



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

June 18, 2018, 8:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting
2. Adoption of the agenda
3. Disclosure of pecuniary interests
4. Delegations / Presentations
 - 4.1 Presentation by Catherina Rouse, CEO of the Clarence-Rockland Public Library regarding the Little Free Library 5
 - 4.2 Presentation by Catherina Rouse, CEO of the Clarence-Rockland Public Library regarding teen space solution for Rockland 17
5. Petitions / Correspondence
 - 5.1 Petition presented by Richard Gadoua in regard to improvements to Brazeau Road 21
 - 5.2 Letter dated May 9, 2017 from Mr. François Faucon requesting to rename the Clarence Creek Arena 121
6. Notice of Motion

7. Comment/Question Period

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

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

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

8. Report from the United Counties of Prescott and Russell

9. Committee/Staff Reports

9.1	Development Charge Update	123
9.2	Discharge of Firearms By-law	135
9.3	Award contract for revitalization of Laurier Street – Design stage	161
9.4	Emergency Plan By-Law	173
9.5	Award for the design of watermain replacement on Laurier, Gareau and Pouliotte streets	257
9.6	Protective Services – Monthly Report (May 2018)	265
9.7	Daycare Detailed Budget Status Report	271
9.8	2019 Budget Guideline report	281

10. Other items

11. Adjournment



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

le 18 juin 2018, 20 h 00

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion
2. Adoption de l'ordre du jour
3. Déclarations d'intérêts pécuniaires
4. Délégations / Présentations
 - 4.1 Présentation de Catherina Rouse, directrice générale de la Bibliothèque publique de Rockland concernant les petites biblio gratuites 5
 - 4.2 Présentation de Catherina Rouse, directrice générale de la bibliothèque publique concernant une solution d'espace pour les adolescents de Rockland 17
5. Pétitions / Correspondance
 - 5.1 Pétition présentée par Richard Gadoua au sujet des améliorations du chemin Brazeau 21
 - 5.2 Lettre datée du 9 mai, 2017 de M. François Faucon demandant de changer le nom de l'Aréna de Clarence Creek 121
6. Avis de motion

7. Période de Questions/Commentaires

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

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

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

8. Rapport des Comtés unis de Prescott et Russell

9. Rapports des Comités/Services

9.1	Mise à jour sur les frais de développement	123
9.2	Règlement sur l'interdiction de la décharge d'armes à feu	135
9.3	Octroi d'un contrat pour la revitalization de la rue Laurier - étape de la conception (design)	161
9.4	Règlement sur le plan d'urgence	173
9.5	Octroi pour conception du remplacement d'aqueduc sur les rues Laurier, Gareau et Pouliotte	257
9.6	Services de la protection – Rapport mensuel (Mai 2018)	265
9.7	Rapport de la situation budgétaire détaillée des garderies	271
9.8	Rapport sur les lignes directrices budgétaires 2019	281

10. Autres items

11. Ajournement



Bibliothèque publique de
Clarence-Rockland
Public Library



LITTLE FREE LIBRARY.ORG
TAKE A BOOK • RETURN A BOOK

PETITE BIBLIO GRATUITE POUR DEUX VILLAGES DE CLARENCE-ROCKLAND

Suite à la fermeture en juin des succursales Clarence Creek et Saint-Pascal-Baylon de la Bibliothèque publique de Clarence-Rockland, une petite bibliothèque gratuite (LittleFreeLibrary®) sera installée dans les deux villages pour permettre un accès continu à la lecture.

Qu'est-ce qu'une petite bibliothèque gratuite et qu'est-ce qu'elle a de si spécial?

Une petite bibliothèque gratuite est un échange de livres gratuit "prenez un livre, rendez un livre". Ils se présentent sous différentes formes et tailles, mais la version la plus courante est une petite boîte de livres en bois. N'importe qui peut prendre un livre ou apporter un livre pour partager.

Les échanges de livres "Little Free Library®" ont une touche personnelle et unique. Il est entendu que de vraies personnes partagent leurs livres préférés avec leur communauté.

