work plan for Clark Road approved by Council and also to secure the engineering services of Atrel Engineering in order to execute the work plan as described in the Infrastructure and Engineering report No. INF2015-40.

2) DIRECTIVE / PREVIOUS POLICY: N/A

3) DEPARTMENT'S RECOMMENDATION:

That the Committee of the Whole hereby accepts the Engineering and Infrastructure Department's proposed work plan for drainage improvements on Clark Road from Landry to the dead-end on Clark Road; and

That the Committee of the Whole recommends to Council to approve an exemption to the Purchasing Policy fee upset limit to permit the retention of: (a) an engineering consultant to undertake the required survey work and drainage design; (b) and a legal surveyor at a total cost of approximately \$50,000; and

That the Committee of the Whole recommends to Council to authorize that Atrel Engineering be retained from the approved standing offer list to provide the required services to an upset limit of \$30,000 and that a legal surveying firm be retained to perform the legal survey work required for this project at an upset limit of \$20,000;

That the proposed drainage program for Clark Road be forwarded to the next meeting of Council for approval.

4) BACKGROUND: N/A

5) DISCUSSION :

Clark Road, from Landry road up to it's dead-end, experiences substantial flooding along various sections of the road right-of-way. The drainage problems are largely attributable to the absence of roadside ditches on either side of the roadway and, in some cases, poor drainage outlets. In total, there are approximately forty (40) properties fronting on the 2.4 km section of Clark Road.

The existing road allowance varies considerably from 37 feet to 60 feet. This substandard right-of-way width severely impedes the ability to develop a proper roadside ditch drainage system within the road allowance. Therefore, there is a necessity to acquire right-of-way widenings from the adjacent property owners in order to construct a proper roadside ditches. It is desirable that the homeowners agree to transfer the required widenings to the City without cost and have these lands dedicated as public right-of-way. However, if some landowners are unwilling to transfer the required lands without cost, the City would have to proceed to an expropriation process which would adversely impact the timing of a ditch improvement program in 2016. Notwithstanding the issues associated with acquiring sufficient right-of-way, the department is recommending, the following work program in order to address the Clark Road drainage problems:

Maintenance Work (2015)

Departmental staff will undertake several interim maintenance operations this year on the westerly section of Clark Road. This will include:

- placement of a thin lift (approximately 4") of granular A on the existing road surface. This will improve the ridability of this section of roadway;
- surveys will be conducted by staff to determine if spot improvements can be implemented this year to improve drainage conditions along the north side of Clark Road. As well, the department will determine if it is feasible to initiate maintenance improvements this year to the drainage outlet. Staff will also investigate the merits of installing a cross culvert on Clark Road to facilitate drainage on the south side of the roadway.

Design Work/Right-Of-Way Requirements (2015):

To allow construction activity in 2016, staff will undertake the following steps:

- retain a legal surveyor (approximately \$20,000) to determine the precise right-of-way limits on Clark Road from Landry to the dead-end (2.4 Km);
- retain Atrel Engineering Services (\$30,000) under the city's standing offer agreement to do a detailed survey and drainage design concept for the entire length of the roadway. The consultant will also provide detailed cross-sections at each property in order to identify existing and additional right-of-way requirements;
- a public open house will be convened in the latter part of November to present the proposed drainage improvement program inclusive of

the land requirements. A summary of the cost of the entire drainage program will be presented at this meeting as well.

Right-Of-Way Acquisition (2016)

Assuming Council will allocate funds in the 2016 capital budget for drainage construction works on Clark Road, discussions will be held with each property owner in the early part of 2016 to negotiate the acquisition of the necessary right-of-way widenings. Land acquisition agreements will be drawn up for execution between the property owner and the City. However, as noted above, if any of the landowners are unwilling to provide the required widenings without cost, there may be a necessity to defer construction in 2016 since it will be necessary to secure the land requirements via expropriation. This is a time-consuming process.

Staff is currently assessing whether or not it will be necessary to conduct an Environmental Assessment (EA) for this work.

Construction (2016)

Subject to Council approval of funding for the ditch drainage program the completion on an EA (if necessary) and acquisition of the necessary lands, staff will initiate a construction tender in 2016. Depending on the total cost of the entire drainage program for Clark Road, it may be necessary to phase construction over two (2) or three (3) years. The timing of construction phasing would be addressed as part of Council's 2016 budget deliberation process.

Timelines

The above mentioned activities are depicted graphically in the attached Gantt chart.

6) PUBLIC CONSULTATION:

Subject to Council's endorsement of the drainage program for Clark Road, a public open house will be tentatively scheduled for the latter part of November 2015.

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/OTHER DEPARTMENTS: N/A

8) FINANCIAL IMPACT :

This project has not been identified in the approved 2015 capital budget program. Therefore, funding for the 2015 works (estimated to be \$50,000) is recommended to be taken from unexpended monies approved for Subdivision Ditching.

9) **LEGAL IMPLICATIONS :**

Flooding damage to private residences could lead to legal actions against the City.

10) **RISK MANAGEMENT :**

The implementation of a drainage improvement program would reduce the likelihood of flood damage to adjacent residences.

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

12) **SUPPORTING DOCUMENTATION:**

Dave Darch, Director by interim
Infrasctructure and Engineering

Robert Kehoe
Director of Finance

Approbation : Helen Collier
Chief Administrative Officer

[illegible]



REPORT N° INF2016-23 Clark Road Ditch Rehabilitation

Date	15/04/2016
Submitted by	Richard Campeau
Subject	INF2016-023 Clark Road Ditch Rehabilitation Project.docx
File N°	E02CLA

1) **NATURE/GOAL :**

The purpose of this report is to seek authorization for the Department of Infrastructure and Planning to sign a contract with Hawkesbury Transport & Excavation Inc. for the Clark Road, Ditch Rehabilitation project, Phase 1.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED that the Municipal Council hereby approves By-Law 2016-52, being a By-Law that authorizes the execution of a contract with Hawkesbury Transport & Excavation Inc. for the Clark Road Ditch Rehabilitation project, Phase 1, in the amount of 182,860.00\$ (excluding HST).

QU'IL SOIT RÉSOLU que le Conseil municipal adopte le règlement 2016-52 étant un règlement pour autoriser le Département de Infrastructures et aménagement du territoire à signer un contrat avec Hawkesbury Transport & Excavation Inc. pour effectuer les travaux d'amélioration de drainage sur le chemin Clark, Phase 1, pour une somme de 182 860,00\$ (excluant la T.V.H.)

4) **BACKGROUND :**

Clark Road, from Landry Road up to it's dead-end, experiences substantial flooding along various sections of the road right-of-way. The drainage problems are largely attributable to the absence of roadside ditches on both sides of the roadway and, in several cases, poor drainage outlets. In total, there are approximately forty (40) properties fronting on the 2.4 km section of Clark Road.

The ditch rehabilitation project for Clark Road has been divided in three (3) phases. Phase one (1) (construction 2016) will consist of

0.9 km of ditch rehabilitation, starting at Landry road. The approved funding allocated for this project in the 2016 Capital Budget is \$280,000.

Atrél Engineering Ltd. was retained from the approved standing offer list to provide a detailed survey and drainage design concept for the entire length of the roadway. Arpentage Dutrisac Surveying Inc. (ADSI) was also retained to perform the legal survey to determine the exact location of the existing right-of-way limits. Cost for both services was approved to an upset limit of \$50,000.

To date, approximately \$28,500 has been spent for surveying and engineering services; therefore, \$251,500 remains for construction and site supervision.

5) **DISCUSSION :**

On March 31st, 2016 the Department opened tenders for the Clark Road Rehabilitation Project Phase 1. The following seven (7) submissions were received, priced as follows:

Contractor	Price Submitted (excluding HST)
Hawkesbury Transport Exc. Inc.	\$182,860.00
Normand Excavation Inc.	\$186,555.00
Synex Construction Ltd.	\$197,007.79
Landrock Excavation. Inc.	\$216,829.00
Arnco Construction	\$218,812.50
STP Exc. & Cons. Inc.	\$232,152.50
McWilliams Construction Ltd.	\$350,675.00

Hawkesbury Transport submitted the lowest bid with a total bid price of \$182,860.00. When Atrél Engineering evaluated the Hawkesbury Transport's submission, two (2) unit pricing anomalies were identified (unit prices below the average market value). Hawkesbury Transport was asked to clarify and have confirmed that they will honor their bid pricing.

The Department, therefore, recommends that the City retains the services of Hawkesbury Transport Excavation Inc. for the INF2016-023 Clark Road Ditch Rehabilitation Project.docx.

6) **PUBLIC MEETING:**

The department of Infrastructure and Planning held a public information session on February 11th, 2016 at the Optimist hall in Rockland. All residents from Clark Road were personally invited. The

purpose of this session was to present to the residents a draft copy of the engineering drawings and explain the upcoming steps before construction start. There were no objections raised.

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

N/A

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

The 2016 Capital Budget allocated \$280,000 to undertake the Clark Road Ditch Rehabilitation, Phase 1. The contract is recommended to be awarded to the lowest compliant bid, namely Hawkesbury Transport Excavation Ltd.

	Amount/ montant
Previously spent (2015)	\$28,500.00
Contract price	\$182,860.00
Impact of HST (1.8%)	\$3,291.48
\$20,000 Contingencies (10% in contract pricing)	\$0
Impact of HST on contingencies (1.8%)	\$0
Total Cost to the City	\$214,651.48
Budget account 2-4-3260-9300: Fossé Clark	\$280,000.00
Remainder / (Shortfall)	\$65,348.52

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

By-Law 2016-52 – Contract
Contract



REPORT N° INF2017-074

Date	29/11/2017
Submitted by	Dave Darch
Subject	INF2017-074 St-Joseph Project - Project Costs (November 2017).docx
File N°	Click here to enter text.

1) **NATURE/GOAL :**

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

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

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

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

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

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

THAT Council approves the final expenditures for the St-Joseph Street Project as itemized in Table 5.1 of this report.

4) **BACKGROUND :**

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

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

5) **DISCUSSION :**

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

Table 5.1:

Latest Approved Budget

\$2,470,000

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

Due to the error reported in expenditures and additional engineering

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

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

Supplementary Funding Source:

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

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

6) **CONSULTATION:**

N/A

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

N/A

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

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

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A

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 18th DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



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

RÈGLEMENT DE ZONAGE N° 2018-78

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

2305 rue Raymond
Partie du Lot 27 Concession 1 (O.S) lot 9 sur le plan 21

rédigé par

Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022

ZONING BY-LAW NO. 2018-78

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

2305 Raymond Street
Part of Lot 27 Concession 1 (O.S) lot 9 on plan 21

prepared by

City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
(613) 446-6022

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND**RÈGLEMENT N° 2018-78****RÈGLEMENT AMENDANT LE RÈGLEMENT DE ZONAGE N° 2016-10;**

ATTENDU QUE le Règlement de zonage n° 2016-10 réglemente l'utilisation des terrains, la construction et l'utilisation des bâtiments et structures sur le territoire de la Cité de Clarence-Rockland; et

ATTENDU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland considère qu'il est opportun d'amender le Règlement de zonage n° 2016-10, tel qu'il suit;

PAR LA PRÉSENTE, le Conseil de la Corporation de la Cité de Clarence-Rockland donne force de loi à ce qui suit:

Article 1: La propriété située au 2305 rue Raymond identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: La cédule « B » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone résidentielle urbaine de densité 1 (R1)* » à « *Zone résidentielle urbaine de densité 1 – spéciale (R1S)* », tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

Article 3: Le présent règlement entrera en vigueur à la date de son adoption par le Conseil sous réserve de l'approbation du Tribunal ou suite à la date limite pour le dépôt des avis d'opposition, selon le cas.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 18^{IÈME} JOUR DE JUIN 2018.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-78****BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2016-10;**

WHEREAS Zoning By-Law no. 2016-10 regulates the use of land, and the use and erection of buildings and structures in the City of Clarence-Rockland; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland considers appropriate to amend Zoning By-Law No. 2016-10, as described;

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

Section 1: The property located at 2305 Raymond Street, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "B" of Zoning By-Law No. 2016-10 is hereby amended by changing the "*Urban Residential First Density (R1) Zone*" to "*Urban Residential First Density – Special (R1S) Zone*" on Schedule "A" of the map attached hereto and fully integrated as part of this by-law.

Section 3: This by-law shall become effective on the date of passing hereof, subject to the approval of the Tribunal or following the last date for filing objections as the case may be.

DATED AND PASSED IN OPEN COUNCIL, THIS 18th DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin de changer la catégorie de zonage de « Zone résidentielle urbaine de densité 1 (R1) » à « Zone résidentielle urbaine de densité 1 – spéciale (R1S) ». La demande est une condition du morcellement B-CR-008-2018 pour fins de réduire les superficies minimales des parcelles retenue et détachée.

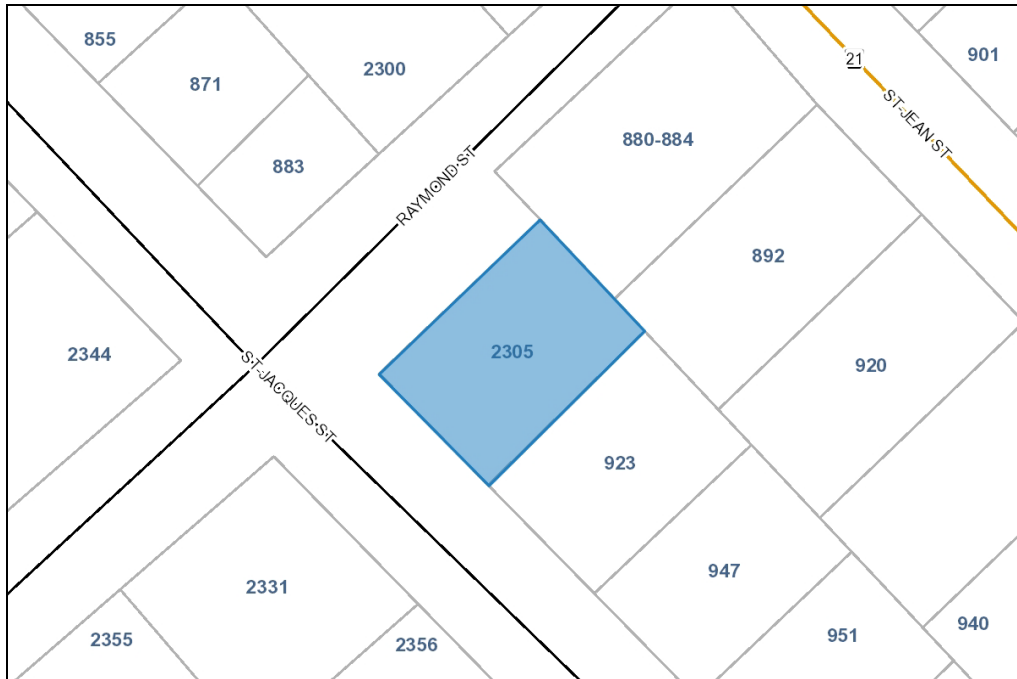
Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec M. Malcolm Duncan, urbaniste municipal du Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022, poste 2260.


EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 in order to change the zoning category from "Urban Residential First Density (R1) Zone" to "Urban Residential First Density – Special (R1S) Zone". The request is a condition of the severance B-CR-008-2018 in order to reduce the minimum lot area for both the retained and severed parcels.

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact M. Malcolm Duncan, Municipal Planner for the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022, ext. 2260.

CÉDULE « A » / SCHEDULE "A"**De / From (R1) à / to (R1S)**

<p> Terrains(s) touché(s) par ce règlement Area(s) affected by this by-law</p> <p>Changement de zonage /Zone change de/from R1 à/to R1S</p> <p>Certification d'authenticité Certificate of Authentication</p> <p>Ceci constitue le plan Cédule «A» du Règlement de zonage n° 2018-78, adopté le 18 juin 2018.</p> <p>This is plan Schedule "A" to Zoning By-Law No. 2018-78, passed the 18th day of June, 2018</p> <p>Guy Desjardins, Maire / Mayor</p>	<p>Plan Cédule «A» du règlement n° 2018-78</p> <p>Schedule "A" to By-Law No. 2018-78</p> <p>2305 rue Raymond</p> <p>2305 Raymond Street</p> <p>Cité de Clarence-Rockland City</p> <p>Préparé par/prepared by Cité de Clarence-Rockland City 1560, rue Laurier Street Rockland, Ontario K4K 1P7</p> <p>Pas à l'échelle/Not to scale</p> <p>Monique Ouellet, Greffière / Clerk</p>
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RAPPORT N° AMÉ-18-49-R

Date	18/06/2018
Soumis par	Malcolm Duncan
Objet	Modification au Règlement de Zonage 2305 rue Raymond
# du dossier	D-14-504

1) **NATURE / OBJECTIF :**

La nature de ce rapport est de présenter une demande de modification au règlement de zonage no. 2016-10, afin de changer la catégorie de zonage de « Zone résidentielle urbaine de densité 1 (R1) » à « Zone résidentielle urbaine de densité 1 – spéciale (R1S) ». La demande est une condition du morcellement B-CR-008-2018 pour fins de réduire les superficies minimales des parcelles retenue et détachée.

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

3) **RECOMMANDATION DU SERVICE:**

QUE le Conseil Municipal adopte le règlement 2018-78 modifiant le Règlement de Zonage no. 2016-10 à l'effet de changer la catégorie de zonage pour le terrain au 2305 rue Raymond, de « Zone résidentielle urbaine de densité 1 (R1) » à « Zone résidentielle urbaine de densité 1 – spéciale (R1S) », tel que recommandé par le Comité d'aménagement.

THAT the Municipal Council adopt By-law 2018-78 modifying Zoning By-law 2016-10, in order to change the zoning category for the property located at 2305 Raymond Street from "Urban Residential First Density (R1) Zone" to "Urban Residential First Density – Special (R1S) Zone", as recommended by the Planning Committee.

4) **HISTORIQUE :**

Une demande d'autorisation a été soumise par Benoit Simard pour la propriété située au 2305 rue Raymond le 18 avril 2018. Le but du morcellement est de créer un nouveau lot résidentiel adjacent à un terrain existant avec une maison. La demande a été approuvée par le Comité de Dérogation le 15 mai 2018, avec plusieurs conditions. Une des conditions est de modifier la catégorie de zonage pour fins de réduire les superficies minimales des parcelles retenue et détachée.

La demande de modification au Règlement de Zonage a été soumise en même temps que la demande d'autorisation. Un avis public a été envoyé aux différentes agences et aux propriétaires à moins de 120 mètres de la propriété et un avis a été affiché sur le site.

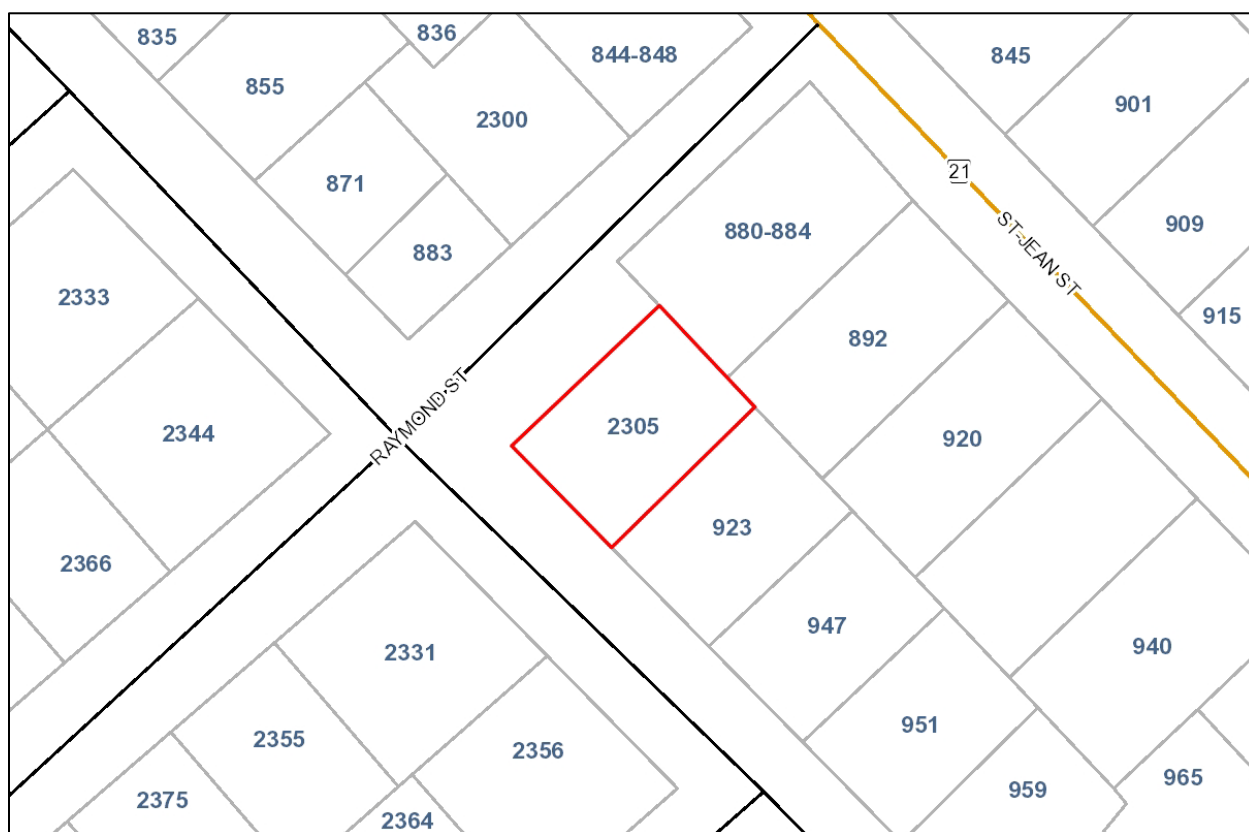


Figure 1. Carte Index

5) **DISCUSSION :**

Déclaration de principes provinciale

La Déclaration de principes provinciale fournit une orientation politique sur des questions d'intérêt provincial liées à l'aménagement et à la mise en valeur du territoire. Le terrain en question est situé dans une zone de peuplement, où la croissance et l'aménagement se concentrent, dont la vitalité et la remise en valeur est favorisée.

Les articles 1.1.3.3 et 1.1.3.4 de la DPP stipulent qu'il faut encourager et favoriser la densification et le réaménagement et l'aménagement compact dans les zones de peuplements. La modification au Règlement de Zonage est conforme à la Déclaration de principes provinciale puisque la demande permettra la densification et l'aménagement compact.

Plan Officiel des Comtés Unis de Prescott et Russell

Le terrain est situé dans un secteur des politiques urbaines selon le Plan Officiel des Comtés Unis de Prescott et Russell. Le Plan Officiel encourage l'aménagement intercalaire et l'intensification résidentielle, particulièrement dans les centres-villes. La modification demandée encouragera l'intensification dans le secteur des politiques urbaines.

Plan Officiel de l'aire urbaine de Clarence-Rockland

Le terrain est désigné « Résidentielle à faible densité » au Plan Officiel de l'aire urbaine de Clarence-Rockland. Les usages résidentiels existant et proposé sont permis.

L'article 4.10.1.d du Plan Officiel stipule que : « Les objectifs en matière de logement sont ainsi énoncés : ... 3. Permettre l'accroissement de la densification résidentielle en zone urbaine. »

La densification résidentielle est encore encouragé dans l'article 5.6.6 du Plan Officiel qui stipule que : « La densification résidentielle est un moyen efficace d'assurer l'usage efficace des terrains et des infrastructures dans la Cité. Les politiques visant à augmenter la densification sont compatibles avec le souhait de concentrer les développements futurs dans des secteurs entièrement desservis par les services publics, de même qu'avec les dispositions provinciales sur la politique en matière de logement.»

Règlement de Zonage 2016-10

Les parcelles à être retenue et détachée sont situées dans la « Zone résidentielle urbaine de densité 1 (R1) ». La modification changera le zonage à « Zone résidentielle urbaine de densité 1 – spéciale (R1S) ».

La superficie minimale pour un terrain dans la zone (R1) est 450m², tandis que la superficie minimale dans zone (R1S) est 300m². Si la demande est approuvée les parcelles retenue et détachée respecteront les dispositions du Règlement de Zonage.

Commentaires

Le département d'infrastructure et d'aménagement supporte la demande de modification au Règlement de Zonage, puisque ceci présente une opportunité de fournir l'aménagement intercalaire et la densification résidentielle dans l'aire urbaine. La demande supporte les objectifs de la Déclaration des principes provinciales, le Plan Officiel des Comtés Unis de Prescott et Russell et le Plan Officiel de l'aire urbaine de Clarence-Rockland.

6) **CONSULTATION :**

Une réunion publique a eu lieu le 6 juin 2018. Aucune commentaire ou objection a été reçu.