"Little Free Library®" est un organisme à but non lucratif enregistré qui inspire l'amour de la lecture, bâtit la communauté et stimule la créativité en favorisant les échanges de livres de quartier dans le monde entier.

Il y a plus de 70 000 boîtes de partage de livres "Little Free Library®" enregistrées dans 85 pays à travers le monde.

N'importe qui peut contribuer ou prendre des livres. Si vous prenez un livre (ou deux) d'une bibliothèque, vous n'avez pas besoin de retourner ce livre exact. Cependant, afin de garder la petite bibliothèque gratuite pleine de bons choix pour tout le quartier, un employé de la Bibliothèque publique de Clarence-Rockland surveillera régulièrement les boîtes et y ajoutera des livres au besoin. Les échanges de livres "Little Free Library®" fonctionnent sur le système d'honneur.

Grâce à l'enregistrement sur littlefreelibrary.org®, nous recevrons un signe de charte gravé d'un numéro de charte unique. Une fois que nous avons un signe et un numéro de charte, nous pouvons ajouter notre bibliothèque à la carte du monde, ce qui permettra aux gens de trouver notre petite bibliothèque gratuite. Il y a de nombreux endroits à Ottawa et à Casselman actuellement sur la carte. La Bibliothèque publique de Casselman, en collaboration avec leur municipalité, a installé 12 "Bibliothèques de rue".



Les avantages des petites bibliothèque gratuites

Offrir des livres 24/7, 365 jours par an. Les petites bibliothèques gratuites sont un moyen simple mais puissant de s'assurer que tout le monde a accès à des livres toute l'année.

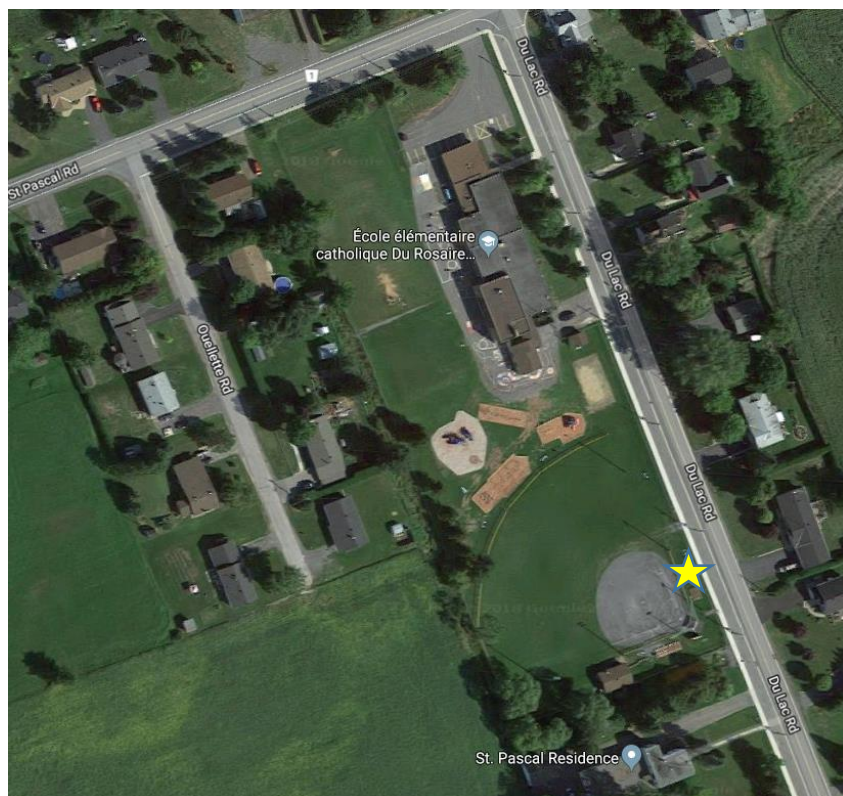
Atteindre les gens dans les quartiers éloignés de la bibliothèque. Si vous voulez encourager la lecture, faites en sorte que ce soit facile! Promeneurs de chiens, cyclistes, joggers, enfants jouant dans la rue, familles en promenade.... s'arrêter à la bibliothèque du quartier fait partie de leur routine quotidienne!

Communiquez avec la communauté d'une manière positive et amusante.

Promouvoir les événements de la Bibliothèque publique. Une petite bibliothèque gratuite est l'endroit idéal pour des dépliants sur les événements à venir!



Emplacements suggérés:



★ Saint-Pascal-Baylon

- Près du parc, du terrain de baseball, de la patinoire, de l'école et de la résidence St-Pascal.



★ Clarence Creek

- Près de l'aréna, de l'arrêt d'autobus, du dépanneur, du parc et du centre Roger Séguin.

Achat de petites bibliothèques gratuites

Les bibliothèques publiques qui achètent quatre bibliothèques ou plus bénéficient d'un rabais de 10 %!

Bibliothèque bleue à deux étages 349.00 \$ USD



Ce modèle populaire à deux étages est parfait pour les livres de toutes les formes et tailles! La bibliothèque bleue à deux étages sera un ajout de bon goût et pittoresque à votre quartier. De plus, sa construction Amish et son toit incliné en métal noir (qui empêche la pluie et la neige de s'accumuler) protégeront les livres à l'intérieur.

Inclut:

Inscription avec votre numéro de charte unique sur un panneau officiel de charte en aluminium argenté
Médaille "Little Free Library Original".

Trousse du délégué syndical avec des détails sur la mise en place et la maintenance de votre bibliothèque.

Détails:

Dimensions extérieures: 21" de largeur x 23.5" de hauteur x 18.5" de profondeur

Fabriquée en contreplaqué et en pin

Comprend un toit en métal

Arrivée pré-construite et prête à être installée.

Pré-peint et résistant aux intempéries; aucune peinture ou coloration supplémentaire n'est requise.

Le matériel d'installation (poteau, capuchon de poteau et matériel d'installation) n'est pas inclus.

Poteau de bibliothèque avec capuchon et enseigne 90.00 \$ USD



Ce poteau de montage et ce capuchon fournissent une base solide pour l'installation d'un échange de livres.

Inclut:

Poteau de montage

Capuchon de poteau

Panneau "Little Free Library Neighborhood".

Détails:

Post: "4" x 4" x 4" x 60" de haut

Capuchon: 15.5" de large x 5" de haut

Le matériel de fixation de la bibliothèque n'est pas inclus. (Six vis de 2,5")

Poteau en cèdre non traité; capuchon en pin.

Le panneau " Little Free Library Neighborhood " mesure 3,5 po de largeur sur 4,5 po de hauteur et est fait d'aluminium de haute qualité.

Catherina Rouse

08/06/2018



Bibliothèque publique de
Clarence-Rockland
Public Library



LITTLE FREE LIBRARY.ORG®
TAKE A BOOK • RETURN A BOOK

“LITTLE FREE LIBRARY®” FOR TWO VILLAGES IN CLARENCE-ROCKLAND

Following the June closures of the Clarence Creek and Saint-Pascal-Baylon branches of the Clarence-Rockland Public Library, a “Little Free Library®” will be installed in both villages to give continued access to reading material.

What is a Little Free Library and what’s so special about it?

A Little Free Library® is a “take a book, return a book” free book exchange. They come in many shapes and sizes, but the most common version is a small wooden box of books. Anyone may take a book or bring a book to share.

Little Free Library® book exchanges have a unique, personal touch. There is an understanding that real people are sharing their favorite books with their community.

Little Free Library® is a registered non-profit organization that inspires a love of reading, builds community, and sparks creativity by fostering neighborhood book exchanges around the world.

There are more than 70,000 registered Little Free Library® book-sharing boxes in 85 countries worldwide.

Anyone may contribute or take books. If you take a book (or two) from a Library, you do not need to return that exact book. However, in order to keep the Little Free Library® full of good choices for the whole neighborhood, an employee of the Clarence-Rockland Public Library will be monitoring the boxes regularly and adding books when necessary. Little Free Library® book exchanges function on the honor system.