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

Département de finances : Aucune objection

Service d'infrastructures :

- L'aqueduc et l'égout sanitaire sont disponibles dans le chemin.
- Aucun service d'eau pluviale n'est disponible
- Un grading plan sera nécessaire avec la demande d'un permit de construction
- Un permis de coupure de rue sera nécessaire
- Il faut paver l'entrée sur la parcelle détachée
- Les connections d'hydro et les services municipaux sont au frais du requérant

- 8) **IMPACT FINANCIER (monétaire/matériaux/etc.):**
N/A
- 9) **IMPLICATIONS LÉGALES :**
N/A
- 10) **GESTION DU RISQUE (RISK MANAGEMENT) :**
N/A
- 11) **IMPLICATIONS STRATÉGIQUES :**
N/A
- 12) **DOCUMENTS D'APPUI:**
By-law 2018-78

RÈGLEMENT DE ZONAGE N° 2018-79

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

1188 chemin du Lac
Partie du Lot 2 Concession 3

rédigé par

Cité de Clarence-Rockland
1560, rue Laurier
Rockland (Ontario)
K4K 1P7
(613) 446-6022

ZONING BY-LAW NO. 2018-79

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

1188 du Lac Road
Part of Lot 2 Concession 3

prepared by

City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7
(613) 446-6022

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND**RÈGLEMENT N° 2018-79****RÈGLEMENT AMENDANT LE RÈGLEMENT DE ZONAGE N° 2016-10;**

ATTENDU QUE le Règlement de zonage n° 2016-10 réglemente l'utilisation des terrains, la construction et l'utilisation des bâtiments et structures sur le territoire de la Cité de Clarence-Rockland; et

ATTENDU QUE le Conseil de la Corporation de la Cité de Clarence-Rockland considère qu'il est opportun d'amender le Règlement de zonage n° 2016-10, tel qu'il suit;

PAR LA PRÉSENTE, le Conseil de la Corporation de la Cité de Clarence-Rockland donne force de loi à ce qui suit:

Article 1: La partie à être retenue du morcellement B-CR-003-2018 qui est décrite comme étant une partie du lot 2, concession 3 identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: La cédule « A » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone agricole (AG)*» à « *Zone agricole – exception 9 (AG-9)*», tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

Article 3: L'article 12.1 « Zone agricole (AG) » est par la présente amendée en ajoutant la propriété suivante au paragraphe 12.1 (3) (i) :
« Partie du lot 2, concession 3, chemin du Lac (partie retenue du morcellement B-CR-003-2018) »

Article 4: Le présent règlement entrera en vigueur à la date de son adoption par le Conseil sous réserve de l'approbation du Tribunal ou suite à la date limite pour le dépôt des avis d'opposition, selon le cas.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 18^{IÈME} JOUR DE JUIN 2018.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-79****BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2016-10;**

WHEREAS Zoning By-Law no. 2016-10 regulates the use of land, and the use and erection of buildings and structures in the City of Clarence-Rockland; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland considers appropriate to amend Zoning By-Law No. 2016-10, as described;

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

Section 1: The parcel to be retained from the severance B-CR-003-2018 described as being part of lot 2, concession 3, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "A" of Zoning By-Law No. 2016-10 is hereby amended by changing the "*General Agriculture (AG) Zone*" to "*General Agriculture – Exception 9 (AG-9) Zone*" on Schedule "A" of the map attached hereto and fully integrated as part of this by-law.

Section 3: Section 12.1 "General Agriculture (AG) Zone" is hereby amended by adding the following property to subsection 12.1 (3) (i):

"Part of Lot 2, Concession 3, du Lac Road (part to be severed B-CR-003-2018)"

Section 4: This by-law shall become effective on the date of passing hereof, subject to the approval of the Tribunal or following the last date for filing objections as the case may be.

DATED AND PASSED IN OPEN COUNCIL, THIS 18th DAY OF June, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin d'enlever tout potentiel pour l'usage résidentiel sur la parcelle retenue du morcellement B-CR-003-2018. Cette modification consiste à changer l'appellation de « *Zone agricole (AG)* » à « *Zone agricole - exception 9 (AG-9)* ».

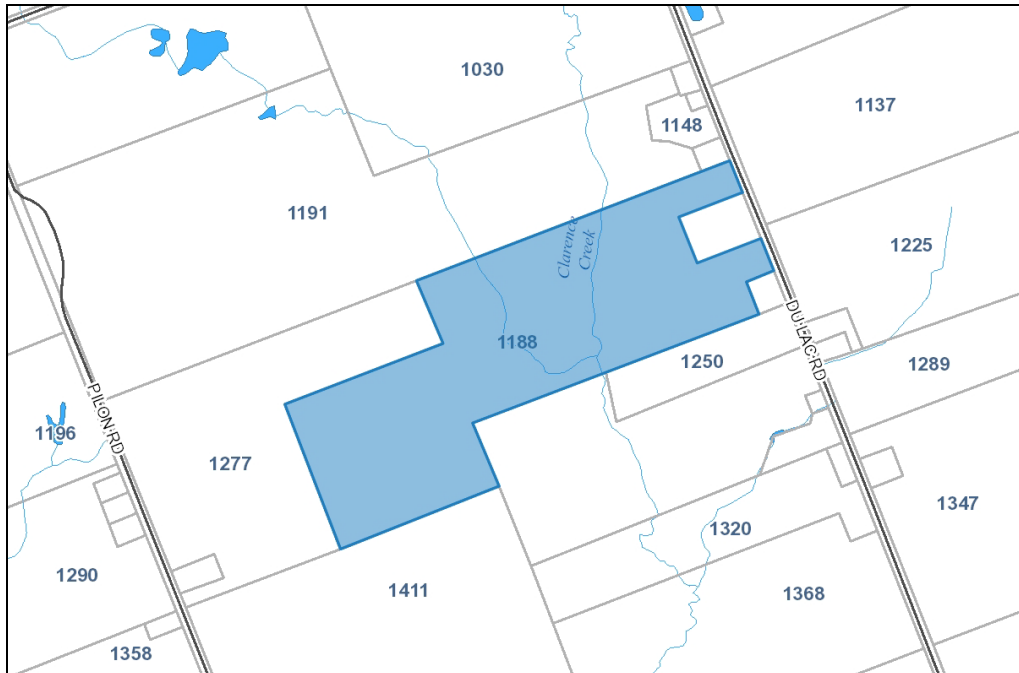
Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec M. Malcolm Duncan, urbaniste municipal du Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022, poste 2260.

EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 in order to prohibit residential uses on the retained parcel of the severance B-CR-003-2018. This amendment is to change the designation from "*General Agriculture (AG) Zone*" to "*General Agriculture – Exception 9 (AG-9) Zone*".

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact M. Malcolm Duncan, Municipal Planner for the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022, ext. 2260.

CÉDULE « A » / SCHEDULE "A"**De / From (AG) à / to (AG-9)**

Terrains(s) touché(s) par ce règlement
Area(s) affected by this by-law

Changement de zonage / Zone change
de/from AG à/to AG-9

Certification d'authenticité
Certificate of Authentication

Ceci constitue le plan Cédula «A» du
Règlement de zonage n° 2018-79,
adopté le 18 juin 2018.

This is plan Schedule "A" to Zoning
By-Law No. 2018-79, passed the 18th
day of June, 2018

Guy Desjardins, Maire / Mayor

Plan Cédula «A» du règlement n°
2018-79

Schedule "A" to By-Law No. 2018-79

Partie du lot 2, concession 3

Part of lot 2, concession 3

Cité de Clarence-Rockland City

Préparé par/prepared by
Cité de Clarence-Rockland City
1560, rue Laurier Street
Rockland, Ontario K4K 1P7

Pas à l'échelle/Not to scale

Monique Ouellet, Greffière / Clerk



REPORT N° AMÉ-18-49-R

Date	18/06/2018
Submitted by	Malcolm Duncan
Subject	Zoning By-law Amendment – 1188 Du Lac Road
File N°	D-14-506

1) **NATURE/GOAL :**

The goal of this report is to present a Zoning By-law Amendment in order to prohibit residential uses on the retained parcel of the severance B-CR-003-2018.

2) **DIRECTIVE/PREVIOUS POLICY :** N/A

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Municipal Council adopt By-law 2018-79 modifying Zoning By-law 2016-10, in order to change the zoning category of the retained parcel of the severance B-CR-003-2018 from "General Agriculture (AG) Zone" to "General Agriculture – Exception 9 (AG-9) Zone" as recommended by the Planning Committee.

QUE le Conseil Municipal adopte le règlement 2018-79 modifiant le Règlement de Zonage no. 2016-10 à l'effet de changer la catégorie de zonage de la parcelle retenue du morcellement B-CR-003-2018 de « Zone agricole (AG) » à « Zone agricole – Exception 9 (AG-9) » tel que recommandé par le Comité d'aménagement.

4) **BACKGROUND :**

An application for consent was submitted by Suzanne Simard for the property located at 1188 Du Lac Road on March 12th, 2018. The purpose of the severance was to separate the existing house from the surrounding agricultural property, which will be used in conjunction with the property at 1225 Du Lac Road. The application was approved by the Committee of Adjustment on April 25th, 2018 with a number of conditions, including a Zoning By-law amendment to prohibit residential uses on the retained parcel.

The application to amend the Zoning By-law was deemed complete on April 30th, 2018. An notice of public meeting was sent to different agencies and to the property owners within 120 meters of the subject property and a sign was posted on the property

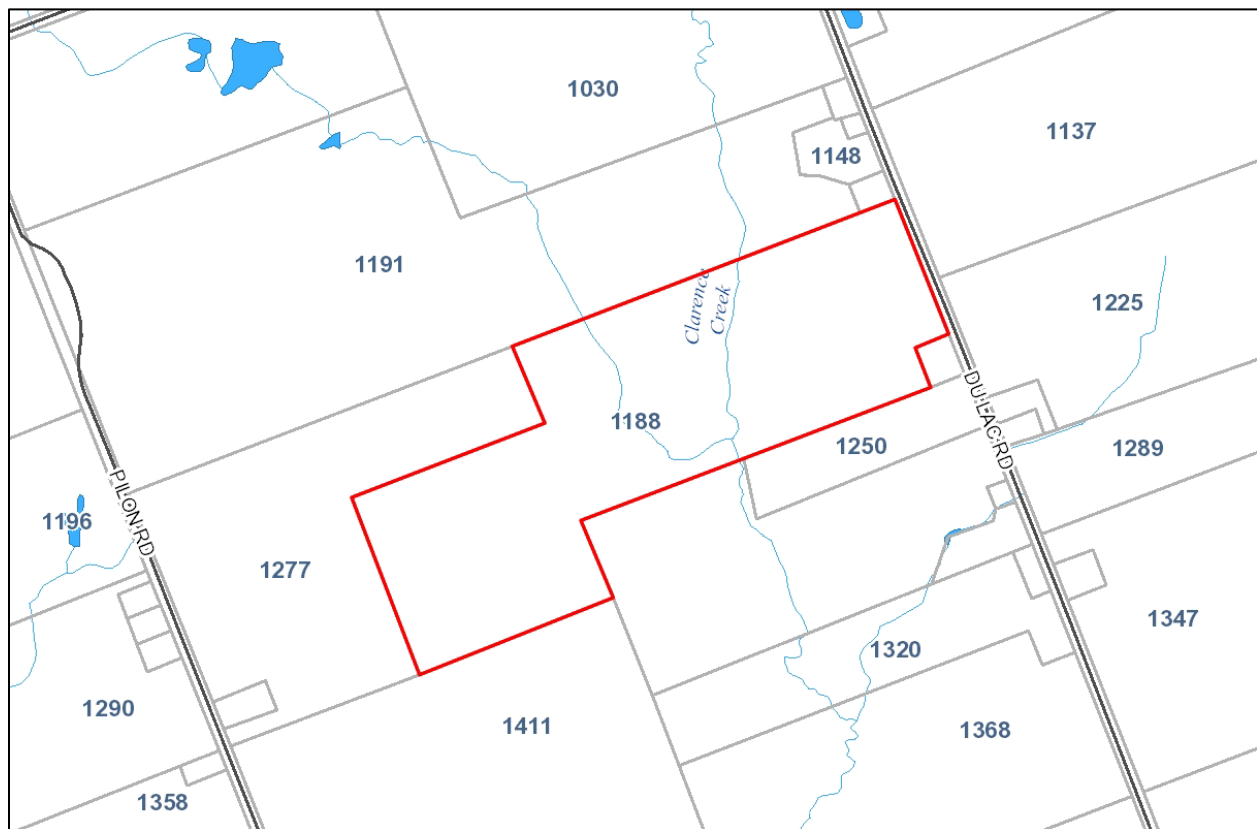


Figure 1. Location Plan

5) **DISCUSSION :**

Provincial Policy Statement (2014)

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development.

Section 2.3.4.1 of the Provincial Policy Statement states that: "*Lot creation in prime agricultural areas is discouraged and may be only be permitted for:*

- a) *agricultural uses*, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
- c) *a residence surplus to a farming operation* as a result of farm consolidation, provided that:

1. The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and

2. The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the

severance.

- d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.”

The proposed zoning amendment is consistent with the policies of the PPS, as it will ensure that residential dwellings are prohibited on the retained parcel of the severance B-CR-003-2018.

Official Plan of the United Counties of Prescott and Russell

The property is identified under the “*Agricultural Resource Policy Area*” designation on Schedule “A” of the Official Plan of the United Counties of Prescott and Russell. The Official Plan identifies the important role that agriculture plays in the local economy and acts to protect, improve and promote the use of land favourable to agriculture.

Section 7.4.2.3.2 of the Official Plan states that: “*Surplus residential consents may be considered for a farm dwelling made surplus to a farming operation as a result of farm consolidation. The Consent Approval Authority shall impose a condition on the severance of a surplus farm dwelling which shall require a Zoning By-law amendment prohibiting the construction of a new residential dwelling on the farmland parcel rendered vacant as a result of the severance.*”

City of Clarence-Rockland Zoning By-law 2016-10

The property is located within the “General Agriculture (AG) Zone” however; the proposed zoning amendment would change the zone to “General Agriculture – Exception 9 (AG-9) zone”.

The current zoning would permit the construction of a detached dwelling on the retained parcel, whereas the exception would prohibit all residential uses on the retained parcel. Residential uses will continue to be permitted on the severed parcel, where the new owners intend to build a new house.

Comments

The Infrastructure and Planning Department supports the application for amendment to the Zoning By-law as it will ensure that the retained parcel will be used for agricultural uses. The proposal is in conformity with the Provincial Policy Statement, and Official Plan of the United Counties of Prescott and Russell, since the amendment is required as condition of the severance.

6) **CONSULTATION:**

The Planning Committee held a public meeting on June 6th, 2018.

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

No comments or concerns were raised by the departments.

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 2018-79



RAPPORT N° FIN 2017-029

Date	11 JUIN 2018
Soumis par	CAROLE NORMAND
Objet	COURS D'EAU MUNICIPAUX
# du dossier	F09 DRAINS MUNICIPAUX

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de recommander l'adoption de règlements permettant de récupérer les coûts d'entretien de la part des bénéficiaires des cours d'eau.

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

3) **RECOMMANDATION DU SERVICE:**

QUE le Conseil adopte les règlements 2018-84 à 2018-96 inclusivement, permettant de récupérer les coûts d'entretien de plusieurs cours d'eau municipaux.

THAT Council adopts By-law No. 2018-84 to 2018-96 inclusively, to recuperate the costs for the maintenance of several municipal drains.

4) **HISTORIQUE :**

À chaque année il est nécessaire d'effectuer des travaux d'entretien pour maintenir la bonne efficacité des drains municipaux. Le coût de ces travaux est par la suite distribuer selon le calcul effectué par le consultant selon le bénéfice de chaque propriété.

5) **DISCUSSION :**

La Municipalité est responsable de l'entretien de plusieurs cours d'eau municipaux. À intervalles réguliers, le Conseil Municipal adopte des règlements permettant de récupérer les couts d'entretien de la part des bénéficiaires des cours d'eau.

Aujourd'hui, nous présentons 13 règlements pour les cours d'eau municipaux: Hammond, Hammond (maintenance), A. Vinette, Bussiere, Lepage, Bussiere (maintenance), Paul Seguin, Potvin, Rozon-Seguin Branche Est, Schnupp, Louis Lafleur, Clarence-Creek Pharmacy et Regimbald.

Les bassins des cours d'eau et les propriétés ayant un bénéfice

direct ont été désignés initialement par les firmes d'ingénierie chargées de la construction des projets. Les annexes aux règlements servent de base à la distribution des coûts en question. Enfin, les dépenses encourues ont été faites en 2016 et 2017 pour les drains municipaux.

La colonne "évaluation nette" indique le montant payable pour chaque propriété, après avoir appliqué la subvention de 33% (terrain agricole seulement).

6) **CONSULTATION :**

N/A

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

N/A

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

Le Service des finances recommande que les coûts inférieurs à 5, 00\$ soient absorbés par la Municipalité. Voici un rapport indiquant par cours d'eau, l'évaluation nette pour chaque propriété ainsi que le montant que la Cité aurait à absorber pour les évaluations de moins de 5,00\$ et pour ses propriétés.

#By-law	Nom du cours d'eau	Coût total	\$5.00 et moins	Propriétés De la Cité	Total facturé aux résidents
2018-84	Hammond	3017.19	44.59	13.29	2959.31
2018-85	Hammond (maintenance)	2815.38	304.73	173.90	2336.75
2018-86	A. Vinette	527.40	31.09	0	496.31
2018-87	Bussiere	1818.02	10.64	203.05	1604.33
2018-88	Lepage	6639.28	2.83	471.80	6164.65
2018-89	Bussiere (maintenance)	488.56	29.80	46.74	412.02
2018-90	Paul Seguin	604.32	16.50	0	587.82
2018-91	Potvin	759.57	98.28	21.88	639.41
2018-92	Rozon-Seguin Est	1712.39	2.44	72.46	1637.49
2018-93	Schnupp	502.21	88.13	17.34	396.74
2018-94	Louis-Lafleur	6774.22	25.62	251.53	6497.07
2018-95	Clarence-Creek Pharmacy	5762.87	182.94	53.59	5526.34
2018-96	Regimbald	4095.94	53.65	33.71	4008.58
Total		\$35,517.35	\$891.24	\$1,359.29	\$33,266.82

Comme à chaque année le \$891.24, pour la portion de 5\$ et moins, et le \$1,359.29, pour les propriétés de la ville, seront financés par le budget opérationnel.

9) **IMPLICATIONS LÉGALES :**

N/A

10) **GESTION DU RISQUE (RISK MANAGEMENT) :N/A**

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Règlements # 2018-84 à 2018-96 + Annexes

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 11:17 am

Drain Code : [HAM] to [HAM]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [101] to [101]

Drain Code	Name	Amount	Bylaw Number	Type	Status
HAM	HAMMOND MUNICIPAL DRAIN			M	O

Project Number : 101

Cost Amount : 3017.20

Work Description : 2016 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00906043.0000	DEVELOPPEMENT JML	1.05	1.05	0.00	1.05
016 00906044.0000	DEVELOPPEMENT JML	2.71	2.71	0.00	2.71
016 00906045.0000	DEVELOPPEMENT JML	3.76	3.76	0.00	3.76
016 00906052.0000	DEVELOPPEMENT JML	2.80	2.80	0.00	2.80
016 00906053.0000	DEVELOPPEMENT JML	0.79	0.79	0.00	0.79
016 03305090.0000	BOURDON, MARC	0.00	0.00	0.00	0.00
016 00804600.0000	LALONDE, BENOIT	705.02	705.01	0.00	705.01
016 03305205.0000	SAUMIER, YVES	6.37	6.37	0.00	6.37
016 03305200.0000	CLAIROUX, RACHELLE	4.51	4.51	0.00	4.51
016 03305100.0000	LEMAY, JOSEE	5.75	5.75	0.00	5.75
016 03305050.0000	LANDRIAULT, DANIEL HAROLD	4.62	4.62	0.00	4.62
016 03305049.0000	SEGUIN, FRANCOIS	4.62	4.62	0.00	4.62
016 03305016.0000	LAFLEUR, HEATHER	4.99	4.99	0.00	4.99
016 03305015.0000	BRAZEAU, MATTHIEU	4.24	4.24	0.00	4.24
016 03305010.0000	LAPLANTE, PASCALE	4.49	4.49	0.00	4.49
016 03305000.0000	FAUCON, FRANCOIS	0.00	0.00	0.00	0.00
016 01099999.0000	CLARENCE-ROCKLAND CITY	13.29	13.29	0.00	13.29
016 03399999.0000	UNITED COUNTIES OF	1,045.55	1,045.54	0.00	1,045.54
016 03399998.0000	CPR	20.61	20.61	0.00	20.61
016 03300311.0000	ROSE BROWNRIGG	588.52	588.51	0.00	588.51
016 03300312.0000	MARCEL & LOUISE GIGUERE	587.53	587.52	0.00	587.52
016 03300310.0000	MATHIEU LAVIGNE & CHANTAL JEAN	1.00	1.00	0.00	1.00
016 00905200.0000	SUZANNE MARLEAU & DANIEL	0.00	0.00	0.00	0.00
016 03300342.0000	NORMAND ST-LAURENT & HERIETTE	1.00	1.00	0.00	1.00
016 03300340.0000	MICHEL LEONARD & LORRAINE FORTIN	1.12	1.12	0.00	1.12
016 03300305.0000	STEVEN MATHIEU	0.63	0.63	0.00	0.63
016 03300300.0000	JACOB DICKER & EMILY SEEBRUSH	0.63	0.63	0.00	0.63
016 03300250.0000	PASCAL RICARD & CARINE	1.63	1.63	0.00	1.63
Total Drain :		3,017.23	3,017.19	0.00	3,017.19

Total Billings Under Minimum : 44.59

Total Billings Over Maximum : 0.00

Total Billings in Range : 2,972.60

_____ of less than \$5.00 = 44.59_____ of Clarence-Rockland = 13.29_____ Total Billed = 2959.31

Cost Allocation Edit List

Date : Jun 11, 2018

Time : 7:51 am

Drain Code : [HAM] to [HAM]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [102] to [102]

Drain Code	Name	Amount	Bylaw Number	Type	Status
HAM	HAMMOND MUNICIPAL DRAIN			M	O

Project Number : 102

Cost Amount : 2815.52

Work Description : 2016 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 01102400.0000	CHARTRAND, PASCAL FRANCOIS	151.76	3.13	0.00	3.13
016 01102450.0000	CHARLEBOIS, JUDY	206.50	4.27	0.00	4.27
016 01102300.0000	BESNER, MARTIN	645.64	13.34	0.00	13.34
016 01102301.0000	PAYTON-STEWART, STEVE	8.49	0.18	0.00	0.18
016 01102155.0000	PRYOR, DARLENE	7.42	0.15	0.00	0.15
016 01102150.0000	GUSTUS, DERRYL	336.99	6.96	0.00	6.96
016 01102110.0000	GAULT, PAUL	49.76	1.03	0.00	1.03
016 01102100.0000	NOLAN, LARRY CAMILLE	567.25	11.72	0.00	11.72
016 01101990.0000	JOLY, HENRI	437.88	9.05	0.00	9.05
016 01005600.0000	LAPLANTE, MICHEL	174.05	3.60	0.00	3.60
016 01005610.0000	TAILLEFER, PIERRE	4.20	0.09	0.00	0.09
016 01005620.0000	BAZINET, PATRICK	4.20	0.09	0.00	0.09
016 01102160.0000	KINSELLA, WESLEY	10.73	0.22	0.00	0.22
016 01102158.0000	HAYES, MONIQUE	10.54	0.22	0.00	0.22
016 01005500.0000	SIMARD, JASON	218.06	4.50	0.00	4.50
016 01005585.0000	MCDONALD, BRENT ROBERT	2.58	0.05	0.00	0.05
016 01005590.0000	DAVID, STEPHANE	2.35	0.05	0.00	0.05
016 01005490.0000	PUBLICOVER, NICOLE	2.58	0.05	0.00	0.05
016 01005400.0000	UNITED COUNTIES PRESCOTT	234.89	4.85	0.00	4.85
016 01005300.0000	GHINDA, ION-MIRCEA	285.53	5.90	0.00	5.90
016 01005330.0000	LAFLEUR, CHRISTINE	10.89	0.22	0.00	0.22
016 01005350.0000	HYBAL, MARTA	7.66	0.16	0.00	0.16
016 01005200.0000	LABELLE, JACQUELINE LAURA	49.28	1.02	0.00	1.02
016 01005100.0000	LABELLE, JACQUELINE LAURA	271.22	5.60	0.00	5.60
016 01005060.0000	PREVOST, ROGER	12.48	0.26	0.00	0.26
016 01005050.0000	MASSE, ROGER PIERRE	4.58	0.09	0.00	0.09
016 01005000.0000	PREVOST, ROGER	228.73	4.72	0.00	4.72
016 01004850.0000	GAGNIER, JEAN-RENE	7.75	0.16	0.00	0.16
016 01004800.0000	BESNER, MARTIN	338.36	6.99	0.00	6.99
016 01004760.0000	CORMIER, GHISLAIN	15.12	0.31	0.00	0.31
016 01004765.0000	BRETIN, PIERRE-THEO	7.41	0.15	0.00	0.15
016 01004750.0000	PRICE, ROBERT A	14.85	0.31	0.00	0.31
016 01004740.0000	ULLETT, JAMES M	22.18	0.46	0.00	0.46
016 01004735.0000	LECLAIR, VIATEUR	12.23	0.25	0.00	0.25
016 01004730.0000	ULLETT, JAMES M	48.12	0.99	0.00	0.99
016 01004714.0000	FAUBERT, PATRICK	14.57	0.30	0.00	0.30
016 01004712.0000	PAQUETTE, VINCENT	15.21	0.31	0.00	0.31
016 01004710.0000	SCAINI, ALFREDO	33.48	0.69	0.00	0.69
016 01004700.0000	HAARSMA, BOUKE	44.07	0.91	0.00	0.91
016 01004600.0000	SHOWERS, ANDREW	173.12	3.58	0.00	3.58
016 01004910.0000	CARRIERE, ROBERT AMBROISE	509.58	10.53	0.00	10.53
016 01004940.0000	BISHOP, BRUCE	10.61	0.22	0.00	0.22
016 01004950.0000	HENRIE, JEAN DENIS	21.01	0.43	0.00	0.43
016 01004490.0000	MENSOUR, JOSEPH	48.15	0.99	0.00	0.99
016 01004430.0000	MCCLATCHIE, DAVID	14.06	0.29	0.00	0.29
016 01004420.0000	BRIND AMOUR, STEVEN	23.06	0.48	0.00	0.48
016 01004410.0000	HIROSE, MASANORI	27.35	0.56	0.00	0.56
016 01004416.0000	BENOIT, RAYMOND	14.55	0.30	0.00	0.30
016 01004400.0000	DESJARDINS, MICHEL YVES	425.44	8.79	0.00	8.79
016 01004450.0000	DESJARDINS, MICHEL YVES	288.88	5.97	0.00	5.97
016 00905500.0000	PERRAS, YVES	42.20	0.87	0.00	0.87