Through registration with littlefreelibrary.org, we will receive a charter sign engraved with a unique charter number. Once we have a charter sign and number, we can add our Library to the world map form, which will enable people to find our Little Free Library®. There are numerous locations in Ottawa and Casselman currently on the map. Casselman Public Library, in co-operation with their Municipality, has installed 12 “Street Libraries”.



The Benefits of Little Free Library Book-Sharing Boxes

Offer books 24/7, 365 days a year. Little Free Libraries are a simple but powerful way to ensure that everyone has access to books year-round.

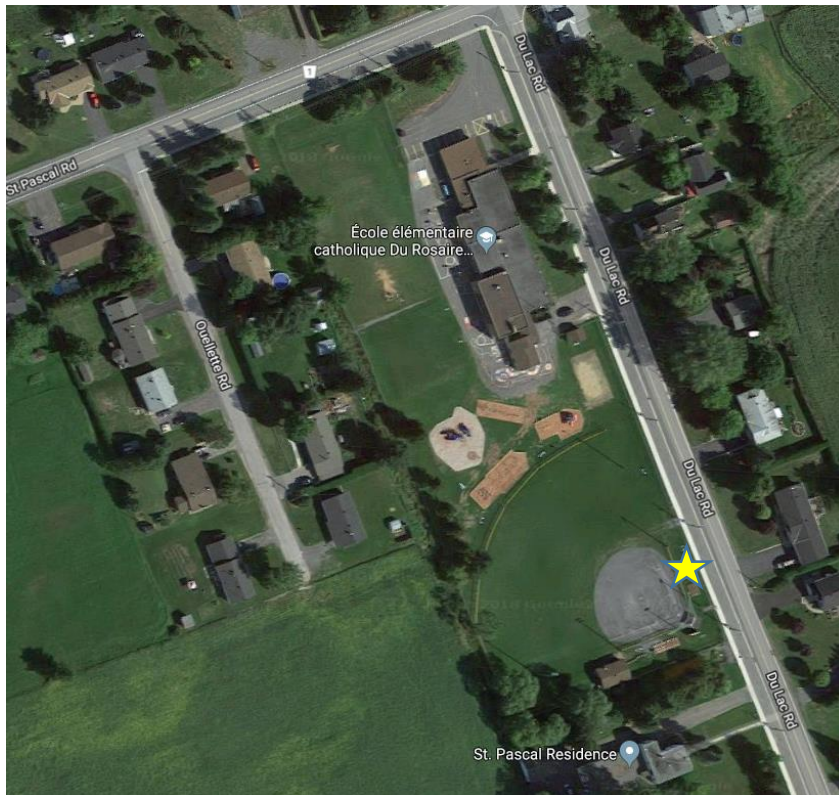
Reach people in neighborhoods far from the Library. If you want to encourage reading, make it easy! Dog walkers, bike riders, joggers, kids playing in the street, families out for a stroll ... stopping by the neighborhood Library becomes part of their everyday routine!

Connect with the community in a positive, fun way.

Promote library events. A Little Free Library ® is the perfect location for fliers about upcoming events!



Suggested Locations:



★ Saint-Pascal-Baylon

- Close to park, baseball diamond, ice rink, school and St. Pascal Residence.



★ Clarence Creek

- Close to arena, bus stop, corner store, park and Roger Séguin centre.

Purchasing Little Free Libraries ®

Public libraries that buy four or more Libraries enjoy a 10% discount!

Blue Two Story Shed \$ 349.00 USD



This popular two-story design is perfect for books of all shapes and sizes! The Blue Two-Story Shed will be a tasteful, picturesque addition to your neighborhood. Plus, its trusted Amish construction and slanted, black metal roof (which prevents rain and snow from accumulating) will protect the books inside.

Includes:

Registration with your unique charter number on an official charter sign in silver aluminum

"Little Free Library Original" medallion

Steward's packet with details on setting up and maintaining your Library

Details:

Exterior dimensions: 21" wide x 23.5" tall x 18.5" deep

Made from plywood and pine

Features a metal roof

Arrives pre-built and ready to install

Pre-painted and weather-resistant; no additional painting or staining required

Installation materials (post, post topper, and installation hardware) not included

Library Post with Topper and Sign \$ 90.00 USD



This mounting post and topper provide a solid base for installing a book exchange.

Includes:

Mounting post

Post topper

"Little Free Library Neighborhood" Sign

Details:

Post: 4" x 4" x 60" tall

Topper: 15.5" wide x 5" tall

Library attachment hardware not included. (Six 2.5" lag screws)

Post made from untreated cedar; topper made from pine

"Little Free Library Neighborhood" Sign is 3.5" wide x 4.5" tall and made from high-quality aluminum

Catherina Rouse

08/06/2018

COLLABORATOIRE 2018

JUNE 13 JUIN 2018

**BIBLIOTHÈQUE PUBLIQUE DE
CLARENCE-ROCKLAND**

Robin Barré, Nancie Bolduc et Catherina Rouse



Bibliothèque publique de
Clarence-Rockland
Public Library

Situation actuelle

Évaluation de l'espace

Les services de la Bibliothèque sont en augmentation constante et l'espace actuel ne répond pas aux demandes. Nous désirons investir dans le laboratoire informatique présentement loué à l'école secondaire catholique l'Escale durant les heures de classes.

Défis :

- Les présentations, que ce soit aux classes, films, conférenciers, activités adultes ne sont pas équipées du matériel nécessaire (grand écran, projecteur, portable etc) ce qui signifie que le personnel doit déménager mobilier, tv et autre à chaque occasion.



- Les classes n'utilisent plus l'espace en raison de l'obsolescence des ordinateurs résultant dans un local vide la majeure partie du temps
- La présence des adolescents à la bibliothèque après les classes change le niveau de bruit au détriment des usagers réguliers. Le personnel se voit dans la constante obligation de les réprimander.

Aspects positifs pour le projet :

- L'espace a une bonne superficie bien éclairée
- Aucune modification structurelle
- La Bibliothèque se situe à proximité des écoles et offre aux jeunes un environnement sécuritaire avec des employés impliqués

Objectifs

Collaboratoire

Après plusieurs réunions avec la direction de l'école, les partenaires s'entendent de modifier l'espace afin de mieux répondre aux besoins de tous. Ces étapes ont été de mutuel accord :

- Enlever les comptoirs, ordinateurs existants
- Procurer du matériel de présentation
- Faire de cet endroit un espace de collaboration, polyvalent et multifonctionnel avec un mobilier et une ambiance invitante pour les jeunes et moins jeunes

Cet endroit pourra, une fois modifié répondre aux besoins des :

- Jeunes pour qu'ils s'y instruisent et s'y amusent en leur proposant une programmation adaptée.
- Classes et personnel enseignant
- Organismes communautaires (Bureau de santé, Retraite en Action)
- Organismes privés via des contrats de location

Financement

Budget Collaboratoire

Construction	Cost
Électricité/permis ESA	6,000.00
Luminaires	1,000.00
Construction d'entreposage et matériel	2,500.00
Installation du comptoir, murale	3,000.00
Peinture	500.00
Toiles	1,500.00
Projecteur/Écran retractable, tableau blanc/tech	11,000.00
Décor	500.00
Total:	26,000.00

Fourniture

Tables (2x 5 pied et 2x demi)	4,000.00
Chaises (32)/chariot	3,000.00
Sofa x 2	5,000.00
Table café (x3)	1,000.00
Tabourets (x10)	3,000.00
Total:	16,000.00

Conclusion

La Bibliothèque et ses partenaires croient fermement à la viabilité de ce projet pour le bien-être des résidents et tout particulièrement celui des adolescents. Le laboratoire est localisé dans un espace idéal et ne demande que des changements esthétiques et fonctionnels. Nous espérons compléter ce projet d'ici septembre afin de présenter les jeunes avec un espace nouveau à leur retour en classes. C'est pourquoi nous demandons que ce projet soit financé avec votre soutien financier, sous forme de prêt et d'allocations budgétaires.