Cost Allocation Edit List

Date : Jun 11, 2018

Time : 7:51 am

Drain Code : [HAM] to [HAM]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [102] to [102]

Drain Code	Name	Amount	Bylaw Number	Type	Status
HAM	HAMMOND MUNICIPAL DRAIN			M	O

Project Number : 102 Cost Amount : 2815.52

Work Description : 2016 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00905508.0000	LEVERT, MICHEL	47.80	0.99	0.00	0.99
016 00905510.0000	GUINDON, DOMINIC MATHIEU	15.86	0.33	0.00	0.33
016 00905315.0000	HUGHES, KAREN JEAN	9.32	0.19	0.00	0.19
016 00905310.0000	HUPE, ROBERT R	31.07	0.64	0.00	0.64
016 00905305.0000	HUPE, MARTIN	16.16	0.33	0.00	0.33
016 00906001.0000	LEONARD, MARLENE	153.55	3.17	0.00	3.17
016 00906002.0000	CORKUM, RONALD ALBERT	153.55	3.17	0.00	3.17
016 00906003.0000	DESAI, SUSHRUT	153.55	3.17	0.00	3.17
016 00906004.0000	DORE, ERIC	153.55	3.17	0.00	3.17
016 00906005.0000	REITANO, SOPHIE	153.55	3.17	0.00	3.17
016 00906006.0000	HIGO, PHILIP	153.55	3.17	0.00	3.17
016 00906007.0000	BISSON, ROCH	153.55	3.17	0.00	3.17
016 00906008.0000	LACROIX, PASCAL	153.55	3.17	0.00	3.17
016 00906009.0000	MCINNIS, JOSEPH FRANCIS	153.55	3.17	0.00	3.17
016 00906010.0000	GAUVIN, JEAN JACQUES	153.55	3.17	0.00	3.17
016 00906011.0000	8663548 CANADA INC.	153.55	3.17	0.00	3.17
016 00906012.0000	PHARAND, MARIE-PASCALE	153.55	3.17	0.00	3.17
016 00906013.0000	MAILLOUX, DENIS	153.55	3.17	0.00	3.17
016 00906014.0000	BRUNET, SIMON	153.55	3.17	0.00	3.17
016 00906015.0000	BERNARD, ALEX	153.55	3.17	0.00	3.17
016 00906016.0000	CHENIER, BENOIT	153.55	3.17	0.00	3.17
016 00906017.0000	GASCON, MARC-ANDRE	153.55	3.17	0.00	3.17
016 00906018.0000	MAK, TONY	153.55	3.17	0.00	3.17
016 00906019.0000	BOURDEAU, NICOLA	153.55	3.17	0.00	3.17
016 00906020.0000	GAUTHIER, JONATHON	153.55	3.17	0.00	3.17
016 00906021.0000	WILSON, JOHN	153.55	3.17	0.00	3.17
016 00906022.0000	LACROIX, DENIS	153.55	3.17	0.00	3.17
016 00906023.0000	BEAUDRY, CHANTAL	153.55	3.17	0.00	3.17
016 00906024.0000	LAPENSEE, LOUISE	153.55	3.17	0.00	3.17
016 00906025.0000	LABELLE, PIERRE	153.55	3.17	0.00	3.17
016 00906026.0000	DESCHENES, BENOIT	153.55	3.17	0.00	3.17
016 00906027.0000	ROBINSON, PATRICK	153.55	3.17	0.00	3.17
016 00906028.0000	MARSH, JAMES	153.55	3.17	0.00	3.17
016 00906029.0000	ROZON, JOHN	153.55	3.17	0.00	3.17
016 00906030.0000	VINETTE, GILLES	153.55	3.17	0.00	3.17
016 00906031.0000	VANDERWAEREN, GUY	153.55	3.17	0.00	3.17
016 00906032.0000	STIFF, COLIN BRIAN	153.55	3.17	0.00	3.17
016 00906033.0000	ROY, DENIS	153.55	3.17	0.00	3.17
016 00906034.0000	BISSON, ROCH	153.55	3.17	0.00	3.17
016 00906035.0000	WESTERN, CHRISTOPHER	153.55	3.17	0.00	3.17
016 00906036.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906037.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906038.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906039.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906040.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906041.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906042.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906043.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906044.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906045.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906046.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17

Cost Allocation Edit List



MD5030

Date : Jun 11, 2018

Page : 3

Time : 7:51 am

Drain Code : [HAM] to [HAM]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [102] to [102]

Drain Code	Name	Amount	Bylaw Number	Type	Status
HAM	HAMMOND MUNICIPAL DRAIN			M	O

Project Number : 102 Cost Amount : 2815.52

Work Description : 2016 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00906047.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906048.0000	WILSON, REBECCA	153.55	3.17	0.00	3.17
016 00906049.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906050.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906051.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906052.0000	LALONDE, LUC ROBERT	153.55	3.17	0.00	3.17
016 00906053.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906054.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906055.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906056.0000	DUTRISAC, PIERRE	153.55	3.17	0.00	3.17
016 00906057.0000	SIMARD, GHISLAINE	153.55	3.17	0.00	3.17
016 00906058.0000	SIMARD, GHISLAINE	153.55	3.17	0.00	3.17
016 00906059.0000	CHARTRAND, JOCELYN	153.55	3.17	0.00	3.17
016 00906060.0000	LALONDE, FRANCE	153.55	3.17	0.00	3.17
016 00906061.0000	LAUZON, FRANCIS	153.55	3.17	0.00	3.17
016 00906062.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906063.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906064.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906065.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00906066.0000	FILLION, YVES	153.55	3.17	0.00	3.17
016 00906067.0000	QUESNEL, JASON	153.55	3.17	0.00	3.17
016 00906068.0000	TURGEON, DANIEL JUNIOR	153.55	3.17	0.00	3.17
016 03305090.0000	BOURDON, MARC	153.55	3.17	0.00	3.17
016 03304550.0000	CLARENCE-ROCKLAND CITY	1,922.07	39.70	0.00	39.70
016 00904905.0000	THAUVETTE, ERIC	15.80	0.33	0.00	0.33
016 00904900.0000	YOUNG, JOHN THOMAS	8,580.78	177.26	0.00	177.26
016 00904910.0000	DE WIT, PETER	12.64	0.26	0.00	0.26
016 00904908.0000	BRUNET, YVES	9.00	0.19	0.00	0.19
016 00904906.0000	PAYANT, DANIEL	9.00	0.19	0.00	0.19
016 00904403.0000	BELLEFEUILLE, NATALIE	13.27	0.27	0.00	0.27
016 00904400.0000	ULLETT, TIMOTHY NORMAN EARL	11.37	0.23	0.00	0.23
016 00804600.0000	LALONDE, BENOIT	7,189.25	148.51	0.00	148.51
016 00804500.0000	BRISEBOIS, ANDRE	5,801.87	119.85	0.00	119.85
016 03305205.0000	SAUMIER, YVES	880.53	18.19	0.00	18.19
016 03305200.0000	CLAIROUX, RACHELLE	1,053.95	21.77	0.00	21.77
016 03305100.0000	LEMAY, JOSEE	1,095.05	22.62	0.00	22.62
016 03305050.0000	LANDRIALT, DANIEL HAROLD	1,294.12	26.73	0.00	26.73
016 03305049.0000	SEGUIN, FRANCOIS	1,294.12	26.73	0.00	26.73
016 03305016.0000	LAFLEUR, HEATHER	1,184.42	24.47	0.00	24.47
016 03305015.0000	BRAZEAU, MATTHIEU	1,233.80	25.49	0.00	25.49
016 03305010.0000	LAPLANTE, PASCALE	1,178.95	24.35	0.00	24.35
016 03305000.0000	FAUCON, FRANCOIS	1,351.74	27.92	0.00	27.92
016 03304950.0000	LABONTE, SERGE JEAN	2,464.26	50.91	0.00	50.91
016 03304900.0000	SIMARD, MARC E	1,983.00	40.96	0.00	40.96
016 03304800.0000	ONIFRICHUK, RYAN DANIEL	1,542.68	31.87	0.00	31.87
016 03304600.0000	FRANCHE, GINETTE	2,287.42	47.25	0.00	47.25
016 03304500.0000	LALONDE, ALAIN EMILIEN	1,483.80	30.65	0.00	30.65
016 03304300.0000	ROMAN CATHOLIC EPISCOPAL	105.45	2.18	0.00	2.18
016 03304350.0000	RESIDENCE ST-MATHIEU INC.	2,515.87	51.97	0.00	51.97
016 03304400.0000	ROMAN CATHOLIC EPISCOPAL	693.00	14.32	0.00	14.32
016 03300600.0000	CONSEIL DE ECOLES SEPARÉES	19,676.06	406.46	0.00	406.46

Cost Allocation Edit List



Drain Code : [HAM] to [HAM]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [102] to [102]

Drain Code	Name	Amount	Bylaw Number	Type	Status
HAM	HAMMOND MUNICIPAL DRAIN			M	O

Project Number : 102 Cost Amount : 2815.52

Work Description : 2016 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03300500.0000	MAXWELL, DANIEL J P	2,491.53	51.47	0.00	51.47
016 03300400.0000	BEDARD, JOSEE	1,296.95	26.79	0.00	26.79
016 01099999.0000	CLARENCE-ROCKLAND CITY	35.22	0.73	0.00	0.73
016 01099999.0000	CLARENCE-ROCKLAND CITY	174.10	3.60	0.00	3.60
016 01099999.0000	CLARENCE-ROCKLAND CITY	126.30	2.61	0.00	2.61
016 01099999.0000	CLARENCE-ROCKLAND CITY	157.50	3.25	0.00	3.25
016 03399999.0000	UNITED COUNTIES OF	8,897.18	183.79	0.00	183.79
016 03399996.0000	CITY OF OTTAWA	33.54	0.69	0.00	0.69
016 00905506.0000	PERRAS, YVES	167.44	3.46	0.00	3.46
016 03300350.0000	GENDRON, JACQUELINE	1,399.95	28.92	0.00	28.92
016 03399998.0000	CPR	88.15	1.82	0.00	1.82
016 03399996.0000	CITY OF OTTAWA	17.69	0.37	0.00	0.37
016 03399996.0000	CITY OF OTTAWA	61.92	1.28	0.00	1.28
016 03399996.0000	CITY OF OTTAWA	570.57	11.79	0.00	11.79
016 03399996.0000	CITY OF OTTAWA	278.65	5.76	0.00	5.76
016 03399996.0000	CITY OF OTTAWA	331.72	6.85	0.00	6.85
016 03399996.0000	CITY OF OTTAWA	53.08	1.10	0.00	1.10
016 03399996.0000	CITY OF OTTAWA	35.38	0.73	0.00	0.73
016 03399996.0000	CITY OF OTTAWA	564.25	11.66	0.00	11.66
016 03399996.0000	CITY OF OTTAWA	592.05	12.23	0.00	12.23
016 03399996.0000	CITY OF OTTAWA	713.20	14.73	0.00	14.73
016 03399996.0000	CITY OF OTTAWA	468.00	9.67	0.00	9.67
016 03399996.0000	CITY OF OTTAWA	623.65	12.88	0.00	12.88
016 03399996.0000	CITY OF OTTAWA	628.06	12.97	0.00	12.97
016 03399996.0000	CITY OF OTTAWA	718.75	14.85	0.00	14.85
016 03399996.0000	CITY OF OTTAWA	690.00	14.25	0.00	14.25
016 03399996.0000	CITY OF OTTAWA	707.68	14.62	0.00	14.62
016 03399996.0000	CITY OF OTTAWA	318.45	6.58	0.00	6.58
016 03399996.0000	CITY OF OTTAWA	88.46	1.83	0.00	1.83
016 03399996.0000	CITY OF OTTAWA	88.50	1.83	0.00	1.83
016 03300311.0000	BROWN RIGG, ROSE	2,484.65	51.33	0.00	51.33
016 03300312.0000	GIGUERE, MARCEL ARMAND	143.90	2.97	0.00	2.97
016 03300310.0000	JEAN, CHANTAL	998.94	20.64	0.00	20.64
016 00905200.0000	BRUYERE, DANIEL	153.55	3.17	0.00	3.17
016 03300342.0000	ST-LAURENT, NORMAND	753.80	15.57	0.00	15.57
016 03300340.0000	LEONARD, MICHEL	753.80	15.57	0.00	15.57
016 03300305.0000	MATHIEU, STEVEN ROBERT	1,063.95	21.98	0.00	21.98
016 03300300.0000	DICKER, JACOB	1,604.36	33.14	0.00	33.14
016 03300250.0000	RICARD, PASCAL	964.16	19.92	0.00	19.92
016 00906070.0000	CLARENCE-ROCKLAND CITY	153.55	3.17	0.00	3.17
016 00906071.0000	DEVELOPPEMENT JML	153.55	3.17	0.00	3.17
016 00804750.0000	THIVIERGE, CHARLES AUGUSTE	13,058.62	269.76	0.00	269.76
016 03300345.0000	LAVERGNE, LIONEL	1,253.80	25.90	0.00	25.90
016 03300309.0000	PAQUETTE, RENE J	124.86	2.58	0.00	2.58
016 01099999.0000	CLARENCE-ROCKLAND CITY	6,496.67	134.20	0.00	134.20
Total Drain :		136,296.11	2,815.38	0.00	2,815.38

Total Billings Under Minimum : 304.73

Total Billings Over Maximum : 0.00

Total Billings in Range : 2,510.65

Cost Allocation Edit List



MD5030

Date : Jun 11, 2018

Page : 5

Time : 7:51 am

Drain Code : [HAM] to [HAM]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [102] to [102]

Drain Code	Name	Amount	Bylaw Number	Type	Status

_____ of less than \$5.00 = 304.73

_____ of Clarence-Rockland = 173.90

_____ Total Billed = 2336.75

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 1:36 pm

Drain Code : [AV] to [AV]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [103] to [103]

Drain Code	Name	Amount	Bylaw Number	Type	Status
AV	A. VINETTE MUNICIPAL DRAIN			M	O

Project Number : 103

Cost Amount : 527.67

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 02120600.0000	ROSS, CHRISTOPHER DONALD	15.37	1.22	0.00	1.22
016 02120500.0000	POUPART, JEAN LUC	403.87	32.06	10.69	21.38
016 02120400.0000	BRUNET, ANDRÉE	250.75	19.91	0.00	19.91
016 02119800.0000	BERGERON, JEAN-GUY	318.92	25.32	0.00	25.32
016 02119500.0000	POUPART, GERALD	163.92	13.01	4.34	8.68
016 02307500.0000	TALBOT, YVES	56.12	4.46	0.00	4.46
016 02307300.0000	LIMOGES, ALEX	3.92	0.31	0.00	0.31
016 02307400.0000	1065834 ONTARIO INC	742.28	58.93	19.64	39.29
016 02307401.0000	FOURNIER, MARCEL	57.94	4.60	1.53	3.07
016 02307403.0000	DAGENAIS, JEAN-GUY	11.76	0.93	0.00	0.93
016 00900600.0000	BERNARD, JACQUELINE A	237.96	18.89	0.00	18.89
016 00900605.0000	BOURGEAU, CHRISTINE	11.66	0.93	0.00	0.93
016 00900610.0000	BERNARD, GILLES H	2.35	0.19	0.00	0.19
016 00900650.0000	CHARTRAND, ROBERT	281.29	22.33	0.00	22.33
016 00900655.0000	CHARTRAND, CLAIRE	27.26	2.16	0.00	2.16
016 00900500.0000	RIVARD, JEAN GUY	881.47	69.98	0.00	69.98
016 00900490.0000	PAGE, ANDRE	8.63	0.69	0.00	0.69
016 00900470.0000	LALONDE, REMI A	110.02	8.73	0.00	8.73
016 00900700.0000	CHAREST, SEBASTIEN	39.43	3.13	0.00	3.13
016 00900705.0000	PERREAULT, LAURETTE I	38.66	3.07	0.00	3.07
016 00900710.0000	VILLENEUVE, ROGER	39.23	3.11	0.00	3.11
016 00900790.0000	LANDRY, GAETAN	5.62	0.45	0.00	0.45
016 00900800.0000	MADORE, MONIQUE	745.12	59.16	19.72	39.44
016 00900809.0000	DESMARAIS, GUY REAL	3.11	0.25	0.00	0.25
016 00900810.0000	COTE, MARK	2.40	0.19	0.00	0.19
016 00900960.0000	ORIGINAL AUTO PARTS (07) INC	352.60	27.99	0.00	27.99
016 00900950.0000	BLANCHARD, ROGER	46.49	3.69	0.00	3.69
016 00901000.0000	CHARRON, CLAUDE	263.42	20.91	0.00	20.91
016 00900900.0000	BLANCHARD, TROY	5.68	0.45	0.00	0.45
016 00900905.0000	LABELLE, SERGE	4.65	0.37	0.00	0.37
016 00900910.0000	MURRAY, GREGORY WILLIAM	4.60	0.37	0.00	0.37
016 00901110.0000	DEGROOT-WADDELL, JOANNE	2.46	0.20	0.00	0.20
016 00901150.0000	DEGROOT, MARCELLUS	519.63	41.25	13.75	27.50
016 00901055.0000	HANIFF, NATASHA	12.47	0.99	0.00	0.99
016 01099999.0000	CLARENCE-ROCKLAND CITY	4.55	0.36	0.00	0.36
016 03399999.0000	UNITED COUNTIES OF	286.82	22.77	0.00	22.77
016 00901200.0000	RIDER, PAUL JAMES	6.24	0.50	0.00	0.50
016 00901300.0000	GAGNE, BERNARD	277.06	22.00	0.00	22.00
016 00901350.0000	LALONDE, ALEXANDRE	236.12	18.75	0.00	18.75
016 00901100.0000	FRIEL, EAMON	563.58	44.74	0.00	44.74
016 00901600.0000	WENDZICH, KLAUS	474.88	37.70	0.00	37.70
Total Drain :		7,520.31	597.05	69.67	527.40

of less than \$5.00 = 31.09

of Clarence-Rockland = -

Total Billed = 496.31

Total Billings Under Minimum : 31.09

Total Billings Over Maximum : 0.00

Total Billings in Range : 496.31

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 1:52 pm

Drain Code : [BUS] to [BUS]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [104] to [104]

Drain Code	Name	Amount	Bylaw Number	Type	Status
BUS	BUSSIERE MUNICIPAL DRAIN			M	O

Project Number : 104

Cost Amount : 2291.23

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00404701.0000	HYDRO ONE NETWORKS INC	1.42	0.23	0.00	0.23
016 00404700.0000	WAHLER FARMS INC	1,957.09	310.41	103.47	206.94
016 00404800.0000	SEGUIN, BENOIT LUC	1.42	0.23	0.08	0.15
016 00505800.0000	MARTIN, FREDERIC	132.48	21.01	0.00	21.01
016 00506010.0000	MCKENNA, NANCY MARIE	994.42	157.72	0.00	157.72
016 00506050.0000	CHEFF, SYLVAIN	142.31	22.57	0.00	22.57
016 00506154.0000	DEMONSAND-BURELLE, CHANTAL	2.73	0.43	0.00	0.43
016 00506152.0000	CHEFF, SYLVAIN	5.13	0.81	0.00	0.81
016 00506150.0000	MARTEL, SHAWN	2.72	0.43	0.00	0.43
016 00506145.0000	LAUZON, DENISE	2.72	0.43	0.00	0.43
016 00506100.0000	ETHIER, JEAN PAUL	5.43	0.86	0.00	0.86
016 00506142.0000	DIAMANT, CHRISTOPHER	7.10	1.13	0.00	1.13
016 00506141.0000	LEFEBVRE, SYLVAIN	1.80	0.29	0.00	0.29
016 00506200.0000	LEPAGE, AIME	6,097.77	967.15	322.38	644.77
016 00506210.0000	BOURGEOIS, PASCAL	101.14	16.04	0.00	16.04
016 00506215.0000	GREGOIRE, LUCIE	107.47	17.05	0.00	17.05
016 00506600.0000	LAVOIE, RICHARD MARCEL	894.12	141.81	47.27	94.54
016 00506300.0000	GUINDON, YVES	6.09	0.97	0.00	0.97
016 00506700.0000	LAVIGNE, SYLVAIN	5.20	0.82	0.00	0.82
016 00606300.0000	138955 CANADA INC	25.76	4.09	0.00	4.09
016 00606600.0000	CONSERVATION AUTHORITY SOUTH	407.56	64.64	0.00	64.64
016 00606700.0000	LECAVALIER, GERARD	304.49	48.29	0.00	48.29
016 00606800.0000	MARCIL, GERARD L	67.61	10.72	0.00	10.72
016 00606900.0000	LEFEBVRE, SYLVAIN	135.22	21.45	0.00	21.45
016 00607000.0000	GOUR, LORRIANE Y	507.79	80.54	0.00	80.54
016 03399999.0000	UNITED COUNTIES OF	1,248.70	198.05	0.00	198.05
016 01099999.0000	CLARENCE-ROCKLAND CITY	1,206.97	191.43	0.00	191.43
016 01099999.0000	CLARENCE-ROCKLAND CITY	73.28	11.62	0.00	11.62
Total Drain :		14,445.94	2,291.22	473.20	1,818.02

Total Billings Under Minimum : 10.64

Total Billings Over Maximum : 0.00

Total Billings in Range : 1,807.38

_____ of less than \$5.00 = 10.64_____ of Clarence-Rockland = 203.05_____ Total Billed = 1604.33

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 1:59 pm

Drain Code : [BUS] to [BUS]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [105] to [105]

Drain Code	Name	Amount	Bylaw Number	Type	Status
BUS	BUSSIERE MUNICIPAL DRAIN			M	O