Rockland, le DATE 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

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

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

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

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

Clarence-Rockland, April __, 2018

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

Subject: Improvements to Brazeau Road

Dear members of the Clarence-Rockland City Council

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

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

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

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

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

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



Carmen Montag <carm.kally@gmail.com>

ditch full of rocks

1 message

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

Sun, Apr 8, 2018 at 10:53 AM

Mr. Mayer

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

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

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

Sincerely

Carmen Montag
613-488-3324



Carmen Montag <carm.kally@gmail.com>

re stones on lawns

1 message

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

Sun, Apr 8, 2018 at 10:29 AM

Hi Krysta

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

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

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

Sincerely

Carmen Montag

613-488-3324

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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


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

Bien à vous,

Nom: FredERIC MAISONNEUVE

Adresse du domicile: 1669 CH BRAZEAU

Numéro de téléphone: 613 408 3164

Signature: 

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: ANDRÉ TRÉPANIÉ

Adresse du domicile : 1596 BRAZEAU RD

Numéro de téléphone: 613-488-2816

Signature : A Trépanier

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: MAURICE & LYNN HUPE

Adresse du domicile : 1278 BRAZEAU

Numéro de téléphone: 613-488-3747

Signature: Maurice Hupe

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, the APRIL 11 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: ANDRE CHAMBERLAND et ANSELLA GUITARD

Home Address: 1249 ch. BRAZEAU

Telephone number: 613-488-2543

Signature:  

Rockland, le _____ 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, the 11 AVRIL 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: Anita Ricard

Home Address: 1530 Brazeau Rd

Telephone number: 613-487-2331

Signature: Anita Ricard

Rockland, le _____ 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Monique Labossière

Bien à vous,

Nom: Sylvie Raymond / Paul Page

Adresse du domicile : 1536 Brazeau Clarence Creek

Numéro de téléphone: 613 510-1039

Signature : *Sylvie Raymond / M. Page*

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Ayn Dallaire (AYN DALLAIRE)

Adresse du domicile: 1683 Brazeau

Numéro de téléphone: 613-458-2121

Signature: Ayn Dallaire

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Celine Hauck

Adresse du domicile : 1554 Chemin Brazeau

Numéro de téléphone: 613-488-3737

Signature : Celine Hauck

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, the APRIL 11 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: Dan PARADIS

Home Address: 1527 BRAZEAU

Telephone number: 613 293 4393

Signature: [Signature]

Rockland, le _____ 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Michael Paradis

Adresse du domicile : 1527 Brazeau

Numéro de téléphone: 613 852-8449

Signature : Michael Paradis

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom:

Denis Bussanquette

Adresse du domicile : 1515 Brazeau

Numéro de téléphone: 613-447-2746

Signature :

Denis Bussanquette

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 12 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Mme Claudine Cléopâtre Bissonnette

Adresse du domicile : 1301 Brazeau Clarence Prescott

Numéro de téléphone: 488-2746

Signature : _____

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 6 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Diane Larivière

Adresse du domicile : 1486 CH Brazeau

Numéro de téléphone: 613-488-2935

Signature : Diane Larivière

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: DENIS LAVICTOIRE

Adresse du domicile : 1486 CH BRAZEAU

Numéro de téléphone: 613-488-2935

Signature : Denis Lavictore

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Sylvie & Gilles Hupé

Adresse du domicile : 1465 BRAZEAU

Numéro de téléphone: 613-488-2784

Signature : Sylvie Hupé

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 avril 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Marie-Eve Ruel

Adresse du domicile : 1382 Brazeau Rd

Numéro de téléphone: 613-558-6141

Signature : Marie-E Ruel

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 avril 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: MAURICE A. SIMONEAU

Adresse du domicile: 1381, chemin BRAZEAU

Numéro de téléphone: 613-488-2729

Signature: Maurice A. Simoneau

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 12 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Chantal Lachance

Adresse du domicile : 1357 Brazeau

Numéro de téléphone: 613-488-3434

Signature : Chantal Lachance

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 10 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

En tant que propriétaire d'une résidence sise 1340 depuis
3.2 ans,
J'aimerais vous faire part d'une demande d'amélioration du chemin Brazeau.

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

Je demande au conseil:

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

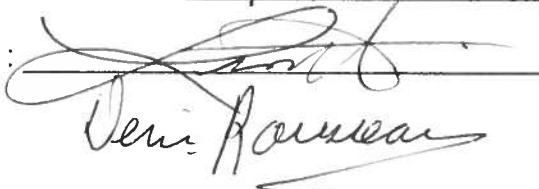
Je vous remercie de l'attention que vous portez à cette demande, et je reste à votre entière disposition si vous nécessitez plus d'information ou si vous avez des questions.

Bien à vous,

Nom: Denis + Lise Rousseau

Adresse du domicile : 1340 Brazeau

Numéro de téléphone: 488-2871

Signature : 
Denis Rousseau

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 11 Avril 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, le 7/AVRIL 2018

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

Objet : Améliorations du chemin Brazeau

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

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

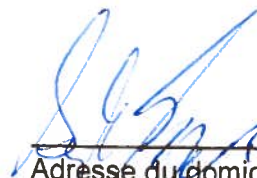
3 adultes et ____ enfants habitent à cette adresse et nous possédons 3 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre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

Je demande au conseil:

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

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

Bien à vous,


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

Rockland, the MARCH 31 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name:

JAMES SALTENDIECK

Home Address:

1102 BRAZEAU RD

Telephone number:

613-488-3942

Rockland, the April 2 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Denise Legault

Name: DENISE LEGAULT

Home Address: 1093 Brazeau Clarence Creek

Telephone number: 613-488-2766

Rockland, the APRIL 2 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name:

Larmer Montag

Home Address:

1058 BRAZEAU Rd

Telephone number:

613-488-3324

Rockland, the April 3 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: 

Home Address: 1150 BRAZEAU

Telephone number: 613-488-3126

Rockland, le 3 Août 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, le 5 avril 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



Adresse du domicile :

1055 Brazeau RD

Numéro de téléphone :

613-808-5313

Rockland, le 2/4 2018

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

Objet : Améliorations du chemin Brazeau

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

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


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

Je demande au conseil:

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

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

Bien à vous,


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

Rockland, le 2 avril 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,

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

Rockland, le 2 avril 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, the Apr 02 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: J. Bertrand

Home Address: 1056 BRAZEAU Rd.

Telephone number: 613-488-2519

Rockland, le 2 avril 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,

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

Rockland, le 2/4 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Dani Chantrel

Adresse du domicile : 1065 BRAZEAU

Numéro de téléphone : 613-488-2016

Rockland, le 30/3 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, le 28/MAI 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, le 29-3 2018

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

Objet : Améliorations du chemin Brazeau

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

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


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

Je demande au conseil:

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

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

Bien à vous,


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

Rockland, le 28-3 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, le 31/3 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, le 31.03 2018

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

Objet : Améliorations du chemin Brazeau

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

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

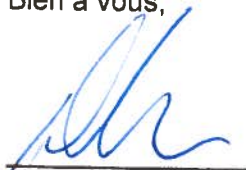
2 adultes et 2 enfants habitent à cette adresse et nous possédons 3 véhicules. Nous empruntons ce chemin de gravier plusieurs fois par jour et déplorons l'état de la route qui a un impact sur la sécurité de nos déplacements, sur l'entretien de nos voitures, sur l'état de notre propriété et sur notre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

Je demande au conseil:

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

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

Bien à vous,



DENIS LEWIS-SEIZE / LOUISXVI SKIPS

Adresse du domicile : 1095 BRAZEAU

Numéro de téléphone : 613 295-7440

Rockland, le 31/3 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Pierrette Brennan
Wilbert Brennan

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

Rockland, le 29/3 2018

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

Objet : Améliorations du chemin Brazeau

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

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

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

Je demande au conseil:

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

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

Bien à vous,



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

Rockland, the 7 AVRIL 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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


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

Yours,

Name: Christopher Braid

Home Address: 1232 Brazeau Rd.