Project Number : 105

Cost Amount : 608.89

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00404500.0000	KOCH, HANS	1.42	0.06	0.02	0.04
016 00404405.0000	MCLEAN, JEFFREY BOYD	636.19	24.64	0.00	24.64
016 00404650.0000	CLARENCE-ROCKLAND CITY	128.70	4.98	0.00	4.98
016 00404400.0000	ETHIER, ANDRE	5.61	0.22	0.00	0.22
016 00404401.0000	ETHIER, ANDRE N	1.01	0.04	0.00	0.04
016 00404415.0000	ETHIER, YVES	3.78	0.15	0.00	0.15
016 00404701.0000	HYDRO ONE NETWORKS INC	1.42	0.06	0.00	0.06
016 00404700.0000	WAHLER FARMS INC	1,957.09	75.79	25.26	50.52
016 00404800.0000	SEGUIN, BENOIT LUC	1.42	0.06	0.02	0.04
016 00505400.0000	BUSSIERE, GABRIEL J	6.19	0.24	0.08	0.16
016 00505600.0000	CASUTT, PIERRE	23.17	0.90	0.00	0.90
016 00505500.0000	ETHIER, SERGE	146.09	5.66	1.89	3.77
016 00505800.0000	MARTIN, FREDERIC	202.83	7.85	0.00	7.85
016 00506010.0000	MCKENNA, NANCY MARIE	994.42	38.51	0.00	38.51
016 00506050.0000	CHEFF, SYLVAIN	237.18	9.18	0.00	9.18
016 00506000.0000	DEMONSAND-BURELLE, CHANTAL	31.32	1.21	0.00	1.21
016 00505900.0000	NADEAU, JEAN-YVES	1.42	0.06	0.00	0.06
016 00506154.0000	DEMONSAND-BURELLE, CHANTAL	4.10	0.16	0.00	0.16
016 00506152.0000	CHEFF, SYLVAIN	5.13	0.20	0.00	0.20
016 00506150.0000	MARTEL, SHAWN	2.72	0.11	0.00	0.11
016 00506145.0000	LAUZON, DENISE	2.72	0.11	0.00	0.11
016 00506100.0000	ETHIER, JEAN PAUL	5.43	0.21	0.00	0.21
016 00506142.0000	DIAMANT, CHRISTOPHER	7.10	0.27	0.00	0.27
016 00506141.0000	LEFEBVRE, SYLVAIN	1.80	0.07	0.00	0.07
016 00506200.0000	LEPAGE, AIME	6,097.77	236.13	78.71	157.42
016 00506210.0000	BOURGEOIS, PASCAL	101.14	3.92	0.00	3.92
016 00506215.0000	GREGOIRE, LUCIE	107.47	4.16	0.00	4.16
016 00506600.0000	LAVOIE, RICHARD MARCEL	894.12	34.62	11.54	23.08
016 00506300.0000	GUINDON, YVES	6.09	0.24	0.00	0.24
016 00506700.0000	LAVIGNE, SYLVAIN	5.20	0.20	0.00	0.20
016 00606300.0000	138955 CANADA INC	67.62	2.62	0.00	2.62
016 00606600.0000	CONSERVATION AUTHORITY SOUTH	407.56	15.78	0.00	15.78
016 00606700.0000	LECAVALIER, GERARD	304.49	11.79	0.00	11.79
016 00606800.0000	MARCIL, GERARD L	67.61	2.62	0.00	2.62
016 00606900.0000	LEFEBVRE, SYLVAIN	135.22	5.24	0.00	5.24
016 00607000.0000	GOUR, LORRIANE Y	507.79	19.66	0.00	19.66
016 03399999.0000	UNITED COUNTIES OF	1,248.70	48.35	0.00	48.35
016 01099999.0000	CLARENCE-ROCKLAND CITY	1,206.97	46.74	0.00	46.74
016 00405700.0000	ETHIER, SERGE	78.49	3.04	0.00	3.04
016 00505446.0000	HM KOCH DAIRY INC	6.11	0.24	0.00	0.24

Total Drain :	15,650.61	606.09	117.52	488.56
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Total Billings Under Minimum : 29.80

Total Billings Over Maximum : 0.00

Total Billings in Range : 458.76

_____ of less than \$5.00 = 29.80_____ of Clarence-Rockland = 46.74_____ Total Billed = 412.02

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 2:07 pm

Drain Code : [LEP] to [LEP]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [106] to [106]

Drain Code	Name	Amount	Bylaw Number	Type	Status
LEP	LEPAGE MUNICIPAL DRAIN			M	O

Project Number : 106

Cost Amount : 7842.29

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00306700.0000	MICHAUD, NICOLAS	24.00	9.18	0.00	9.18
016 00306800.0000	WAHLER FARMS INC	44.00	16.84	5.61	11.23
016 00306810.0000	DIONNE, MAXIME	152.00	58.16	0.00	58.16
016 00306910.0000	HARGROVE, LILLIANE HELENE	100.00	38.26	0.00	38.26
016 00306915.0000	FROLOV, VITALI	164.00	62.75	0.00	62.75
016 00306920.0000	MCCONNELL, CHRISTINA	330.00	126.27	0.00	126.27
016 00306924.0000	BUTLER, KIMBERLEY	200.00	76.53	0.00	76.53
016 00306925.0000	7286082 CANADA INC	183.00	70.02	0.00	70.02
016 00306929.0000	7286082 CANADA INC	77.00	29.46	0.00	29.46
016 00306930.0000	BRISSON, WILLIAM JOSEPH	48.00	18.37	0.00	18.37
016 00404700.0000	WAHLER FARMS INC	25.81	9.88	3.29	6.59
016 00405150.0000	ROY, ROBERT	7.40	2.83	0.00	2.83
016 00405200.0000	ETHIER, JACQUES	4,148.00	1,587.22	529.07	1,058.15
016 00405412.0000	ROBERT, JEAN-GUY	787.88	301.48	0.00	301.48
016 00405415.0000	GAUTHIER, RICHARD	739.84	283.10	0.00	283.10
016 00405425.0000	LEBEAU, CHRISTIANNE	13.28	5.08	0.00	5.08
016 00405427.0000	GELINEAU, RICHARD GASTON	88.17	33.74	0.00	33.74
016 00405500.0000	LALONDE, FRANCOIS D	2,720.52	1,041.00	0.00	1,041.00
016 00405514.0000	AYOTTE, MARTIN	61.18	23.41	0.00	23.41
016 00405518.0000	ST-JEAN, ERIC	57.58	22.03	0.00	22.03
016 00405519.0000	MAYHEW, DENNIS	50.38	19.28	0.00	19.28
016 00405520.0000	GRATTON, MICHEL O	88.17	33.74	0.00	33.74
016 00405800.0000	BOYLE, RONALD M	1,333.00	510.07	0.00	510.07
016 00405810.0000	BELANGER, CHRISTOPHER	1,692.00	647.44	0.00	647.44
016 00405900.0000	WAHLER FARMS INC	2,240.88	857.47	285.82	571.65
016 00405910.0000	WAHLER, ALWIN	175.12	67.01	22.34	44.67
016 00406000.0000	BISSENETTE, FRANCIS	207.00	79.21	0.00	79.21
016 00406200.0000	WHITE, ROGER	30.00	11.48	0.00	11.48
016 01099999.0000	CLARENCE-ROCKLAND CITY	242.00	92.60	0.00	92.60
016 01099999.0000	CLARENCE-ROCKLAND CITY	991.00	379.20	0.00	379.20
016 00405050.0000	LAFFRAMBOISE, JOSEPHINE MARY	1,332.20	509.76	169.92	339.84
016 00404900.0000	DESJARDINS, RICHARD	662.67	253.57	0.00	253.57
016 00405000.0000	LEGAULT, DANIEL	13.13	5.02	0.00	5.02
016 00405100.0000	WAHLER FARMS INC	1,465.60	560.81	186.94	373.87
Total Drain :		20,494.81	7,842.27	1,202.99	6,639.28

Total Billings Under Minimum : 2.83

Total Billings Over Maximum : 0.00

Total Billings in Range : 6,636.45

_____ of less than \$5.00 = 2.83_____ of Clarence-Rockland = 471.80_____ Total Billed = 6164.65

Cost Allocation Edit List



MD5030

Date : Jun 11, 2018

Page : 1

Time : 7:39 am

Drain Code : [PS] to [PS]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [107] to [107]

Drain Code	Name	Amount	Bylaw Number	Type	Status
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PS PAUL SEGUIN MUNICIPAL DRAIN

M

O

Project Number : 107

Cost Amount : 630.91

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00104400.0000	MAISONNEUVE, GUY	33.68	45.74	0.00	45.74
016 00104300.0000	FERME VAVIZO INC.	22.80	30.97	10.32	20.65
016 00104500.0000	HENRI, JACQUES	24.37	33.10	11.03	22.07
016 01099999.0000	CLARENCE-ROCKLAND CITY	3.16	4.29	0.00	4.29
016 03399997.0000	CANTON/TOWNSHIP	3.16	4.29	0.00	4.29
016 03399997.0000	CANTON/TOWNSHIP ALFRED	28.68	38.95	0.00	38.95
016 03399997.0000	CANTON/TOWNSHIP ALFRED	28.71	38.99	0.00	38.99
016 03399997.0000	CANTON/TOWNSHIP ALFRED	16.66	22.63	0.00	22.63
016 03399997.0000	CANTON/TOWNSHIP ALFRED	51.79	70.34	0.00	70.34
016 03399997.0000	CANTON/TOWNSHIP ALFRED	128.95	175.14	0.00	175.14
016 03399997.0000	CANTON/TOWNSHIP ALFRED	57.72	78.40	0.00	78.40
016 03399997.0000	CANTON/TOWNSHIP ALFRED	41.06	55.77	0.00	55.77
016 03399997.0000	CANTON/TOWNSHIP ALFRED	1.22	1.66	0.00	1.66
016 03399997.0000	CANTON/TOWNSHIP ALFRED	1.45	1.97	0.00	1.97
016 03399997.0000	CANTON/TOWNSHIP ALFRED	3.16	4.29	0.00	4.29
016 00104652.0000	GAREAU, YVES	11.57	15.71	5.24	10.47
016 03399997.0000	CANTON/TOWNSHIP ALFRED	6.38	8.67	0.00	8.67
Total Drain :		464.52	630.91	26.59	604.32

Total Billings Under Minimum : 16.50

Total Billings Over Maximum : 0.00

Total Billings in Range : 587.82

_____ of less than \$5.00 = 16.50_____ of Clarence-Rockland = -_____ Total Billed = 587.82

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 2:25 pm



Drain Code : [POT] to [POT]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [108] to [108]

Drain Code	Name	Amount	Bylaw Number	Type	Status
POT	POTVIN MUNICIPAL DRAIN			M	O
Project Number :	108	Cost Amount :	994.39		
Work Description :	2017 MAINTENANCE				

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00502700.0000	MENARD, FERNAND	31.10	29.84	9.95	19.89
016 00502600.0000	PLANTE, ALAIN	67.67	64.93	0.00	64.93
016 03107300.0000	LALANDE, DANIELLE J.	6.63	6.36	2.12	4.24
016 03108100.0000	KERR, JO-ANN	39.67	38.06	12.69	25.38
016 03108304.0000	KERR, JO-ANN	4.63	4.44	0.00	4.44
016 03108200.0000	LAFRANCE, PIERRE J	2.80	2.69	0.00	2.69
016 03108301.0000	LABELLE, CHANTAL	2.86	2.74	0.00	2.74
016 03108302.0000	DESJARDINS, ROGER G	2.86	2.74	0.00	2.74
016 03108300.0000	DUFOUR, ALAIN	2.86	2.74	0.00	2.74
016 03108305.0000	LAVIGNE, SHANE	2.69	2.58	0.00	2.58
016 03108050.0000	ARNOT, NANCY	2.69	2.58	0.00	2.58
016 00503200.0000	SEGUIN, MICHEL	2.86	2.74	0.00	2.74
016 00503210.0000	BOUDRIA, JONATHAN	2.17	2.08	0.00	2.08
016 00503220.0000	MENARD, JODIE	2.17	2.08	0.00	2.08
016 00503230.0000	SIMARD, BENOIT	2.00	1.92	0.00	1.92
016 00503231.0000	BOUCHER, MICHEL PHILIPPE	2.06	1.98	0.00	1.98
016 00503300.0000	CHEFF, MAXIME	0.74	0.71	0.00	0.71
016 00503233.0000	GARNER, JOHN	1.03	0.99	0.00	0.99
016 00503234.0000	LEMAY, PIERRE	1.03	0.99	0.00	0.99
016 00503236.0000	BRAZEAU, MARC	1.37	1.31	0.00	1.31
016 00503100.0000	MACPHEE, IRENE JOAN	47.77	45.84	15.28	30.56
016 00503000.0000	KAEIN FARMS INC	73.09	70.13	23.38	46.75
016 00503010.0000	ALLARD, FRANCOIS	1.91	1.83	0.00	1.83
016 00502900.0000	MENARD, SYLVIE	192.27	184.48	61.49	122.99
016 00502790.0000	PILON, ROBERT D	3.05	2.93	0.00	2.93
016 00502926.0000	RAYMOND, MARTIN	3.05	2.93	0.00	2.93
016 00502922.0000	DESCHAMPS, JOEY	2.56	2.46	0.00	2.46
016 00502920.0000	RILEY, BEVERLY	2.16	2.07	0.00	2.07
016 00502915.0000	PILON, GERARD H	2.29	2.20	0.00	2.20
016 00502910.0000	HOTTE, DENIS R	1.75	1.68	0.00	1.68
016 00502800.0000	CHARBONNEAU, SYLVAIN	1.75	1.68	0.00	1.68
016 00503400.0000	ROY, MICHEL ROCK	83.20	79.83	26.61	53.22
016 00503425.0000	ROY, DANNY	35.38	33.95	11.32	22.63
016 00503430.0000	HUPE, ROXANE	0.95	0.91	0.00	0.91
016 00503427.0000	MELOCHE, STEPHANE	0.95	0.91	0.00	0.91
016 00503426.0000	LAVALLEE, SYLVAIN	0.95	0.91	0.00	0.91
016 00503450.0000	GODIN, JEAN-MARIE	29.15	27.97	0.00	27.97
016 00503461.0000	ROCHON, GUYLAIN	0.51	0.49	0.00	0.49
016 00503460.0000	VITALIOTIS, ANTONIOS	0.65	0.62	0.00	0.62
016 00503459.0000	BARBARIE, CHARLES	0.51	0.49	0.00	0.49
016 00503478.0000	LABELLE, SYLVIE	0.96	0.92	0.00	0.92
016 00503485.0000	BOULTER, GORDON	0.86	0.83	0.00	0.83
016 00503490.0000	LEVESQUE, BERNARD	3.17	3.04	0.00	3.04
016 00503700.0000	RHEAULT, DENIS	58.98	56.59	18.86	37.73
016 00503500.0000	BEAUCHAMP, LUCIE	1.50	1.44	0.00	1.44
016 00503715.0000	LESPERANCE, GINETTE	3.72	3.57	0.00	3.57
016 00503710.0000	NEZAN, CHRISTOPHER	0.74	0.71	0.00	0.71
016 00503550.0000	BISAILLON, SEBASTIAN	0.71	0.68	0.00	0.68
016 00503600.0000	GATES, ROBERT ARTHUR LORING	4.68	4.49	0.00	4.49
016 00503748.0000	MELOCHE, DENIS AURELE	0.75	0.72	0.00	0.72
016 00503650.0000	SEGUIN, MICHEL	3.92	3.76	0.00	3.76

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 2:25 pm

Drain Code : [POT] to [POT]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [108] to [108]

Drain Code	Name	Amount	Bylaw Number	Type	Status
POT	POTVIN MUNICIPAL DRAIN			M	O

Project Number : 108

Cost Amount : 994.39

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00503656.0000	ROYER, MARC-ANDRE	0.67	0.64	0.00	0.64
016 00503655.0000	THOMAS, PHILIPPE B	0.67	0.64	0.00	0.64
016 00503733.0000	HYNES, AUSTON	1.33	1.28	0.00	1.28
016 00503730.0000	HUPE, FRANCOIS J	13.33	12.79	0.00	12.79
016 00603900.0000	CHEFF, REAL S	0.49	0.47	0.00	0.47
016 00604000.0000	CHEFF, LIONEL	40.15	38.52	0.00	38.52
016 00604060.0000	CHEFF, JEAN-FRANCOIS	1.18	1.13	0.00	1.13
016 00604065.0000	CHEFF, GENEVIEVE	0.94	0.90	0.00	0.90
016 00604105.0000	HUPE, FRANCINE	7.07	6.78	0.00	6.78
016 00604100.0000	DIOTTE, PATRICIA	2.41	2.31	0.00	2.31
016 00604120.0000	HUPE, DENIS	11.91	11.43	0.00	11.43
016 00604125.0000	BRUNET, VICKIE	6.15	5.90	0.00	5.90
016 00604130.0000	BRUNET, VICKIE	5.96	5.72	0.00	5.72
016 00604205.0000	LANTHIER, JACQUES F	0.74	0.71	0.00	0.71
016 00604230.0000	BERGERON, LISE	1.49	1.43	0.00	1.43
016 00604200.0000	ROBITAILLE, CAROL F	30.33	29.10	9.70	19.40
016 00604402.0000	LAVERDURE, DENIS	0.84	0.81	0.00	0.81
016 00604404.0000	LAVERDURE, SERGE	0.87	0.83	0.00	0.83
016 00604400.0000	LAVERDURE, ANNETTE	1.23	1.18	0.00	1.18
016 00604502.0000	LEBLANC, MICHEL P	1.09	1.05	0.00	1.05
016 00604515.0000	LEBLANC, MICHEL	1.03	0.99	0.00	0.99
016 00604520.0000	BRISEBOIS, SYLVAIN PAUL	1.03	0.99	0.00	0.99
016 00604700.0000	PERUSSE, LOUIS	0.19	0.18	0.00	0.18
016 00604500.0000	LEBLANC, MICHEL PIERRE	135.72	130.22	43.41	86.82
016 01099999.0000	CLARENCE-ROCKLAND CITY	22.80	21.88	0.00	21.88
016 00503475.0000	L'ECUYER, EDGAR	0.96	0.92	0.00	0.92
Total Drain :		1,036.36	994.36	234.81	759.57

Total Billings Under Minimum : 98.28

Total Billings Over Maximum : 0.00

Total Billings in Range : 661.29

_____ of less than \$5.00 = 98.28_____ of Clarence-Rockland = 21.88_____ Total Billed = 639.41

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 4:01 pm

Drain Code : [RS-E] to [RS-E]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [109] to [109]

Drain Code	Name	Amount	Bylaw Number	Type	Status
RS-E	ROZON-SEGUIN MUN. DRAIN - EAST BRANCH			B	O
Project Number :	109	Cost Amount :	1712.39		
Work Description :	2013-2014 MAINTENANCE				

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00208100.0000	NATURAL RESOURCES MINISTRY	160.30	48.00	0.00	48.00
016 00207900.0000	BENOIT, FRANCOIS	451.77	135.28	0.00	135.28
016 00207500.0000	JEROME, ANDRE	711.36	213.01	0.00	213.01
016 00207400.0000	WAHLER FARMS INC	216.48	64.82	0.00	64.82
016 00207300.0000	KOCH, HANS	98.40	29.46	0.00	29.46
016 00207000.0000	KOCH, HANS	110.90	33.21	0.00	33.21
016 00206900.0000	WAHLER FARMS INC	75.41	22.58	0.00	22.58
016 00306500.0000	CHARBONNEAU, DANIEL	76.88	23.02	0.00	23.02
016 00306400.0000	PAQUETTE, SERGE	255.54	76.52	0.00	76.52
016 00306300.0000	BEDARD, PIERRE	378.24	113.26	0.00	113.26
016 00306200.0000	JEROME, ANDRE	267.54	80.11	0.00	80.11
016 00306100.0000	JEROME, ANDRE C	256.78	76.89	0.00	76.89
016 00306000.0000	WAHLER FARMS INC	468.50	140.29	0.00	140.29
016 00305900.0000	SABOURIN, STEPHANE	488.96	146.41	0.00	146.41
016 00305700.0000	ULLETT, TIMOTHY NORMAN EARL	587.41	175.89	0.00	175.89
016 00305600.0000	FERME ST-MALO INC	288.16	86.29	0.00	86.29
016 00305500.0000	KOCH, HANS	292.09	87.46	0.00	87.46
016 00305650.0000	KOCH, HANS	156.16	46.76	0.00	46.76
016 00305400.0000	SEGUIN, ROGER	127.68	38.23	0.00	38.23
016 01099999.0000	CLARENCE-ROCKLAND CITY	242.00	72.46	0.00	72.46
016 00306050.0000	TURPIN, GEORGE	6.12	1.83	0.00	1.83
016 00306040.0000	STEWART, DAVID GRANT	2.04	0.61	0.00	0.61
Total Drain :		5,718.72	1,712.39	0.00	1,712.39

Total Billings Under Minimum : 2.44

Total Billings Over Maximum : 0.00

Total Billings in Range : 1,709.95

_____ of less than \$5.00 = 2.44_____ of Clarence-Rockland = 72.46_____ Total Billed = 1637.49

Cost Allocation Edit List



Drain Code : [SCH] to [SCH]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [110] to [110]

Drain Code	Name	Amount	Bylaw Number	Type	Status
SCH	SCHNUPP MUNICIPAL DRAIN			M	O
Project Number :	110	Cost Amount :	563.45		
Work Description :	2017 MAINTENANCE				

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03221300.0000	BELANGER, DENIS	0.76	0.13	0.00	0.13
016 00507500.0000	POITRAS, STEPHANE	3.67	0.62	0.00	0.62
016 00507501.0000	GIBEAU, NICOLE	1.59	0.27	0.00	0.27
016 00506900.0000	UNITED COUNTIES PRESCOTT	12.95	2.20	0.00	2.20
016 00507100.0000	BOURGUIGNON, ARTHUR C	4.09	0.70	0.00	0.70
016 00507000.0000	LONGTIN, GERARD J	0.80	0.14	0.00	0.14
016 00507002.0000	LEROUX, MARC EMILE	0.65	0.11	0.00	0.11
016 00507010.0000	PELLETIER, GISELE	16.72	2.85	0.00	2.85
016 00507004.0000	DUBE, MARCEL	0.84	0.14	0.00	0.14
016 00507008.0000	MELVIN, RICHARD RODNEY	0.84	0.14	0.00	0.14
016 00506600.0000	LAVOIE, RICHARD MARCEL	93.48	15.91	5.30	10.61
016 00506615.0000	LAVOIE, MARIO	13.71	2.33	0.00	2.33
016 00506610.0000	LAROCQUE, DWAYNE	2.12	0.36	0.00	0.36
016 00506695.0000	LAVOIE, MARIO	0.76	0.13	0.00	0.13
016 00506410.0000	ESTATE COLETTE C LAVOIE	0.89	0.15	0.00	0.15
016 00506405.0000	BISSON, LAURIER	0.73	0.12	0.00	0.12
016 00506300.0000	GUINDON, YVES	0.60	0.10	0.00	0.10
016 00506400.0000	BISSON, DEAN	0.66	0.11	0.00	0.11
016 00407420.0000	LACASSE, PIERRE	4.91	0.84	0.00	0.84
016 00407406.0000	ARMSTRONG, BRENDA	1.96	0.33	0.00	0.33
016 00407405.0000	COTE, ALAIN	1.96	0.33	0.00	0.33
016 00407300.0000	DUMAS, JACQUES	11.17	1.90	0.00	1.90
016 00407110.0000	CHARTRAND, ANDRE MARTIAL	65.08	11.08	3.69	7.39
016 00406920.0000	RAUTAPURO, TRACEY	79.66	13.56	0.00	13.56
016 00406940.0000	FEQUET, PIERRETTE MARGARET	94.56	16.09	0.00	16.09
016 00406910.0000	PARADIS, JACQUELINE MARIE	1.57	0.27	0.00	0.27
016 00406915.0000	MCKENNY, DAVID	1.61	0.27	0.00	0.27
016 00406930.0000	FORGET, SYLVIE	1.92	0.33	0.00	0.33
016 00406850.0000	SICARD, PAUL ANDRE	142.17	24.20	0.00	24.20
016 00406891.0000	SAUMURE, RENE	1.99	0.34	0.00	0.34
016 00406892.0000	CHARBONNEAU, MICHEL	1.99	0.34	0.00	0.34
016 00406893.0000	CHARBONNEAU, ISABELLE	2.36	0.40	0.00	0.40
016 00406894.0000	HICKEY, LYNETTE MARIE	1.47	0.25	0.00	0.25
016 00406895.0000	TALBOT, MICHEL	1.43	0.24	0.00	0.24
016 03209300.0000	DIGNARD, ROBERT	41.70	7.10	0.00	7.10
016 03206804.0000	COUSINEAU, ANDRE	1.70	0.29	0.00	0.29
016 03206805.0000	TASSE, CLAUDE	1.83	0.31	0.00	0.31
016 03206810.0000	TASSE, CLAUDE IN TRUST	2.12	0.36	0.00	0.36
016 03206807.0000	TASSE, GUILLAUME	2.18	0.37	0.00	0.37
016 03207000.0000	LEVESQUE, ROGER	0.87	0.15	0.00	0.15
016 03206900.0000	SICARD, FRANCOIS G	1.42	0.24	0.00	0.24
016 03207550.0000	IRISH, LIAM	0.71	0.12	0.00	0.12
016 03207525.0000	FORTIN-MAYVILLE, JANET	0.56	0.10	0.00	0.10
016 03207513.0000	DAWSON, SHERI-LEE ELEONOR	0.56	0.10	0.00	0.10
016 03207514.0000	RIGTER, GORDON	0.56	0.10	0.00	0.10
016 03207515.0000	GOSSELIN, BERTRAND	0.56	0.10	0.00	0.10
016 03207517.0000	IRISH, LIAM	0.56	0.10	0.00	0.10
016 03207509.0000	ETHIER, JEAN GUY	0.52	0.09	0.00	0.09
016 03207512.0000	BENSON, MARIE THERESE	0.52	0.09	0.00	0.09
016 03207526.0000	BELANCE, ERIKA ARIELLE	0.52	0.09	0.00	0.09
016 03207527.0000	YELLE, JEAN DENIS	0.52	0.09	0.00	0.09

Cost Allocation Edit List



MD5030

Date : Jun 07, 2018

Page : 2

Time : 3:57 pm

Drain Code : [SCH].to [SCH]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [110] to [110]

Drain Code	Name	Amount	Bylaw Number	Type	Status
SCH	SCHNUPP MUNICIPAL DRAIN			M	O

Project Number : 110

Cost Amount : 563.45

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03207528.0000	LAPLANTE, YVON	0.56	0.10	0.00	0.10
016 00406400.0000	DICAIRE, SERGE	143.86	24.48	8.16	16.32
016 00406430.0000	442952 ONTARIO INC	35.34	6.01	0.00	6.01
016 03206700.0000	RICHER, ERIC	2.19	0.37	0.00	0.37
016 03204955.0000	GRATTON, VINCENT	0.43	0.07	0.00	0.07
016 03204950.0000	LAVOIE, ROGER	0.43	0.07	0.00	0.07
016 03204850.0000	MAXTED, TERRI	0.45	0.08	0.00	0.08
016 03204940.0000	MAISONNEUVE, RHEAL	0.60	0.10	0.00	0.10
016 03204997.0000	PILON, CAROL ANN	0.45	0.08	0.00	0.08
016 03204996.0000	MARCIL, ROBERT J	0.45	0.08	0.00	0.08
016 00406570.0000	TAYLOR, DWIGHT	0.45	0.08	0.00	0.08
016 00406571.0000	ROY, MARC	0.45	0.08	0.00	0.08
016 00406562.0000	THERRIEN, MANON	0.85	0.14	0.00	0.14
016 00406561.0000	OUELLETTE, RAYMOND	0.65	0.11	0.00	0.11
016 00406560.0000	ROY, KARA-LYNE	0.65	0.11	0.00	0.11
016 03204990.0000	BOILEAU, YVON F	0.85	0.14	0.00	0.14
016 03204930.0000	DROUIN, RODRIGUE P	0.85	0.14	0.00	0.14
016 03204970.0000	HURTUBISE, CHARLES AUGUSTE	1.08	0.18	0.00	0.18
016 03204700.0000	PINCINCE, YVES J A	0.85	0.14	0.00	0.14
016 03204600.0000	GAUVIN, JEANNOT	0.43	0.07	0.00	0.07
016 03205000.0000	TESSIER, DANIEL	1.20	0.20	0.00	0.20
016 03205100.0000	LAMARCHE, MARCEL	1.16	0.20	0.00	0.20
016 03205110.0000	COTE, RAYNALD R	0.85	0.14	0.00	0.14
016 03205120.0000	MATTE, PATRICE	0.85	0.14	0.00	0.14
016 00406550.0000	ROSS, DAVID CHARLES	1.30	0.22	0.00	0.22
016 00406551.0000	VILLEMAIRE, ARIANE	0.85	0.14	0.00	0.14
016 00406552.0000	MAISONNEUVE, DENIS	0.85	0.14	0.00	0.14
016 00406750.0000	ROZON, MARGARET A	1.24	0.21	0.00	0.21
016 00406700.0000	RUDY VISSCHER HOLDINGS INC	1.24	0.21	0.00	0.21
016 03203290.0000	PELLERIN, ERIC	0.80	0.14	0.00	0.14
016 03203285.0000	HUNT, RYAN WILSON	0.59	0.10	0.00	0.10
016 03203280.0000	JEANNEAULT, STACEY LYNN	0.59	0.10	0.00	0.10
016 03203270.0000	POUPART, LOUISE R	0.59	0.10	0.00	0.10
016 03203265.0000	LALONDE, JEAN PIERRE	0.74	0.13	0.00	0.13
016 03203260.0000	GAUDREAU, BENOIT	0.66	0.11	0.00	0.11
016 03205300.0000	ROMAN CATHOLIC EPISCOPAL	7.63	1.30	0.00	1.30
016 03206200.0000	COMPTOIR FAMILIAL LE PARTAGE DE	4.74	0.81	0.00	0.81
016 00406200.0000	WHITE, ROGER	11.69	1.99	0.00	1.99
016 03203293.0000	MARTEL, MICHEL	19.23	3.27	0.00	3.27
016 03203292.0000	FREDETTE, RACHELLE	1.01	0.17	0.00	0.17
016 03203291.0000	MARCIL, ANDRE F	1.01	0.17	0.00	0.17
016 00406000.0000	BISSENETTE, FRANCIS	39.98	6.80	0.00	6.80
016 00405900.0000	WAHLER FARMS INC	25.93	4.41	1.47	2.94
016 03200600.0000	CHARTRAND, DENISE	31.13	5.30	1.77	3.53
016 03200700.0000	SANTA, DONOVAN	0.34	0.06	0.00	0.06
016 03200800.0000	CHAMPAGNE, LYNNE	0.70	0.12	0.00	0.12
016 03200900.0000	COTE, BERNARD	0.70	0.12	0.00	0.12
016 03201000.0000	BROWN, DAVID	0.53	0.09	0.00	0.09
016 03201100.0000	QUINN, WINSTON	0.34	0.06	0.00	0.06
016 03201200.0000	COMPERATORE, GIOVANNI	0.32	0.05	0.00	0.05
016 03201300.0000	PAUL, MATTHEW	0.87	0.15	0.00	0.15

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 3:57 pm

Drain Code : [SCH] to [SCH]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [110] to [110]

Drain Code	Name	Amount	Bylaw Number	Type	Status
SCH	SCHNUPP MUNICIPAL DRAIN			M	O

Project Number : 110

Cost Amount : 563.45

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03201400.0000	CHITTICK, CELINE	0.52	0.09	0.00	0.09
016 03201500.0000	LORTIE, FRANCINE	0.94	0.16	0.00	0.16
016 03201600.0000	BOUDREAU, ALAIN	0.44	0.07	0.00	0.07
016 00405700.0000	ETHIER, SERGE	19.65	3.34	1.11	2.23
016 03200100.0000	ETHIER, SERGE	43.25	7.36	2.45	4.91
016 03200200.0000	BOURGET POLICE VILLAGE	1.56	0.27	0.00	0.27
016 03200300.0000	REGIMBALD, ALFRED R	1.56	0.27	0.00	0.27
016 03200400.0000	RICHER, PIERRE	0.77	0.13	0.00	0.13
016 03200500.0000	DESJARDINS, RHEO JEAN NOEL	0.59	0.10	0.00	0.10
016 00405510.0000	ETHIER, SERGE	31.32	5.33	1.78	3.55
016 00405550.0000	COTE, BERNARD D	0.96	0.16	0.00	0.16
016 00405600.0000	GRAVELLE, RICHARD P	0.59	0.10	0.00	0.10
016 00405505.0000	LEROUX, MARTIN	31.78	5.41	0.00	5.41
016 00405410.0000	RENAULT, FRANCOIS LUC	29.15	4.96	0.00	4.96
016 00405405.0000	BERNARD, PIERRE-PAUL	0.64	0.11	0.00	0.11
016 00405400.0000	FEATHERSTONE, SANDRA ANNE	0.98	0.17	0.00	0.17
016 00405300.0000	MONETTE, CHRISTIAN ULRIC	30.54	5.20	0.00	5.20
016 00405200.0000	ETHIER, JACQUES	59.64	10.15	3.38	6.77
016 00405100.0000	WAHLER FARMS INC	70.41	11.98	3.99	7.99
016 00405110.0000	LEPAGE, SEBASTIEN	1.29	0.22	0.00	0.22
016 00404700.0000	WAHLER FARMS INC	54.30	9.24	0.00	9.24
016 00404702.0000	LEPAGE, MARCELA	1.44	0.25	0.00	0.25
016 00404750.0000	LEPAGE, ROGER A	1.77	0.30	0.00	0.30
016 00308200.0000	CORBEIL, PAUL	34.94	5.95	0.00	5.95
016 00308000.0000	LABELLE, PATRICK	228.85	38.95	0.00	38.95
016 00307800.0000	BOILEAU, FRANCOIS J	169.13	28.78	9.59	19.19
016 00307700.0000	GAMACHE, ROGER	235.11	40.01	0.00	40.01
016 00307710.0000	CLEROUX, JEAN	2.11	0.36	0.00	0.36
016 00307600.0000	SAUMURE, JEAN DENIS	486.84	82.85	0.00	82.85
016 00307550.0000	VETSCH, DANIEL	93.19	15.86	5.29	10.57
016 00307505.0000	LALONDE, FANNIE	59.80	10.18	0.00	10.18
016 00307500.0000	BOILEAU, MARIO	96.28	16.39	0.00	16.39
016 00307515.0000	BOILEAU, TARA-LYNN	14.62	2.49	0.00	2.49
016 00307530.0000	SCHNUPP, GEORGES O	8.25	1.40	0.00	1.40
016 00307510.0000	LALONDE, ERNEST	12.92	2.20	0.00	2.20
016 00307400.0000	VETSCH, DANIEL	126.69	21.56	7.19	14.37
016 00307450.0000	HURTUBISE, PIERRE U	61.91	10.54	0.00	10.54
016 00307310.0000	MARCIL, JEAN-GUY	7.00	1.19	0.00	1.19
016 00307305.0000	CAMPBELL, CHRISTOPHER ARCHIE	4.16	0.71	0.00	0.71
016 00307330.0000	THERIAULT, RENE GUY JOSEPH	2.92	0.50	0.00	0.50
016 00307331.0000	LECOMPTE, JAMES	2.92	0.50	0.00	0.50
016 00307329.0000	MACKAY, KEITH DAWES	4.68	0.80	0.00	0.80
016 00307200.0000	LORTIE, HUBERT	1.51	0.26	0.09	0.17
016 00210000.0000	PICHE, LEO	15.51	2.64	0.88	1.76
016 00209900.0000	PICHE, LEO	12.98	2.21	0.74	1.47
016 00209600.0000	VETSCH, DANIEL	44.47	7.57	2.52	5.05
016 00209750.0000	PICHE, LEO	8.40	1.43	0.48	0.95
016 00209725.0000	PICHE, LEO	8.82	1.50	0.50	1.00
016 00209210.0000	CARON, ERIC	13.11	2.23	0.00	2.23
016 00209300.0000	BERTRAND, JACQUES JAMES	9.91	1.69	0.56	1.13
016 00209412.0000	BOILEAU, LUCIE CECILE	0.40	0.07	0.00	0.07

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 3:57 pm

Drain Code : [SCH] to [SCH]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [110] to [110]

Drain Code	Name	Amount	Bylaw Number	Type	Status
SCH	SCHNUPP MUNICIPAL DRAIN			M	O

Project Number : 110

Cost Amount : 563.45

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00209410.0000	SCOTT, ROBERT THOMAS	0.47	0.08	0.00	0.08
016 00209400.0000	BOURDEAU, YANIK HENRI JOSEPH	6.16	1.05	0.00	1.05
016 00209390.0000	CURRY, BEVERLEY ANNE	0.58	0.10	0.00	0.10
016 00209200.0000	BERTRAND, JACQUES JAMES	2.88	0.49	0.16	0.33
016 00209207.0000	BOILEAU, CHARLES G	0.06	0.01	0.00	0.01
016 00209206.0000	BRAZEAU, NICOLE	0.09	0.02	0.00	0.02
016 00209205.0000	PICHE, LORRAINE	0.21	0.04	0.00	0.04
016 01099999.0000	CLARENCE-ROCKLAND CITY	31.77	5.41	0.00	5.41
016 01099999.0000	CLARENCE-ROCKLAND CITY	2.77	0.47	0.00	0.47
016 01099999.0000	CLARENCE-ROCKLAND CITY	1.92	0.33	0.00	0.33
016 01099999.0000	CLARENCE-ROCKLAND CITY	1.53	0.26	0.00	0.26
016 01099999.0000	CLARENCE-ROCKLAND CITY	70.09	11.93	0.00	11.93
016 03399999.0000	UNITED COUNTIES OF	21.31	3.63	0.00	3.63
016 03206709.0000	LACROIX PRUD'HOMME, NYKOLA-ALAIN	2.91	0.50	0.00	0.50
016 00405105.0000	LAVIOLETTE, GUILLAUME	2.53	0.43	0.00	0.43
016 00209100.0000	PICHE, LEO	2.78	0.47	0.16	0.31
016 00406900.0000	LUNA, GAGAN	13.88	2.36	0.00	2.36
016 03399999.0000	UNITED COUNTIES	16.70	2.84	0.00	2.84

Total Drain :	3,310.77	563.47	61.26	502.21
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Total Billings Under Minimum : 88.13

Total Billings Over Maximum : 0.00

Total Billings in Range : 414.08

_____ of less than \$5.00 = 88.13_____ of Clarence-Rockland = 17.34_____ Total Billed = 396.74

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 3:44 pm



Drain Code : [LL] to [LL]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [111] to [111]

Drain Code	Name	Amount	Bylaw Number	Type	Status
LL	LOUIS LAFLEUR MUNICIPAL DRAIN			M	O

Project Number : 111 Cost Amount : 6774.21

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00603670.0000	UNITED COUNTIES OF	78.98	21.98	0.00	21.98
016 00604050.0000	CHEFF, LIONEL L	17.72	4.93	0.00	4.93
016 00604000.0000	CHEFF, LIONEL	65.97	18.36	0.00	18.36
016 00604070.0000	CHEFF, LIONEL L	17.86	4.97	0.00	4.97
016 00604150.0000	HUPE, ROBERT R	170.41	47.42	0.00	47.42
016 00604105.0000	HUPE, FRANCINE	46.48	12.93	0.00	12.93
016 00702200.0000	LAFLEUR, RODRIGUE	131.01	36.46	0.00	36.46
016 00702300.0000	BEDARD, CONRAD	2,641.05	734.91	0.00	734.91
016 00702301.0000	DION, MARIO	20.25	5.63	0.00	5.63
016 00702305.0000	BOYLE, DANIEL OWEN	8.12	2.26	0.00	2.26
016 00702320.0000	LAFLEUR, GEORGES	191.93	53.41	0.00	53.41
016 00702330.0000	LAFLEUR, ROLAND ROGER	209.60	58.32	0.00	58.32
016 00702340.0000	HARMSSEN, STEPHEN CHRISTOPHER	209.60	58.32	0.00	58.32
016 00702350.0000	TALBOT, DANIEL	1,247.14	347.03	0.00	347.03
016 00702400.0000	CHAMPAGNE, MARCEL	1,266.04	352.29	0.00	352.29
016 00702600.0000	LAFLEUR, FRANCINE	1,323.23	368.21	0.00	368.21
016 00702605.0000	BACHAT, MARY IMAN	4.33	1.20	0.00	1.20
016 00702601.0000	FARQUHAR, ADAM BLAKE	6.53	1.82	0.00	1.82
016 00702700.0000	WAUGH, DYLAN	2,234.05	621.66	0.00	621.66
016 00702720.0000	GAGNON, ROGER	1,035.08	288.03	0.00	288.03
016 00702748.0000	BOUCHER, FRANCIS	6.24	1.74	0.00	1.74
016 00702751.0000	LEBLANC, GUYLAINE JEANNE	7.48	2.08	0.00	2.08
016 00702750.0000	PERUSSE, ERIC	2,203.13	613.05	0.00	613.05
016 00702755.0000	WAITES, CHRIS	15.61	4.34	0.00	4.34
016 00702900.0000	PIERRE, FRITZ	1,188.46	330.71	0.00	330.71
016 01099999.0000	CLARENCE-ROCKLAND CITY	49.52	13.78	0.00	13.78
016 00702850.0000	CLEROUX, YVON	2,032.55	565.59	0.00	565.59
016 03399999.0000	UNITED COUNTIES OF	966.30	268.89	0.00	268.89
016 00703100.0000	UNITED COUNTIES OF	206.86	57.56	0.00	57.56
016 01099999.0000	CLARENCE-ROCKLAND CITY	854.39	237.75	0.00	237.75
016 00702410.0000	D TALBOT HOLDINGS INC	8.18	2.28	0.00	2.28
016 00702800.0000	CHAYER, MAURICE	2,128.07	592.16	0.00	592.16
016 00703000.0000	UNITED COUNTIES OF	3,752.39	1,044.15	0.00	1,044.15
Total Drain :		24,344.56	6,774.22	0.00	6,774.22

Total Billings Under Minimum : 25.62

Total Billings Over Maximum : 0.00

Total Billings in Range : 6,748.60

_____ of less than \$5.00 = 25.62_____ of Clarence-Rockland = 251.53_____ Total Billed = 6497.07

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 2:42 pm

Drain Code : [CCP] to [CCP]

Drain Status : All

Drain Type : All



Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [112] to [112]

Drain Code	Name	Amount	Bylaw Number	Type	Status
CCP	CLARENCE CREEK PHARMACY MUNICIPAL DRAIN			M	O
Project Number :	112	Cost Amount :	6940.57		
Work Description :	2017 MAINTENANCE				

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00503100.0000	MACPHEE, IRENE JOAN	143.35	45.42	15.14	30.28
016 00503110.0000	CYR, SHAWN	18.24	5.78	0.00	5.78
016 00503111.0000	LAVICTOIRE, CLAUDE	18.24	5.78	0.00	5.78
016 00503130.0000	LALONDE, LIGUORI H	52.13	16.52	0.00	16.52
016 00603500.0000	SIMARD, MARC YVON	128.24	40.63	0.00	40.63
016 00603609.0000	LEMAY-LAFLEUR, JULIE	26.73	8.47	0.00	8.47
016 00603610.0000	GRANGER, LYNDISAY MICHELLE	27.37	8.67	0.00	8.67
016 00603650.0000	BILAL FARMS INC	380.54	120.57	0.00	120.57
016 00603670.0000	UNITED COUNTIES OF	1,713.71	542.96	0.00	542.96
016 00603800.0000	MALETTE, BRANDON	22.15	7.02	0.00	7.02
016 00603810.0000	LAVICTOIRE, GILBERT	22.15	7.02	0.00	7.02
016 00603850.0000	BERNARD, CHRISTIAN	39.10	12.39	0.00	12.39
016 00603900.0000	CHEFF, REAL S	66.46	21.06	0.00	21.06
016 00604000.0000	CHEFF, LIONEL	280.19	88.77	0.00	88.77
016 03107200.0000	LABELLE, MICHELLE	8.21	2.60	0.00	2.60
016 03107300.0000	LALANDE, DANIELLE J.	5,656.01	1,792.01	597.34	1,194.67
016 03107350.0000	CHENIER, ROGER	11.73	3.72	0.00	3.72
016 03107400.0000	PROULX, MICHEL CLAUDE	6.26	1.98	0.00	1.98
016 03107500.0000	LEBRETON, GERALD CLARENCE	4.56	1.44	0.00	1.44
016 03107600.0000	GAGNE, GILLES GAETAN	8.67	2.75	0.00	2.75
016 03107605.0000	CHARETTE, MARTIN	5.73	1.82	0.00	1.82
016 03107700.0000	MARTEL, JOSEE	939.36	297.62	0.00	297.62
016 03107705.0000	PRATT, JOSEPH	5.86	1.86	0.00	1.86
016 03107706.0000	THOMAS, MARTIAL	5.86	1.86	0.00	1.86
016 03107708.0000	BERCIER, GERALD	6.52	2.07	0.00	2.07
016 03107709.0000	SAUMURE, MICHEL	6.52	2.07	0.00	2.07
016 03107710.0000	LAHEY, DARRELL	6.52	2.07	0.00	2.07
016 03107800.0000	AMBLER, BRADREY	7.82	2.48	0.00	2.48
016 03107900.0000	BELAIR, ERIC	7.82	2.48	0.00	2.48
016 03108000.0000	VALLEE, GINETTE GISELE	63.75	20.20	0.00	20.20
016 03108050.0000	ARNOT, NANCY	24.76	7.84	0.00	7.84
016 03108100.0000	KERR, JO-ANN	4,609.28	1,460.37	486.79	973.58
016 03108200.0000	LAFRANCE, PIERRE J	20.85	6.61	0.00	6.61
016 03108300.0000	DUFOUR, ALAIN	26.06	8.26	0.00	8.26
016 03108301.0000	LABELLE, CHANTAL	26.06	8.26	0.00	8.26
016 03108302.0000	DESJARDINS, ROGER G	26.06	8.26	0.00	8.26
016 03108304.0000	KERR, JO-ANN	43.01	13.63	0.00	13.63
016 03108305.0000	LAVIGNE, SHANE	24.76	7.84	0.00	7.84
016 03108400.0000	QUINN, BERNADETTE F	22.15	7.02	0.00	7.02
016 03108450.0000	POULIN, RONALD D	11.73	3.72	0.00	3.72
016 03108510.0000	SAUMURE-MASSIE, MELANIE	63.14	20.00	0.00	20.00
016 03108550.0000	BENOIT, MICHEL	22.15	7.02	0.00	7.02
016 03108560.0000	VENDETTE, LUC	18.24	5.78	0.00	5.78
016 03108600.0000	PASCAL, JEROME ROYSTAND	395.32	125.25	0.00	125.25
016 03108650.0000	PILON, RICHARD	50.92	16.13	0.00	16.13
016 03108700.0000	LAFRANCE, ANNICK	11.73	3.72	0.00	3.72
016 03108800.0000	BENSON, STEPHANIE	8.47	2.68	0.00	2.68
016 03108900.0000	GARDNER, DAVID	5.93	1.88	0.00	1.88
016 03109100.0000	BEAUCHAMP, FRANCINE J	8.80	2.79	0.00	2.79
016 03109102.0000	CHARBONNEAU, JEAN-GUY	7.04	2.23	0.00	2.23
016 03109110.0000	POIRIER, RICHARD	6.26	1.98	0.00	1.98

Cost Allocation Edit List



Drain Code : [CCP] to [CCP]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [112] to [112]

Drain Code	Name	Amount	Bylaw Number	Type	Status
CCP	CLARENCE CREEK PHARMACY MUNICIPAL DRAIN			M	O

Project Number : 112 Cost Amount : 6940.57

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03109120.0000	ROY, PASCAL	742.83	235.35	78.45	156.90
016 03109125.0000	BEAUREGARD, MARC	506.69	160.54	0.00	160.54
016 03109150.0000	PICARD, STEPHANE	3.91	1.24	0.00	1.24
016 03109160.0000	MAKHOUL, ROBBIE ELIE	5.21	1.65	0.00	1.65
016 03109170.0000	LACOURSIERE, PIERRETTE	5.21	1.65	0.00	1.65
016 03109200.0000	DELORME, KEITH	5.21	1.65	0.00	1.65
016 03109300.0000	FRANCHE, MICHEL	4.56	1.44	0.00	1.44
016 03109400.0000	THOMAS, SAMUEL	4.56	1.44	0.00	1.44
016 03109500.0000	1395094 ONTARIO LTEE	28.74	9.11	0.00	9.11
016 03109600.0000	AMYOT, REJEAN F	6.65	2.11	0.00	2.11
016 03109900.0000	10572292 CANADA INC.	25.28	8.01	0.00	8.01
016 03110303.0000	RYAN, POLINA	4.56	1.44	0.00	1.44
016 03110304.0000	COUSLEY, ROBERT JOHN	5.21	1.65	0.00	1.65
016 03110305.0000	GAUTHIER, MICHEL	5.21	1.65	0.00	1.65
016 03110306.0000	BRUNET, GEOFFREY	5.21	1.65	0.00	1.65
016 03110307.0000	HENRI, STEPHANE	5.21	1.65	0.00	1.65
016 03110308.0000	MAINVILLE, PIERRE	5.86	1.86	0.00	1.86
016 03110309.0000	PAGE, NICOLAS	5.86	1.86	0.00	1.86
016 03110311.0000	GAGNON, REAL	6.52	2.07	0.00	2.07
016 03110312.0000	LAVICTOIRE, PIERRE GASTON	6.52	2.07	0.00	2.07
016 03110313.0000	KEHOE, MARK	6.52	2.07	0.00	2.07
016 03110314.0000	SABOURIN, JEAN-PIERRE	7.17	2.27	0.00	2.27
016 03110315.0000	BRAZEAU, GAETAN	7.17	2.27	0.00	2.27
016 03110316.0000	GRAVELLE, PATRICK	7.82	2.48	0.00	2.48
016 03110317.0000	LEBLANC, NORBERT	10.43	3.30	0.00	3.30
016 03110318.0000	JOANISSE, GILLES	14.99	4.75	0.00	4.75
016 03110319.0000	BRAIDWOOD, ALAN DAVID	8.47	2.68	0.00	2.68
016 03110320.0000	PAQUIN, CLEMENT	6.45	2.04	0.00	2.04
016 03110321.0000	MARTIN, BEVERLY ANN	8.80	2.79	0.00	2.79
016 03110322.0000	LEDUC, JACK	8.80	2.79	0.00	2.79
016 03110323.0000	LEDUC, GAETAN	9.38	2.97	0.00	2.97
016 03110324.0000	BOUCHER, LYNN	5.21	1.65	0.00	1.65
016 03110325.0000	VANASSE, PIERRE	5.21	1.65	0.00	1.65
016 03110326.0000	THOMAS, ALYRE	6.45	2.04	0.00	2.04
016 03110327.0000	HARMER, DAVID	5.86	1.86	0.00	1.86
016 03110328.0000	BOWSER, TIMOTHY ALLAN	5.86	1.86	0.00	1.86
016 03110329.0000	BERNIQUE, DONALD LAURENT	5.86	1.86	0.00	1.86
016 03110330.0000	SAUMURE, YVES	6.45	2.04	0.00	2.04
016 03110331.0000	PAGE, JEAN-FRANCOIS	6.45	2.04	0.00	2.04
016 03110332.0000	ST-DENIS, YVON OMER	5.86	1.86	0.00	1.86
016 03110333.0000	KWASNICIA, CHRISTOPHER	5.86	1.86	0.00	1.86
016 03110334.0000	NADEAU, ALDEO	6.45	2.04	0.00	2.04
016 03110335.0000	MCCULLOCH, LEE ROBERT	7.04	2.23	0.00	2.23
016 03110336.0000	HUBBARD, JOHN	6.26	1.98	0.00	1.98
016 03110337.0000	HOTTE, MICHEL	5.21	1.65	0.00	1.65
016 03110338.0000	BENOIT-ROLLINS, VERONIQUE	5.73	1.82	0.00	1.82
016 03110339.0000	GAREAU, GUYLAINE	5.73	1.82	0.00	1.82
016 03110340.0000	LAFONTAINE, MELISSA	6.26	1.98	0.00	1.98
016 03110341.0000	DELORME, MICHELLE	7.30	2.31	0.00	2.31
016 03110342.0000	SENECAL, JEAN PHILIPPE	6.26	1.98	0.00	1.98
016 03110343.0000	LAVICTOIRE, MARIE	5.73	1.82	0.00	1.82