Telephone number: 613-913-9966

Signature: 

Rockland, le _____ 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: _____

Adresse du domicile : _____

Numéro de téléphone: _____

Signature : _____

Rockland, le 14 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Stéphane Chamberland

Adresse du domicile : 1351 Brazeau

Numéro de téléphone: 613-488-3836

Signature : Stéphane Chamberland

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 13 avril 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: REGENT ROCHON / AGATHE DION-ROCHON

Adresse du domicile : 1320 BRAZEAU

Numéro de téléphone: 613 488 2142

Signature : Regent Rochon

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 14 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Jean-Pierre Brazeau

Adresse du domicile : 1369 BRAZEAU Rd

Numéro de téléphone: 617 488 2565

Signature : J.-P. Brazeau

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____

Rockland, le 17 AVRIL 2018

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

Objet: Améliorations du chemin Brazeau

Chers(es) Membres du Conseil,

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

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

Je demande au conseil:

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

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

Bien à vous,

Nom: Nicole Brazeau NICOLE BRAZEAU.

Adresse du domicile : 1323 Brazeau

Numéro de téléphone: 613-488-2752

Signature : Nicole Brazeau

Rockland, the _____ 2018

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

Subject: Improvements to Brazeau Road

Dear Members of the Council,

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

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

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

I ask the council:

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

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

Yours,

Name: _____

Home Address: _____

Telephone number: _____

Signature: _____



Club de hockey

CASTORS DE CLARENCE CCHL Tier '2'

CLARENCE BEAVERS CCHL Tier '2'

Hockey team



clarencebeavers@hotmail.com

9 mai 2017

M. Jean-Luc Jubinville,

L'équipe des Castors de Clarence de la ligue CCHL2 évoluait depuis 36 ans à Clarence Creek.

Suite à de gros changements au niveau de la ligue et en pleine réforme avec les clubs de la ligue centrale CCHL1, les Castors ont récemment été vendus au groupe de propriétaires de Carleton Place de la ligue CCHL1.

Cette vente marque également la retraite du pilier de cette équipe des Castors ; le gérant Charlie Lavictoire.

Charlie a occupé plusieurs postes au niveau de cette équipe en 36 ans. Ces plus gros succès ont été de gérer cette équipe qui a mené à 3 championnats de la ligue.

Tous ces accomplissements ne peuvent passer inaperçu. Je crois qu'il est maintenant temps de reconnaître cet homme au niveau de la Cité.

L'exécutif des Castors aimerait proposer de considérer le changement du nom de l'aréna de Clarence Creek à l'aréna 'Charlie Lavictoire' !

Un tel honneur couronnerait parfaitement cet homme qui a consacré les 39 dernières années de sa vie au hockey mineur et junior.

Bien à vous,

François Faucon
Président



REPORT N° ADMIN 2018-018

Date	18/06/2018
Submitted by	Administration
Subject	Development Charge Update
File N°	Click here to enter text.

1) NATURE/GOAL :

The purpose of this report is to provide an overview of the schedule that will be followed by staff to update the City's current Development Charge By-Law.

2) DIRECTIVE/PREVIOUS POLICY :

Pursuant to the Development Charge Act, 1997 (DCA), it is necessary that the municipality update its current Development Charge By-Law (By-Law No. 2015-13) by no later than February 1, 2020. The Act requires that municipal development charges be updated, at a minimum, once every five years.

3) DEPARTMENT'S RECOMMENDATION:

WHEREAS the City of Clarence-Rockland's current Development Charge By-Law (By-Law No. 2015-13) came into force on February 1, 2015 for a term of five years;

AND WHEREAS the municipality must review and update its Development Charge By-Law by no later than February 1, 2020;

AND WHEREAS the update process requires extensive analysis of required growth related infrastructure, associated costs, and the timing of implementation based on growth projections;

BE IT RESOLVED THAT Council receive the development charge update timetable (refer to Attachment 1) contained in this report;

AND BE IT FURTHER RESOLVED THAT the development charge timetable be posted on the City's website in order that stakeholders are aware of the process and the associated milestones for the update.

4) BACKGROUND :

The City's current development charge by-law came into force on February 1, 2015. Prior to passage of the by-law, Council considered a report entitled "Development Charges Background Study" dated December 22, 2014 that was submitted by Hemson Consulting Limited.