Cost Allocation Edit List



Drain Code : [CCP] to [CCP]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [112] to [112]

Drain Code	Name	Amount	Bylaw Number	Type	Status
CCP	CLARENCE CREEK PHARMACY MUNICIPAL DRAIN			M	O

Project Number : 112

Cost Amount : 6940.57

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03110344.0000	LEMIEUX, MATHIEU CLAUDE	5.21	1.65	0.00	1.65
016 03110345.0000	PAGE, ROBERT G	5.73	1.82	0.00	1.82
016 03110346.0000	O'BONSAWIN, RICHARD	5.21	1.65	0.00	1.65
016 03110347.0000	FILION, FABIEN	4.56	1.44	0.00	1.44
016 03110348.0000	JEANNOTTE, GEORGES	4.56	1.44	0.00	1.44
016 01099999.0000	CLARENCE-ROCKLAND CITY	169.15	53.59	0.00	53.59
016 03399999.0000	UNITED COUNTIES OF	680.29	215.54	0.00	215.54
016 03105200.0000	7589697 CANADA INC.	5.21	1.65	0.00	1.65
016 03105300.0000	MACCULLOUGH, STACEY	10.16	3.22	0.00	3.22
016 03105400.0000	LEACH, SEAN	8.21	2.60	0.00	2.60
016 03105500.0000	PIGEON, ROBERT	7.82	2.48	0.00	2.48
016 03105600.0000	MONGEON, ALBERT	7.04	2.23	0.00	2.23
016 03105700.0000	CHARBONNEAU, JEAN	376.18	119.19	0.00	119.19
016 03105800.0000	OUELLETTE, DONALD	7.82	2.48	0.00	2.48
016 03106900.0000	CHOLETTE, SONYA	25.31	8.02	0.00	8.02
016 03107100.0000	LAMOTHE, DANIEL	4.69	1.49	0.00	1.49
016 03107610.0000	LEMAY, CLAUDE	5.73	1.82	0.00	1.82
016 03107615.0000	LAFORTUNE, ERIC	6.15	1.95	0.00	1.95
016 03108508.0000	CR LAND INC	3,207.19	1,016.14	0.00	1,016.14
016 03108511.0000	CHABOT, SYLVAIN	19.35	6.13	0.00	6.13
016 03108512.0000	CARDINAL, ALAIN	19.35	6.13	0.00	6.13
016 03108513.0000	DUBE, MARCEL PAUL	21.44	6.79	0.00	6.79
016 03108514.0000	GRENIER, DANIEL	20.39	6.46	0.00	6.46
016 03108515.0000	PELLERIN, MIRA FRANCES	20.92	6.63	0.00	6.63
016 03108516.0000	CR LAND INC	22.48	7.12	0.00	7.12
016 03108517.0000	CHARBONNEAU, PATRICK	18.82	5.96	0.00	5.96
016 03108518.0000	COUSINEAU, YAN	18.82	5.96	0.00	5.96
016 03108519.0000	QUINN, NATHANIEL	18.82	5.96	0.00	5.96
016 03108520.0000	HUPE, CARL	18.82	5.96	0.00	5.96
016 03108521.0000	CHARETTE, MARTIN	18.82	5.96	0.00	5.96
016 03108522.0000	DESJARDINS, CHRISTIAN	18.82	5.96	0.00	5.96
016 03108523.0000	MORIN, MARIO	20.74	6.57	0.00	6.57
016 03108524.0000	DESJARDINS, CHRISTIAN	19.35	6.13	0.00	6.13
016 03108525.0000	CR LAND INC	21.44	6.79	0.00	6.79
016 03108526.0000	CR LAND INC	17.26	5.47	0.00	5.47
016 03108527.0000	CR LAND INC	17.26	5.47	0.00	5.47
016 03108528.0000	WALSH, BRIAN	18.82	5.96	0.00	5.96
016 03108529.0000	LALONDE, KOLLIN	18.82	5.96	0.00	5.96
016 03108530.0000	SIGOUIN, JOANNE	18.82	5.96	0.00	5.96
016 03108531.0000	IRWIN, MARTIN	18.82	5.96	0.00	5.96
016 03108532.0000	WAGORN, KENNY	17.78	5.63	0.00	5.63
016 03108533.0000	ETHIER, MARIO	53.98	17.10	0.00	17.10
016 03108534.0000	CHARBONNEAU, RHEAL	49.35	15.64	0.00	15.64
016 03108535.0000	BEDARD, STEPHANE	31.87	10.10	0.00	10.10
016 03108536.0000	DUQUETTE, PATRICK	17.99	5.70	0.00	5.70
016 03108537.0000	OUIMET, GORDON	17.48	5.54	0.00	5.54
016 03110300.0000	ANNETTE, ROBERT	4.30	1.36	0.00	1.36
016 03110301.0000	BRISEBOIS, MARTIN	3.91	1.24	0.00	1.24
016 03110302.0000	LARABIE, FRANCOIS	4.56	1.44	0.00	1.44
016 03110310.0000	PAGE, PATRICK	5.86	1.86	0.00	1.86
016 03110349.0000	BRUNET, VICKIE	3.91	1.24	0.00	1.24

Cost Allocation Edit List



MD5030

Date : Jun 07, 2018

Page : 4

Time : 2:42 pm

Drain Code : [CCP] to [CCP]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [112] to [112]

Drain Code	Name	Amount	Bylaw Number	Type	Status
CCP	CLARENCE CREEK PHARMACY MUNICIPAL DRAIN			M	O

Project Number : 112

Cost Amount : 6940.57

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 03110350.0000	LACELLE, NICOLAS	3.91	1.24	0.00	1.24
016 03110351.0000	DIXON-MOISON, DAUGHN	3.91	1.24	0.00	1.24
016 03110352.0000	LALONDE, ANDRE	4.30	1.36	0.00	1.36
Total Drain :		21,906.08	6,940.59	1,177.72	5,762.87

Total Billings Under Minimum : 182.94

Total Billings Over Maximum : 0.00

Total Billings in Range : 5,579.93

_____ of less than \$5.00 = 182.94_____ of Clarence-Rockland = 53.59_____ Total Billed = 5526.34

Cost Allocation Edit List



Drain Code : [REG] to [REG]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [113] to [113]

Drain Code	Name	Amount	Bylaw Number	Type	Status
REG	REGIMBALD MUNICIPAL DRAIN			M	O

Project Number : 113 Cost Amount : 4558.96

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 02120500.0000	POUPART, JEAN LUC	18.67	21.49	7.16	14.33
016 02120400.0000	BRUNET, ANDRÉE	12.45	14.33	0.00	14.33
016 02119800.0000	BERGERON, JEAN-GUY	47.92	55.15	0.00	55.15
016 02119500.0000	POUPART, GERALD	25.62	29.49	9.83	19.66
016 02307500.0000	TALBOT, YVES	8.92	10.27	0.00	10.27
016 02307400.0000	1065834 ONTARIO INC	57.28	65.92	21.97	43.95
016 02307403.0000	DAGENAIS, JEAN-GUY	1.84	2.12	0.71	1.41
016 02307401.0000	FOURNIER, MARCEL	9.07	10.44	3.48	6.96
016 02307300.0000	LIMOGES, ALEX	0.62	0.71	0.00	0.71
016 02307410.0000	VINETTE, GAETAN	0.38	0.44	0.00	0.44
016 00900605.0000	BOURGEAU, CHRISTINE	0.55	0.63	0.00	0.63
016 00900600.0000	BERNARD, JACQUELINE A	27.31	31.43	0.00	31.43
016 00900610.0000	BERNARD, GILLES H	0.51	0.59	0.00	0.59
016 00900650.0000	CHARTRAND, ROBERT	17.95	20.66	0.00	20.66
016 00900655.0000	CHARTRAND, CLAIRE	5.87	6.76	0.00	6.76
016 00900700.0000	CHAREST, SEBASTIEN	3.14	3.61	0.00	3.61
016 00900705.0000	PERREAULT, LAURETTE I	3.08	3.54	0.00	3.54
016 00900710.0000	VILLENEUVE, ROGER	3.12	3.59	0.00	3.59
016 00900500.0000	RIVARD, JEAN GUY	143.18	164.79	0.00	164.79
016 00900490.0000	PAGE, ANDRE	1.84	2.12	0.00	2.12
016 00900470.0000	LALONDE, REMI A	27.59	31.75	0.00	31.75
016 00900800.0000	MADORE, MONIQUE	63.92	73.57	24.52	49.05
016 00900790.0000	LANDRY, GAETAN	1.61	1.85	0.00	1.85
016 00900809.0000	DESMARAIS, GUY REAL	0.89	1.02	0.00	1.02
016 00900810.0000	COTE, MARK	0.69	0.79	0.00	0.79
016 00900960.0000	ORIGINAL AUTO PARTS (07) INC	18.73	21.56	0.00	21.56
016 00900950.0000	BLANCHARD, ROGER	20.70	23.82	0.00	23.82
016 00900900.0000	BLANCHARD, TROY	1.71	1.97	0.00	1.97
016 00900905.0000	LABELLE, SERGE	1.40	1.61	0.00	1.61
016 00900910.0000	MURRAY, GREGORY WILLIAM	1.39	1.60	0.00	1.60
016 00900990.0000	MASSEY, STEPHEN MATTHEW	1.12	1.29	0.00	1.29
016 00901000.0000	CHARRON, CLAUDE	18.95	21.81	0.00	21.81
016 00901150.0000	DEGROOT, MARCELLUS	68.26	78.56	26.19	52.37
016 00901110.0000	DEGROOT-WADDELL, JOANNE	0.59	0.68	0.23	0.45
016 00901100.0000	FRIEL, EAMON	86.33	99.36	0.00	99.36
016 00901200.0000	RIDER, PAUL JAMES	2.70	3.11	0.00	3.11
016 00901050.0000	HANIFF, RICHARD	5.39	6.20	0.00	6.20
016 00901300.0000	GAGNE, BERNARD	42.84	49.31	0.00	49.31
016 00901350.0000	LALONDE, ALEXANDRE	41.08	47.28	0.00	47.28
016 00901600.0000	WENDZICH, KLAUS	87.44	100.64	0.00	100.64
016 00901800.0000	SANSCARTIER, ERIC	74.27	85.48	28.49	56.99
016 00901950.0000	GALAND, RAYMOND	36.10	41.55	0.00	41.55
016 00901900.0000	KENTER, BENJAMIN JACOB	36.10	41.55	0.00	41.55
016 00901990.0000	FUITE, AREND	51.00	58.70	0.00	58.70
016 00902000.0000	MCKINLEY, KENNETH	2.05	2.36	0.00	2.36
016 00902001.0000	HENEY, GARY J	1.10	1.27	0.00	1.27
016 00902100.0000	SUMNER, JOHN FRANCIS	55.09	63.40	21.13	42.27
016 00902010.0000	SURPRENANT, ERIC	4.24	4.88	0.00	4.88
016 00902210.0000	MENARD, CLAUDE	111.90	128.79	0.00	128.79
016 00902200.0000	HOWELL, TREVOR	2.46	2.83	0.00	2.83
016 00902260.0000	SAMSON, JACQUELINE	1.10	1.27	0.00	1.27

Cost Allocation Edit List

Date : Jun 07, 2018

Time : 3:38 pm



Drain Code : [REG] to [REG]

Drain Status : All

Drain Type : All

Minimum Billing : 5.00

Maximum Billing : 9999.99

Project # : [113] to [113]

Drain Code	Name	Amount	Bylaw Number	Type	Status
REG	REGIMBALD MUNICIPAL DRAIN			M	O

Project Number : 113 Cost Amount : 4558.96

Work Description : 2017 MAINTENANCE

Roll Number	Name	Assessing Base	Allocated Amounts		
			Gross	Grant	Net
016 00902245.0000	MALETTE, RICHARD	0.72	0.83	0.00	0.83
016 00902250.0000	LAPLANTE, GUY	0.72	0.83	0.00	0.83
016 00902255.0000	CHENIER, RICHARD	3.84	4.42	0.00	4.42
016 00902305.0000	CSOKA, MARGRIT	117.90	135.69	0.00	135.69
016 00902300.0000	CHAMPAGNE, LYN	33.00	37.98	0.00	37.98
016 00902350.0000	CYR, JEAN JACQUES A	1.90	2.19	0.00	2.19
016 00902400.0000	HAMMONDALE FARM INC	621.37	715.14	238.38	476.76
016 00902500.0000	COOPER, KENNETH GEORGE	779.17	896.76	0.00	896.76
016 00902600.0000	MAZANJI, LASLO	515.96	593.82	0.00	593.82
016 01002100.0000	LECAVALIER, GEORGE	18.05	20.77	6.92	13.85
016 01002200.0000	HAMMONDALE FARM INC	29.62	34.09	11.36	22.73
016 01002220.0000	WOLFE, REMI L	2.12	2.44	0.00	2.44
016 01002400.0000	DEGROOT HORIZONS DAIRY INC.	69.81	80.35	26.78	53.57
016 01002600.0000	BARRETTE, DENIS ANDRE	24.48	28.17	9.39	18.78
016 01002800.0000	FERME C. LACASSE INC.	69.08	79.51	26.50	53.01
016 01099999.0000	CLARENCE-ROCKLAND CITY	29.29	33.71	0.00	33.71
016 03399999.0000	UNITED COUNTIES OF	377.47	434.43	0.00	434.43
016 03399999.0000	UNITED COUNTIES	8.61	9.91	0.00	9.91
Total Drain :		3,961.17	4,558.98	463.04	4,095.94

Total Billings Under Minimum : 53.65

Total Billings Over Maximum : 0.00

Total Billings in Range : 4,042.29

_____ of less than \$5.00 = 53.65_____ of Clarence-Rockland = 33.71_____ Total Billed = 4008.58

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-84**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE HAMMOND MUNICIPAL DRAIN FOR THE YEAR 2016 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Hammond Municipal Drain constructed under the authority of By-law Number 211 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Hammond Municipal Drain in 2016;

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

1. That the cost of the maintenance carried out on the Hammond Municipal Drain in 2016 being \$3017.19 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-85**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE HAMMOND MUNICIPAL DRAIN (MAINTENANCE) FOR THE YEAR 2016 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Hammond Municipal Drain constructed under the authority of By-law Number 211 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Hammond Municipal Drain in 2016;

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

1. That the cost of the maintenance carried out on the Hammond Municipal Drain in 2016 being \$2815.38 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-86**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE A. VINETTE MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the A. Vinette Municipal Drain constructed under the authority of By-law Number 1318 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the A. Vinette Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the A. Vinette Municipal Drain in 2017 being \$527.40 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-87**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE BUSSIÈRE MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Bussière Municipal Drain constructed under the authority of By-law Number 75-39 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Bussière Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Bussière Municipal Drain in 2017 being \$1818.02 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-88**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE LEPAGE MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Lepage Municipal Drain constructed under the authority of By-law Number 75-38 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Lepage Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Lepage Municipal Drain in 2017 being \$6639.28 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18RTH DAY OF JUNE 2018.

GUY DESJARDINS
Mayor

MONIQUE OUELLET
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-89**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE BUSSIÈRE MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Bussière Municipal Drain constructed under the authority of By-law Number 75-39 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Bussière Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Bussière Municipal Drain in 2017 being \$488.56 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-90**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE PAUL SEGUIN MAIN BRANCH MUNICIPAL DRAINS FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Paul Seguin Main Br. Municipal Drain constructed under the authority of By-law Number 66-18 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Paul Seguin Main Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Paul Seguin Main Municipal Drain in 2017 being \$604.32 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-91**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE POTVIN MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Potvin Municipal Drain constructed under the authority of By-law Number of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Potvin Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Potvin Municipal Drain in 2017 being \$759.57 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-92**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE EAST BRANCH ROZON SEGUIN MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the East Branch Rozon Seguin Municipal Drain constructed under the authority of By-law Number 1967-24 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the East Branch Rozon Seguin Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the East Branch Rozon Seguin Municipal Drain in 2017 being \$1712.39 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-93**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE SCHNUPP MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Schnupp Municipal Drain constructed under the authority of By-law Number 65-19 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Schnupp Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Schnupp Municipal Drain in 2017 being \$502.21 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-94**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE LOUIS LAFLEUR MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Louis Lafleur Municipal Drain constructed under the authority of By-law Number 78-29 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Louis Lafleur Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Louis Lafleur Municipal Drain in 2017 being \$6774.22 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-95**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE CLARENCE CREEK PHARMACY MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS the Clarence Creek Pharmacy Municipal Drain constructed under the authority of By-law Number 1997-48 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Clarence Creek Pharmacy Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Clarence Creek Pharmacy Municipal Drain in 2017 being \$5762.87 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18th DAY OF JUNE 2018.

Guy Desjardins
Mayor

Monique Ouellet
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-96**

BEING A BY-LAW TO LEVY THE COST OF MAINTENANCE OF THE REGIMBALD MUNICIPAL DRAIN FOR THE YEAR 2017 AGAINST ALL THE LANDS AND ROADS SITUATED UPSTREAM FROM THE MAINTAINED SECTION.

WHEREAS, Section 61 and 74 of the Drainage Act, Chapter D.17, R.S.O. 1990, authorize municipalities to levy the cost of maintenance carried out on municipal drains;

AND WHEREAS 1293 of the Corporation of the Township of Clarence, which by-law assessed affected lands for the cost thereof;

AND WHEREAS maintenance work was carried out on the Regimbald Municipal Drain in 2017;

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

1. That the cost of the maintenance carried out on the Regimbald Municipal Drain in 2017 being \$4095.94 be assessed and levied upon all the lands and roads according to the Schedule attached to this By-law.
2. That the net assessments of \$5.00 or less shall be paid out of the general funds of the municipality.

READ AND PASSED IN OPEN COUNCIL THIS 18TH DAY OF JUNE 2018.

GUY DESJARDINS
Mayor

MONIQUE OUELLET
Clerk

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2018-97

BEING A BY-LAW TO AMEND BY-LAW 2007-01, TO REGULATE THE TRAFFIC AND PARKING WITHIN THE LIMITS OF THE CITY OF CLARENCE-ROCKLAND

WHEREAS section 27.(1) of the Municipal Act, 2001, c. 25, provides that a municipality may pass by-laws for the purpose of regulating and prohibiting traffic and parking upon the highways under its jurisdiction; and

WHEREAS Council adopted Resolution no. 2018-122, to mandate the administration to amend the Parking By-law in order to prohibit parking on the North Side of Albert Street, between 2322 Albert Street and 2400 Albert Street;

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

1. That By-law Number 2007-01 is amended to add the following to Schedule "I":

<u>Column 1</u> <u>Highway</u>	<u>Column 2</u> <u>Side</u>	<u>Column 3</u> <u>Between</u>	<u>Column 4</u> <u>Time & day</u> <u>Prohibited</u>
Albert St.	North	2322 Albert St. and 2400 Albert St.	Anytime

3. This by-law shall come into effect on the day it is adopted by Council.

READ, DONE AND PASSED IN OPEN COUNCIL, THIS 18TH DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-98**

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.

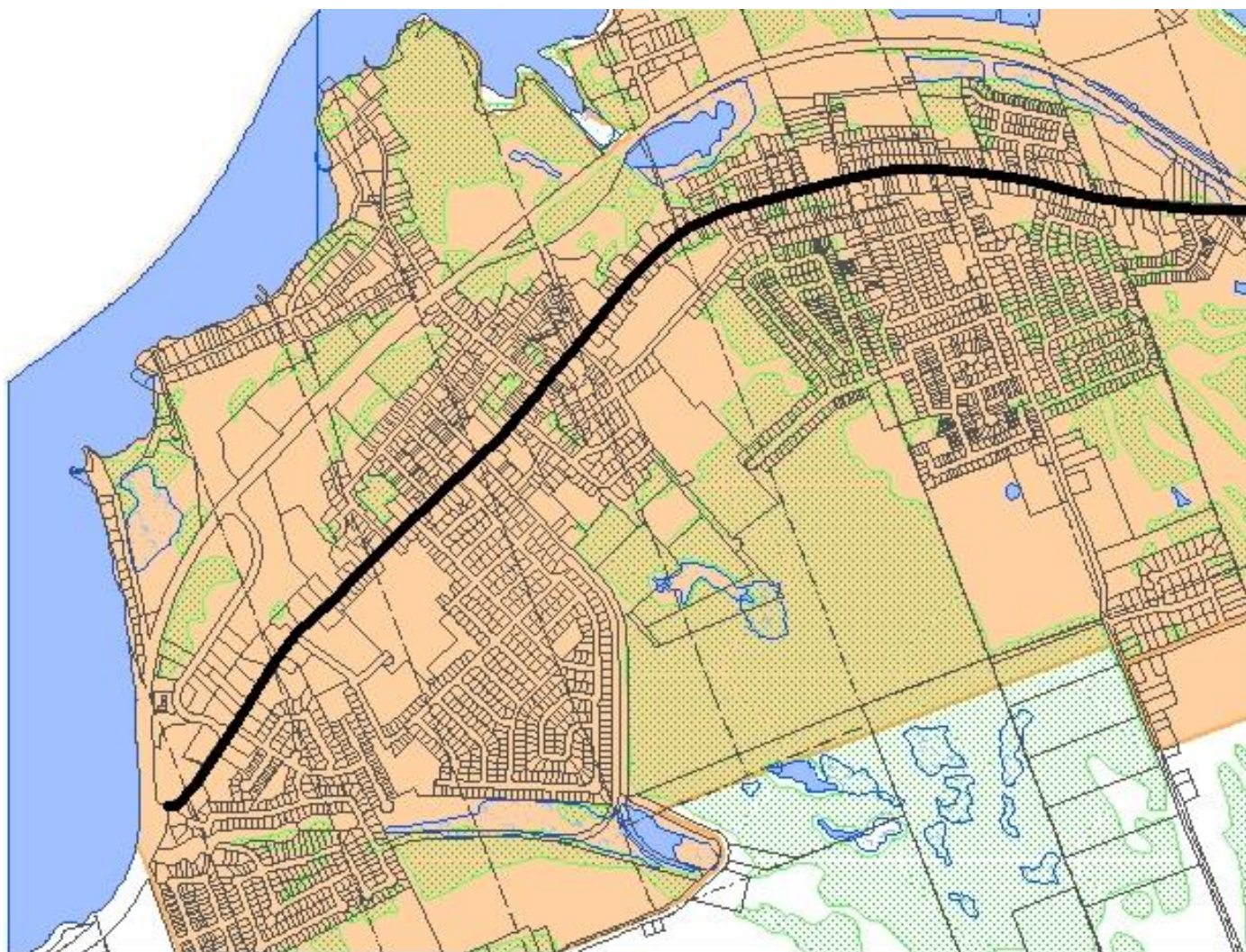
20. By-law 2005-102 is hereby repealed.

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 18TH DAY OF JUNE 2018.

Guy Desjardins, Mayor

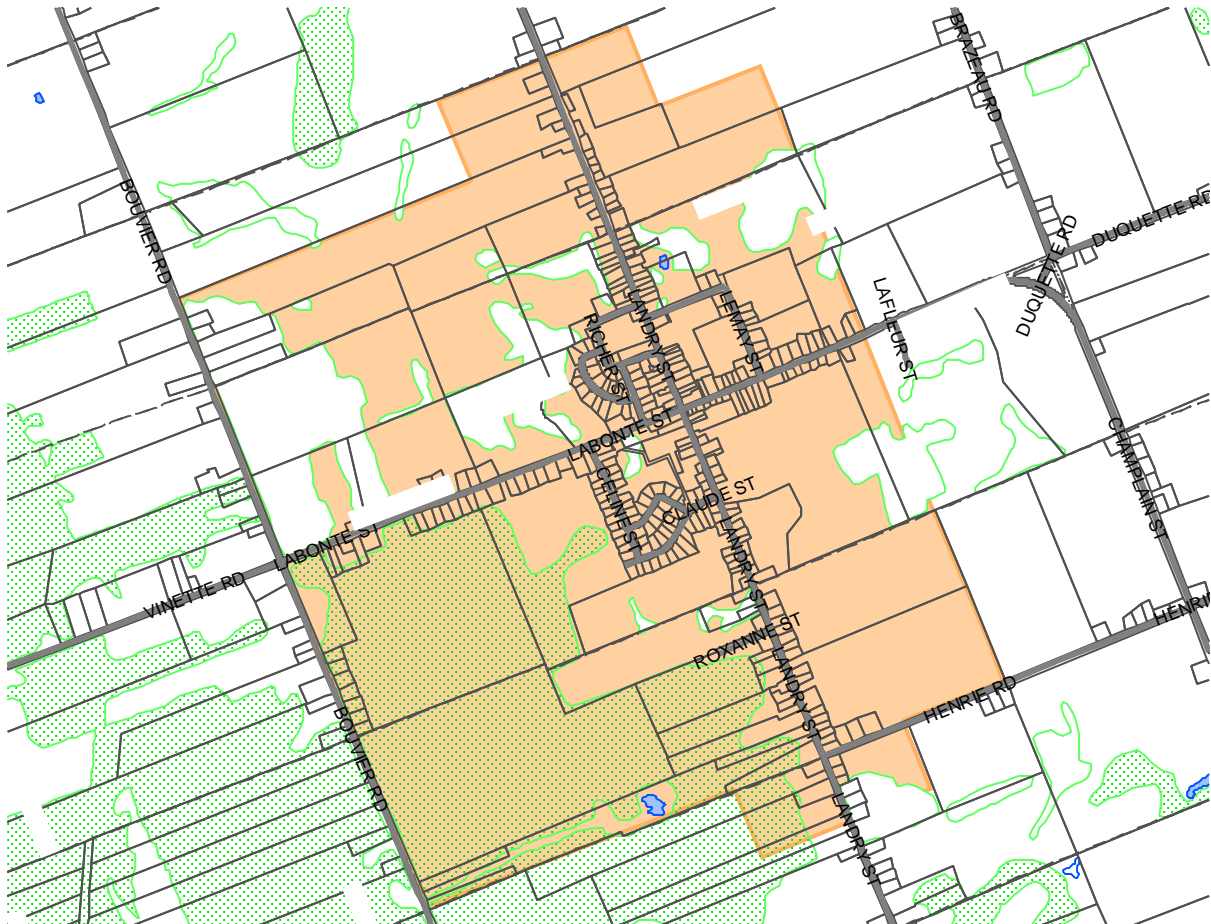
Monique Ouellet, Clerk

*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)

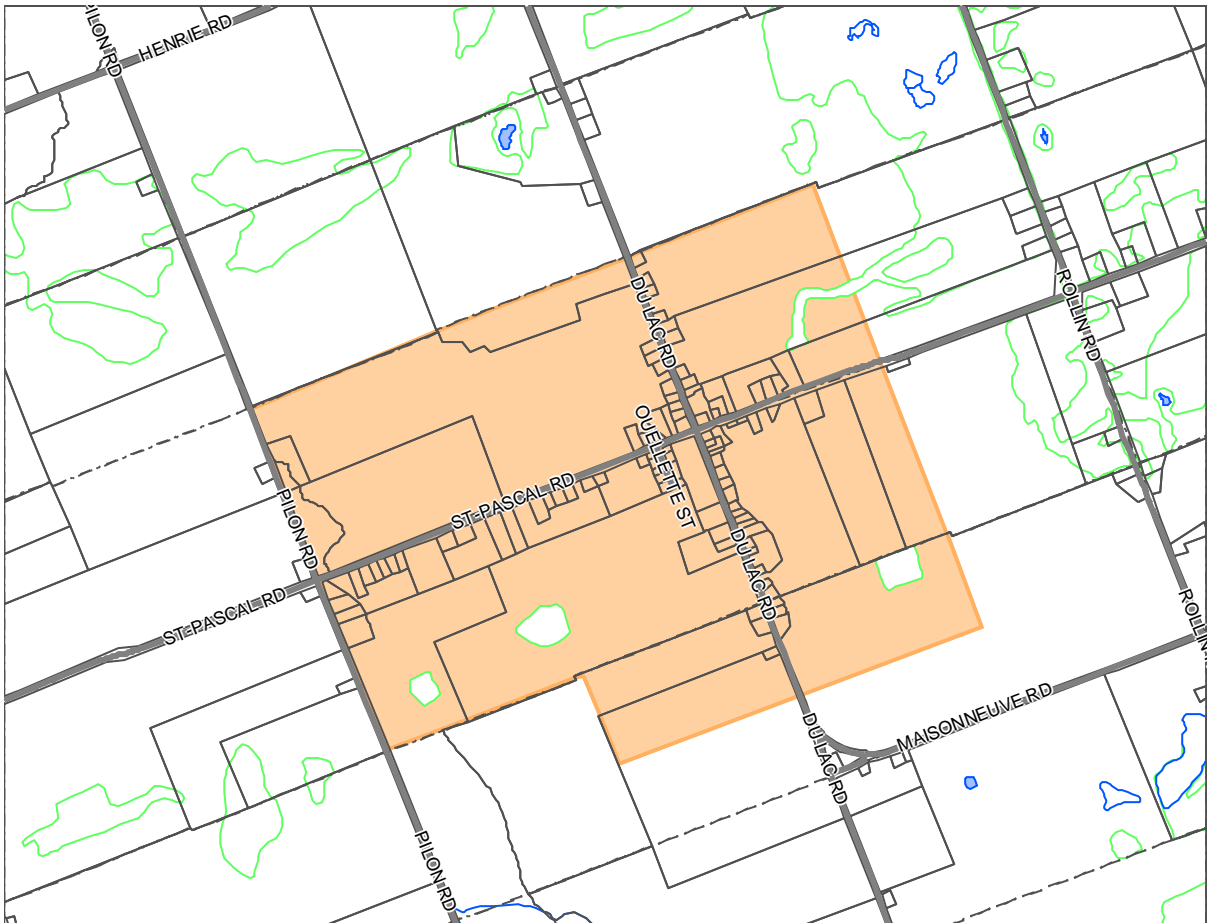
Landry Road, Labonté Road and Champlain Road within the limits of the Community Area of Clarence Creek (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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)

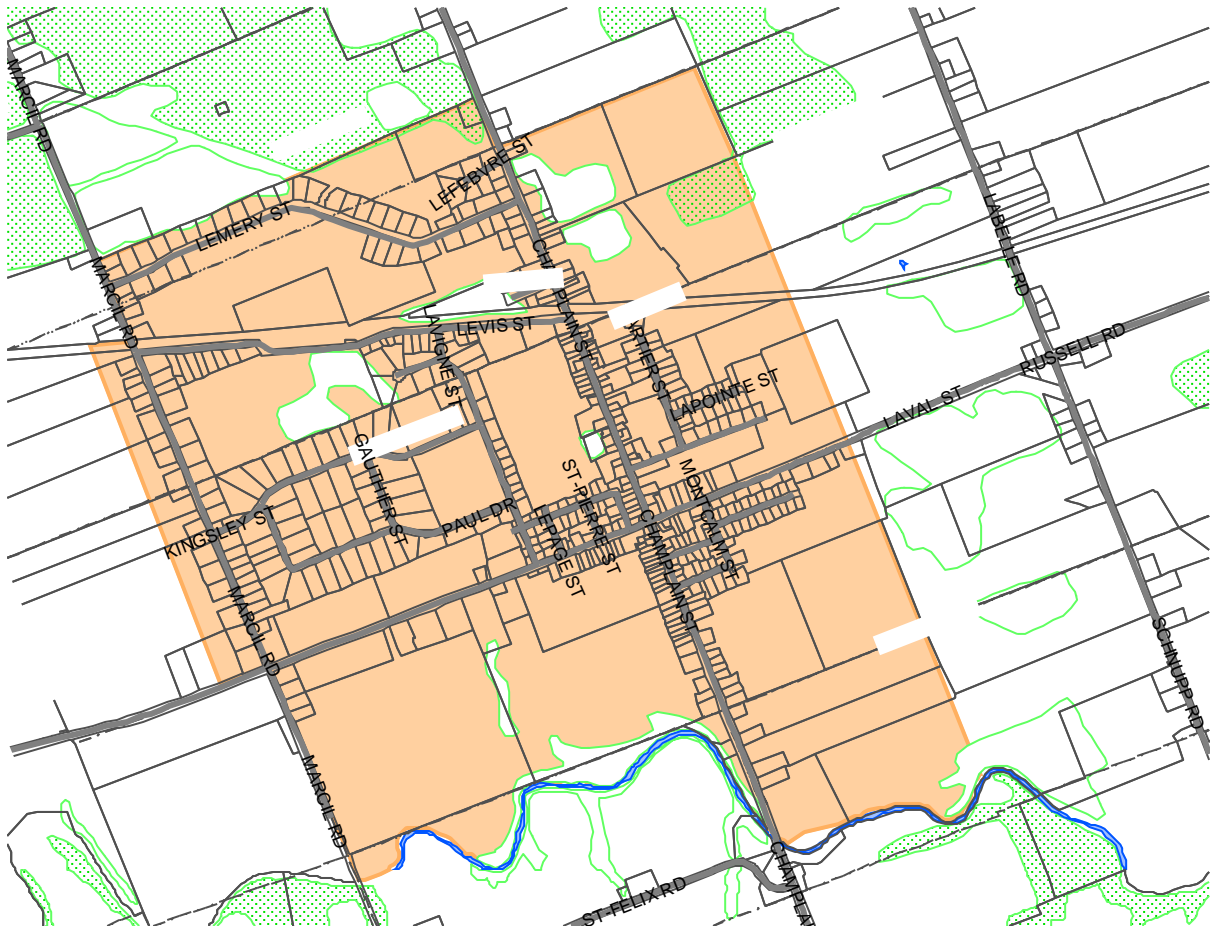
St-Pascal Road and du Lac Road within the limits of the Community Policy Area of St-Pascal
(as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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)

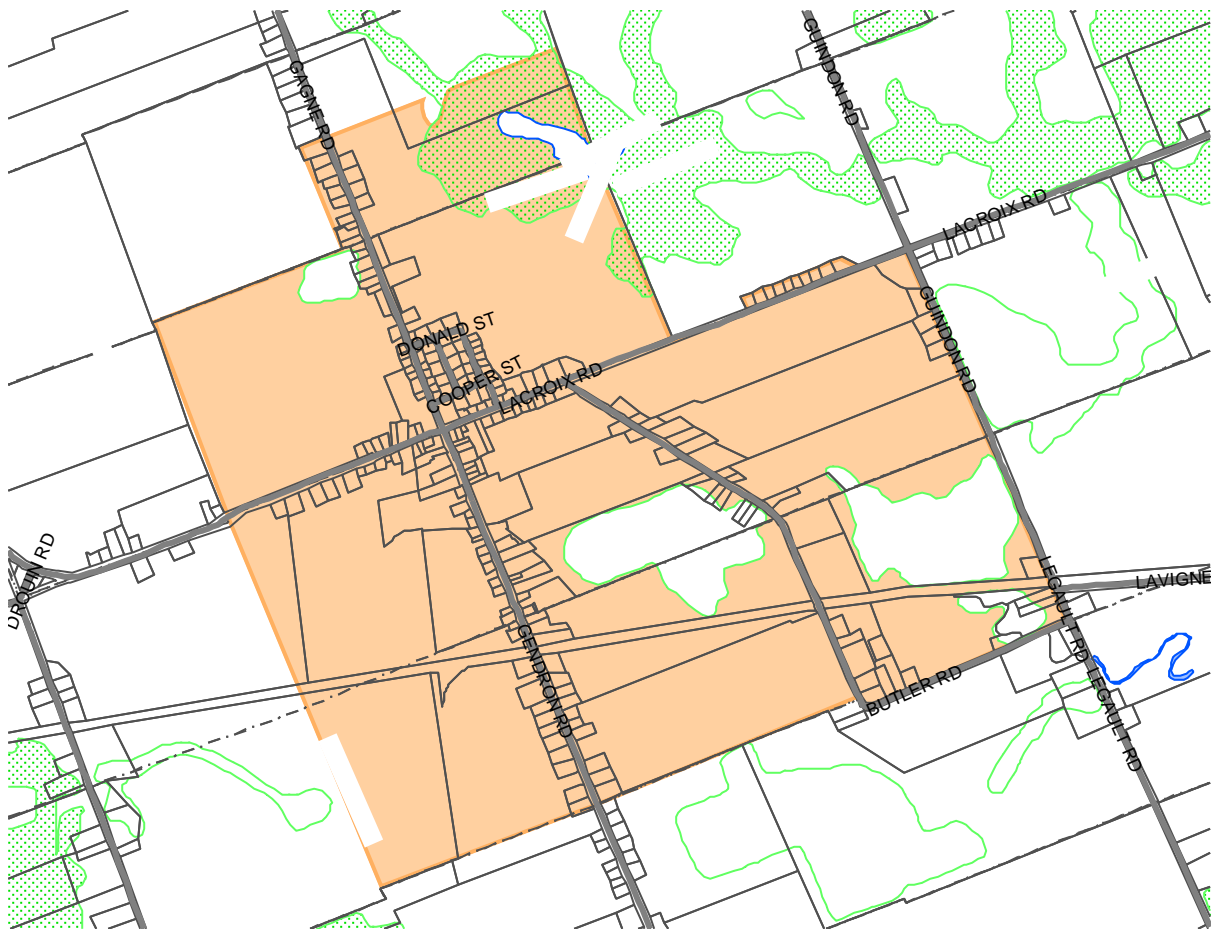
Laval Road and Champlain Road within the limits of the Community Policy Area of Bourget
(as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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)

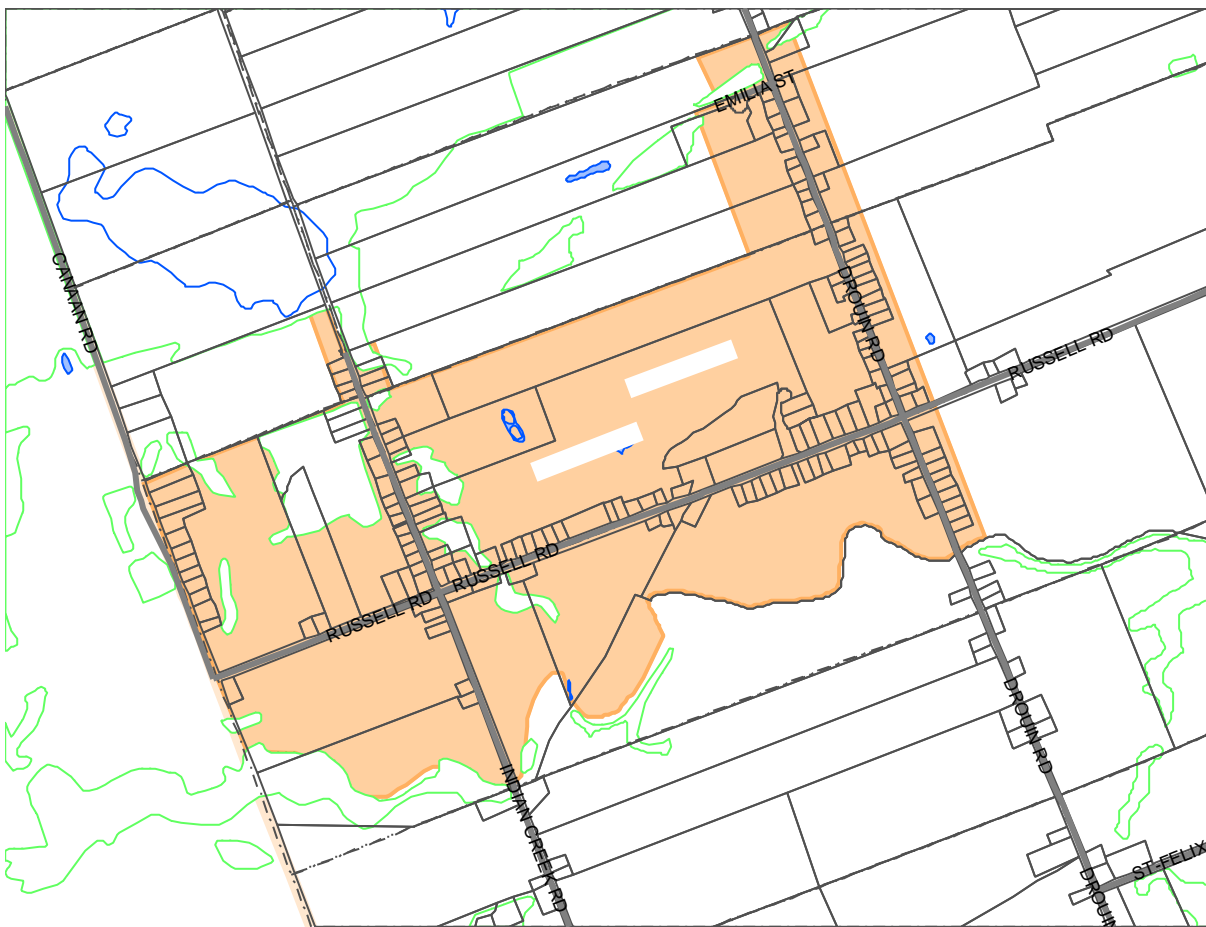
Lacroix Road, Gagné Road and Gendron Road within the limits of the Community Policy Area of Hammond (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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° 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)

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).

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.

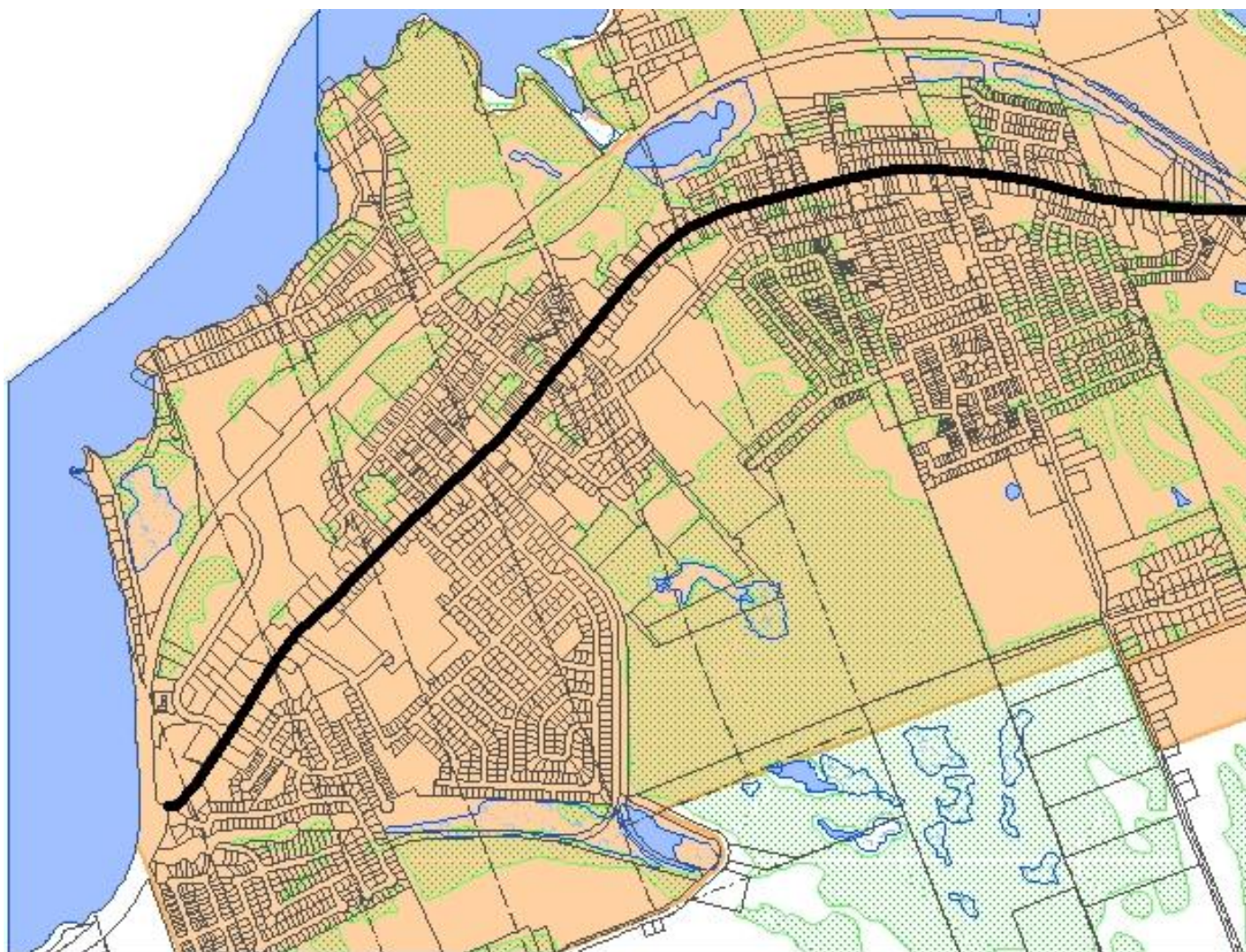
^

Guy Desjardins, Mayor

Monique Ouellet, Clerk

Annexe / Annex A

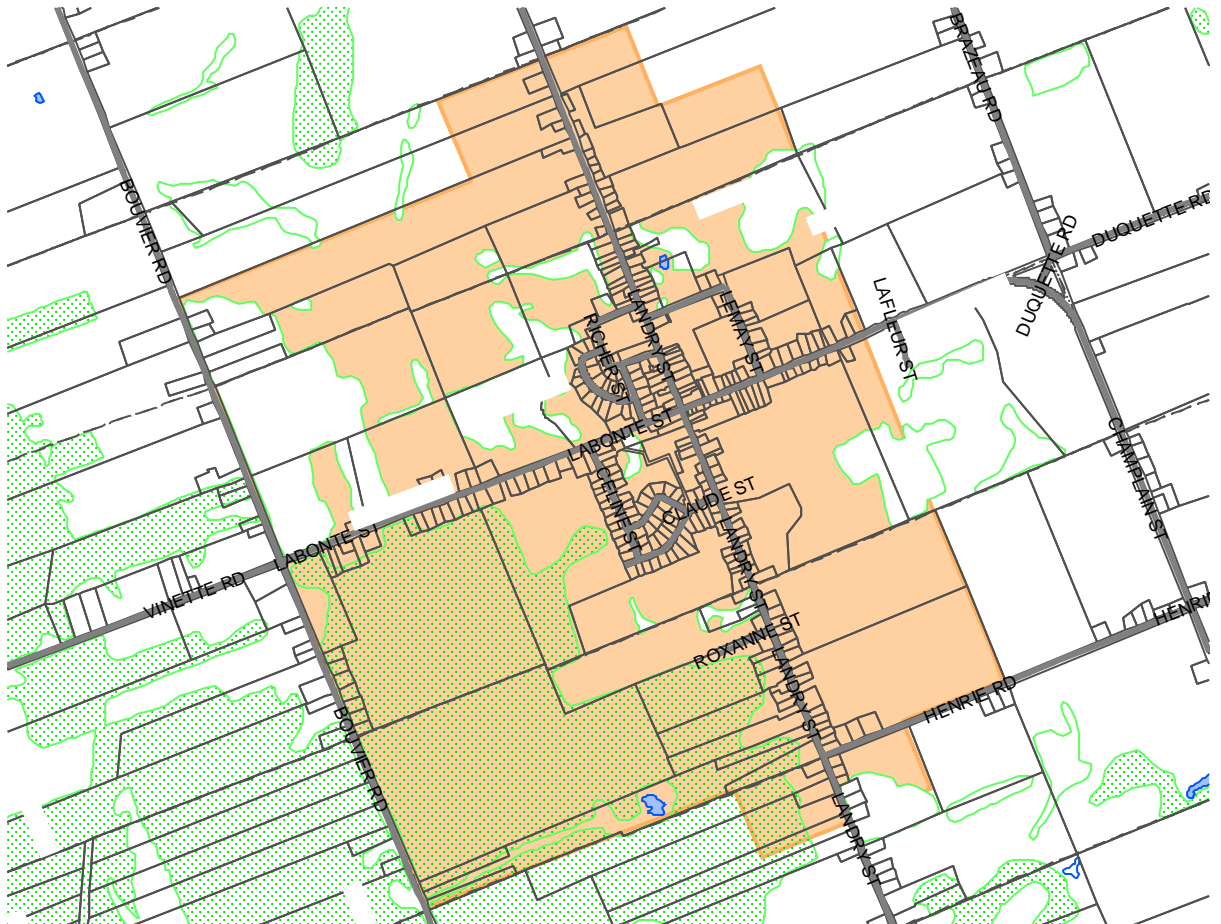
Sur la rue Laurier / On Laurier Street



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)

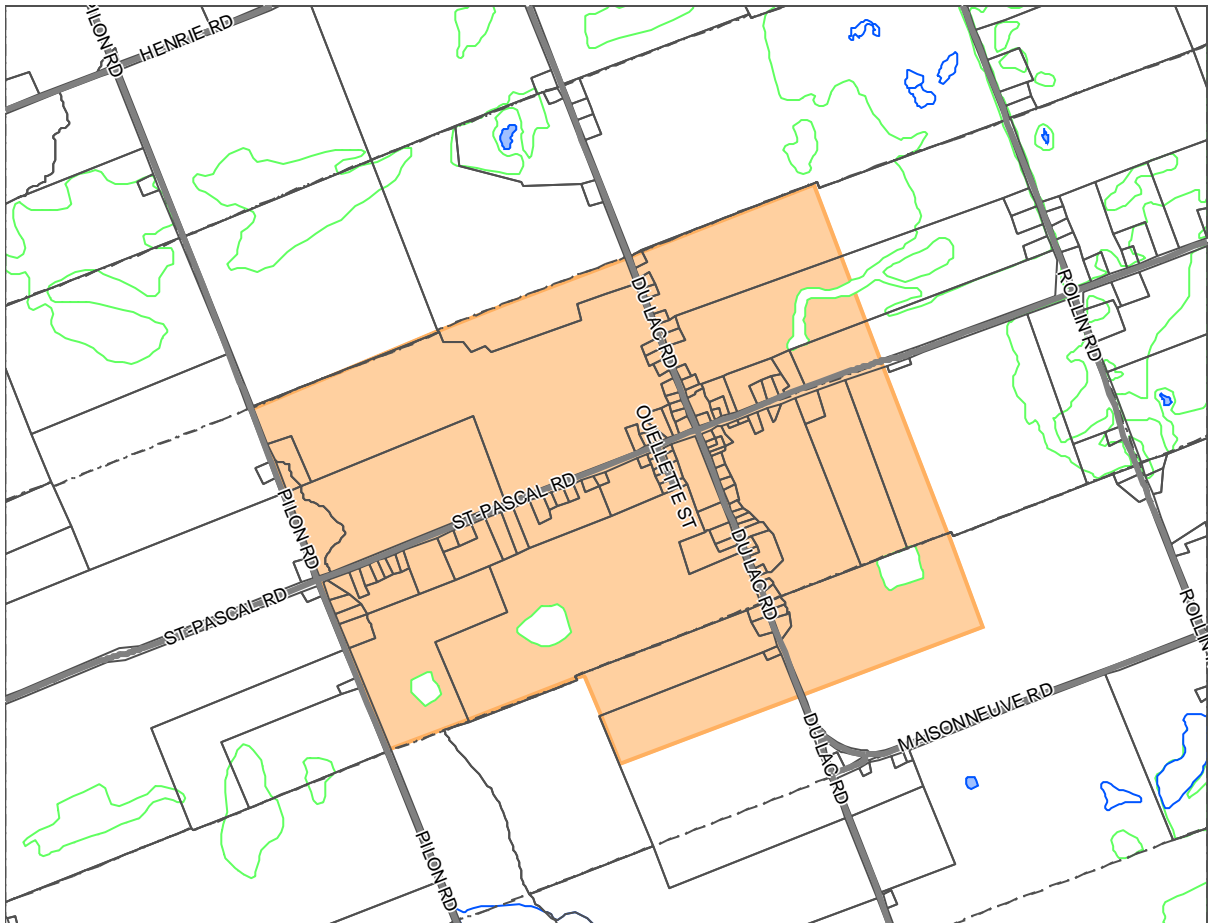
Landry Road, Labonté Road and Champlain Road within the limits of the Community Area of Clarence Creek (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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)

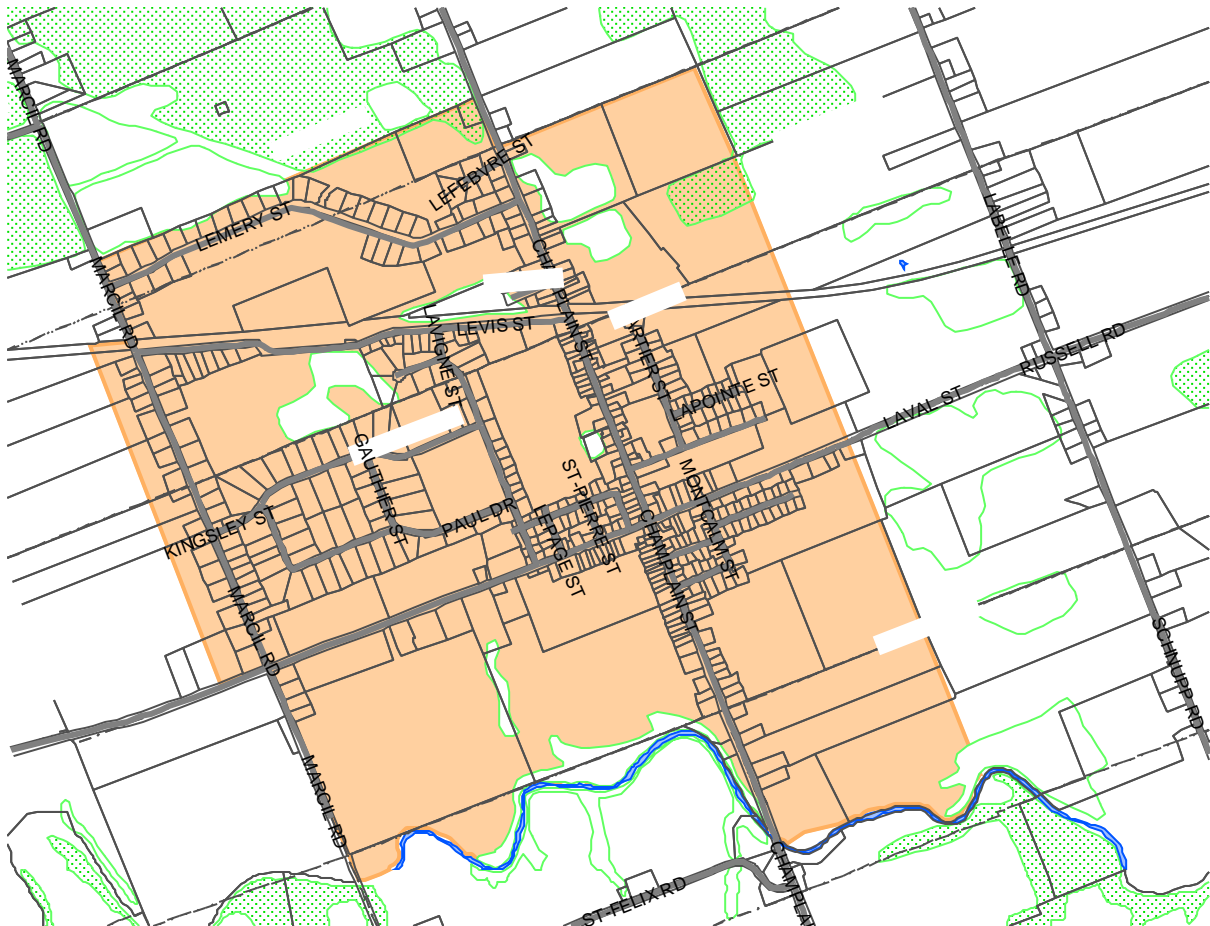
St-Pascal Road and du Lac Road within the limits of the Community Policy Area of St-Pascal
(as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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)

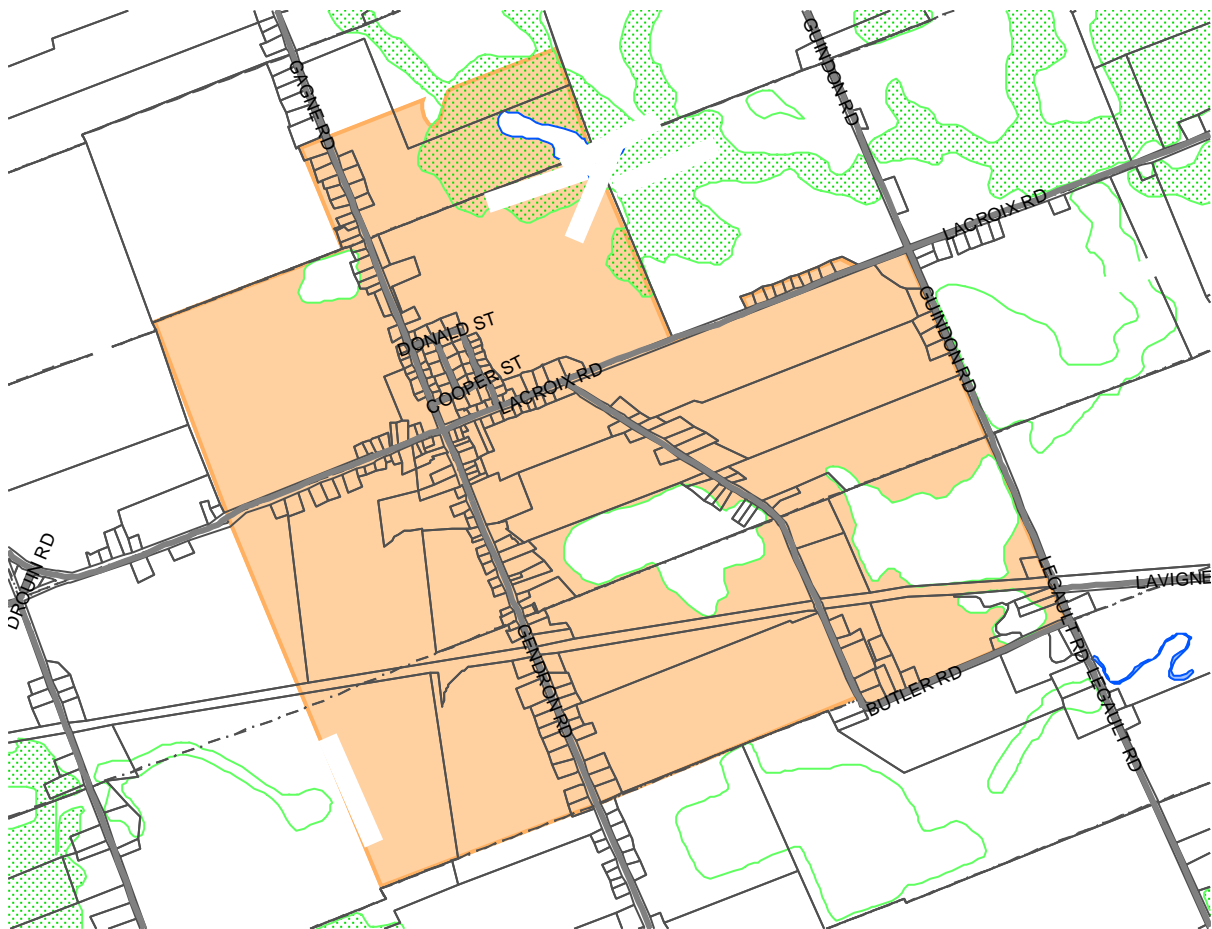
Laval Road and Champlain Road within the limits of the Community Policy Area of Bourget (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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)

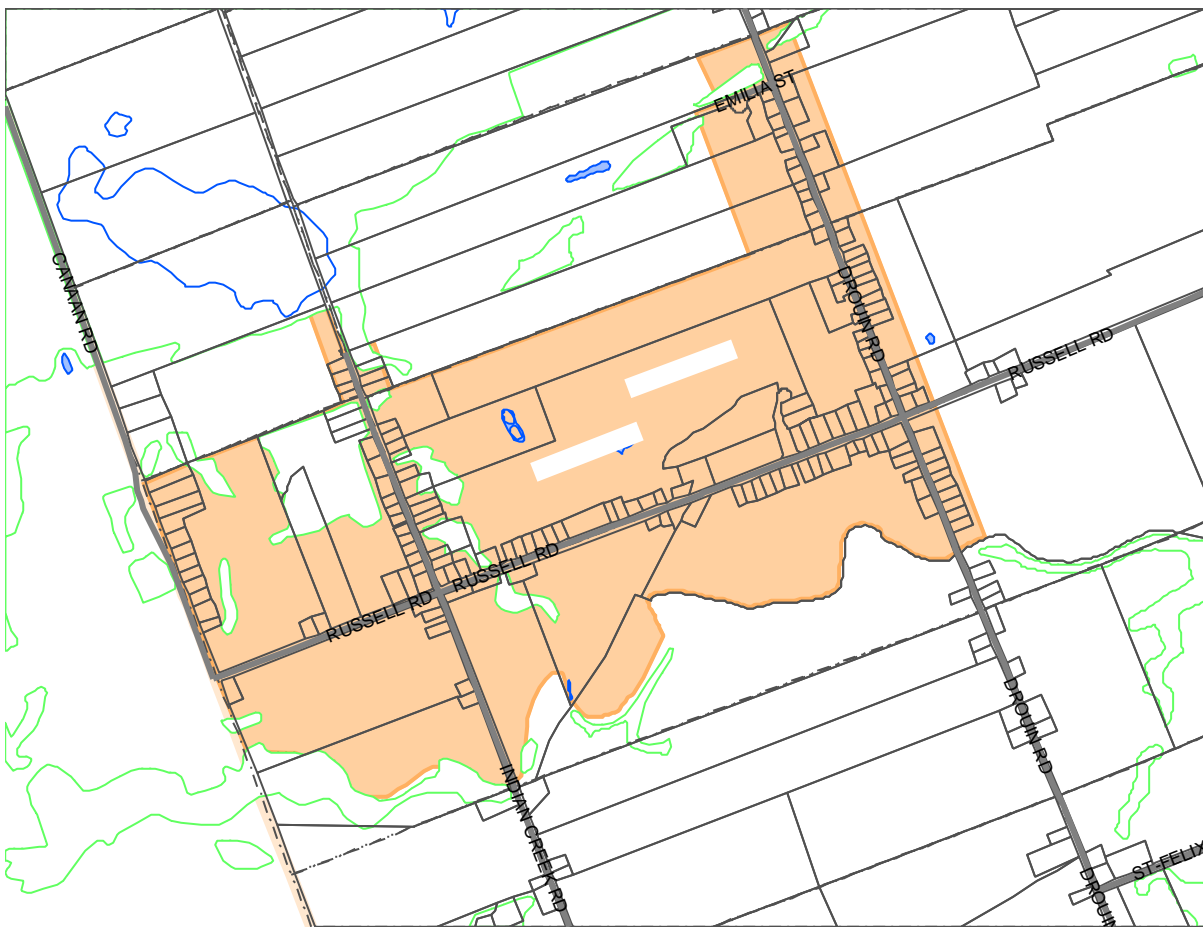
Lacroix Road, Gagné Road and Gendron Road within the limits of the Community Policy Area of Hammond (as defined in schedule A of the Official Plan of the United Counties of Prescott and Russell)



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.

**THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW NO. 2018-99**

**BEING A BY-LAW TO AMEND BY-LAW 2015-78, BEING A BY-LAW TO
ACTUALIZE THE TERMS OF REFERENCE OF THE ADVISORY
COMMITTEES OF 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 Council of the City of Clarence-Rockland has established the Environmental Advisory Committee on July 10th, 2003, by resolution 2003-327;

WHEREAS the Council of the City of Clarence-Rockland, by resolution 2018-062, has mandated the Administration to review the mandate of the Environmental Advisory committee to better reflect the needs of the municipality;

WHEREAS the Council of the City of Clarence-Rockland deems it expedient to adopt the amended terms of reference for the Environmental Advisory Committee;

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

1. **THAT** By-Law 2015-78 be amended as follows:
 - a) **THAT** Schedule 'D' be repealed and replaced by the Schedule 'D' – Environmental Advisory Committee, attached hereto;
2. **THAT** this by-law shall come in force and effect on the date of passing thereof.

READ, PASSED AND ADOPTED BY COUNCIL, THIS 18TH DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

Schedule « D » to by-law 2015-78 (as amended by 2018-99)



**COMITÉ CONSULTATIF EN ENVIRONNEMENT DE LA CITÉ DE
CLARENCE-ROCKLAND / CITY OF CLARENCE-ROCKLAND
ENVIRONMENTAL ADVISORY COMMITTEE**

TERMES DE RÉFÉRENCE/TERMS OF REFERENCE

SECTION 1

OBJECTIFS ET RESPONSABILITÉS

1.1 Le mandat du comité consultatif en environnement de la Cité Clarence-Rockland est de promouvoir la protection, le maintien et l'amélioration de l'environnement sur le territoire de la Cité de Clarence-Rockland. Le comité a comme mission d'améliorer la qualité de vie de ceux qui y habitent ou y travaillent, maintenant et pour le futur. Le comité sert aussi de comité de liaison pour le site d'enfouissement municipal.

1.2. Le comité consultatif en environnement a comme responsabilité de :

- a) Collaborer à l'élaboration de politiques, de programmes et de règlements susceptibles d'influencer l'environnement.
- b) Identifier des espaces verts à conserver à l'intérieur de la Cité de Clarence-Rockland et recommander des moyens pour y arriver.
- c) Agir comme point focal pour la diffusion d'informations, les consultations, la révision et l'échange d'informations concernant le fonctionnement du site d'enfouissement municipal.
- d) Préparer un rapport des activités effectuées au courant de l'année et des activités à venir pour la nouvelle année.
- e) Soumettre ses recommandations au Service de l'aménagement du territoire, qui en retour présentera un rapport au conseil municipal.

SECTION 1.

OBJECTIVES AND RESPONSABILITIES

1.1 The mandate of the Environmental Advisory Committee is to promote the protection, maintenance and enhancement of all aspects of the environment in the City of Clarence-Rockland and to safeguard and improve the quality of life of those who live or work in the City, both now and in the future. The Committee also serves as Liaison Committee for the municipal landfill site.

1.2. The Environmental Advisory Committee has the responsibility to:

- a) Collaborate in the development of policies, programs and by-laws which could have an impact upon any aspect of the environment.
- b) Identify green spaces in the City of Clarence-Rockland and recommend some action(s) to preserve them.
- c) Serve as focal point for dissemination, consultation, review and exchange of information regarding the operation of the municipal landfill site.
- d) Prepare a report of the activities undertaken during the current year and identify the activities for the upcoming year.
- e) Submit its recommendations to the Planning Department who in turn will prepare a report to Council.

SECTION 2

FORMATION DU COMITÉ

2.1 Le comité sera nommé par résolution du conseil municipal de la Cité de Clarence-Rockland et sera composé des membres suivants :

- Un maximum d'un (1) conseiller de la Cité Clarence-Rockland
- Un maximum de sept (7) résidants de la Cité de Clarence-Rockland

2.2. Les membres du comité, lors de la première réunion de l'année, doivent nommer un président parmi ses membres pour une période d'une (1) année. Le président est responsable du déroulement des réunions. Le même membre peut être nommé pour plus d'un mandat. Si le président est absent, le comité peut nommer un autre président pour une période intérimaire.

2.3. Un membre du conseil municipal ou un employé municipal ne peut être nommé au poste indiqué à l'article 2.2.

SECTION 3

QUORUM

3.1. Le quorum ne peut être inférieur à cinquante pour-cent plus un (50%+1) des membres nommés. Le président vote seulement dans le cas d'un partage des voix.

SECTION 4
SERVICE RESPONSABLE /PERSONNE
RESSOURCE

4.1. Deux employés municipaux agiront comme personnes ressources au comité consultatif en environnement :

- un employé du Service d'infrastructures ;
- un employé du Service de l'aménagement du territoire.

SECTION 2

COMMITTEE MEMBERS

2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:

- A maximum of one (1) councillor of the City of Clarence-Rockland
- A maximum of seven (7) residents of the City of Clarence-Rockland.

2.2. The members of the Committee, at their first meeting of the year, must appoint a Chairperson for a period of one year. The Chairperson leads the discussions of the Committee. The Chairperson can be appointed for more than one term. If absent, the Committee can appoint another Chairperson for an interim period.

2.3. No member of Council or municipal employees can be appointed to the position indicated in item 2.2.

SECTION 3. **QUORUM**

3.1. The quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

SECTION 4	DEPARTMENT
RESPONSIBLE	
/RESSOURCE PERSON	

4.1 Two municipal employees shall act as resource persons to the Environmental Advisory Committee:

- An employee of the Infrastructure and Engineering Department;
- An employee of the Planning Department.

4.2. Le service de l'aménagement du territoire agira à titre de service responsable. Le service doit :

- convoquer les réunions du comité;
- préparer les ordres du jour;
- rédiger les procès-verbaux;
- s'acquitter de la correspondance;
- conserver les procès-verbaux et les dossiers relatifs aux demandes soumises et aux décisions prises ainsi que tous les autres documents officiels du comité.

SECTION 5 **PRÉPARATION DE L'ORDRE DU JOUR**

5.1. Le service de l'aménagement du territoire devra faire parvenir la documentation pour les membres du comité au plus tard le vendredi précédent le jour de la tenue de la réunion. Il devra s'assurer que l'ordre du jour soit disponible pour le public le même jour sur le site web de la Cité.

SECTION 6 **FRÉQUENCE DES RÉUNIONS**

6.1. Les réunions auront lieu au minimum sur une base biannuelle (deux fois par année), ou tel qu'établi par le service responsable du comité.

SECTION 7 **PROCÉDURES ET LIGNES DIRECTRICES**

7.1. L'ensemble des procédures et lignes directrices énoncées dans la politique C2015-001 ou toute version ultérieure s'applique à ce comité, à moins d'une exigence prévue dans la loi. En cas de disparité entre les présents termes de référence et ladite politique, cette dernière a priorité.

7.2. Le comité est tenu de respecter les règles de procédure prescrite par le

4.2. The Planning Department will act as the responsible department. The Department shall:

- Convene the Committee's meetings;
- Prepare the agendas;
- Process the minutes of all meetings;
- Follow-up with the correspondence;
- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

SECTION 5 **PREPARATION OF THE AGENDA**

5.1. The Planning Department should send the documentation for members of the committee no later than Friday preceding the committee meeting. The service should ensure that the agenda is available for the public during that day on the City's website.

SECTION 6 **FREQUENCY OF MEETINGS**

6.1. The meetings will be held at a minimum on a bi-annual basis (twice a year), or as established by the committee's responsible service.

SECTION 7 **PROCEDURES AND GUIDELINES**

7.1. All procedures and guidelines stated in Policy C2015-001 or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and this policy, the latter shall prevail.

7.2. The committee must respect the rules of procedure as prescribed by the existing

règlement de procédures en vigueur.

procedural by-law.



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

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-100****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, one (1) for the Clarence-Creek Arena and one (1) for the Municipal Garage.

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 two (2) standby generators, in the amount of \$232,777.00 (excluding HST), 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 18TH DAY OF JUNE 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)



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	<u>\$ 16,130</u>
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. 2018-101****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 replacement of culvert on Baseline Road, 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 for the replacement of culvert on Baseline Road, for the amount of \$179,721.79 excluding HST;
- 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 18TH DAY OF JUNE 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)



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

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-104

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 City of Clarence-Rockland has signed an agreement with Leduc Bus Lines for the public transit services for the City of Clarence-Rockland on August 22, 2016, commencing on September 30, 2016 and ending on August 30st, 2018;

WHEREAS this agreement, as stipulated in Section 14.1, has an option of renewal for up to three (3) additional one (1) year terms;

WHEREAS the Council 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 one (1) year extension as stipulated in Section 14.1 to the agreement dated August 22nd 2016, from August 31, 2018 until August 31st, 2019.

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

1. **THAT** the agreement with Leduc Bus Lines for the public transit services for the City of Clarence-Rockland dated August 22nd 2016, be extended for an additional one (1) year term as stipulated in Section 14.1 to the agreement, commencing on August 31, 2018 and ending on August 31, 2019; and
2. **THAT** Municipal Council authorizes the Mayor and the Clerk to sign any documents necessary for the extension to this agreement; and
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, PASSED AND ADOPTED BY COUNCIL THIS 18TH DAY OF JUNE 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



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.

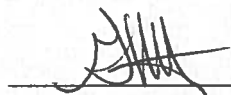
14. **RENEWAL**

- 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.

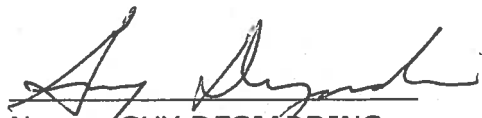
LEDUC BUS LINES LTD.

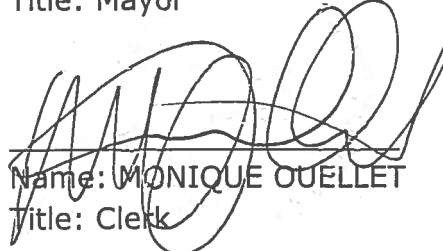
Per: 
 Name: GILBERT LEDUC
 Title: President

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

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BUS LINES LTD.

Autocars de Luxe - Minibus - Autobus Scolaire - Autobus Adapté
Luxury Motorcoach - Mini Coach - School Bus - Wheelchair Adapted Vehicle



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:

8467, hwy 17
Rockland (Ontario) K4K 1K7
Tel.: (613) 446-0606 / Fax: (613) 446-0341
Sans frais / Toll free: 1-866-746-0606
leducbus@leducbus.com
www.leducbus.com



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.

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Luxury Motorcoach - Mini Coach - School Bus - Wheelchair Adapted Vehicle



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

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**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-102**

BEING A BY-LAW OF THE CITY OF CLARENCE-ROCKLAND TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CITY OF CLARENCE-ROCKLAND AT ITS REGULAR MEETING HELD ON JUNE 18TH, 2018.

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

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

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

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

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

READ, PASSED AND ADOPTED IN OPEN COUNCIL THIS 18TH DAY OF JUNE, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk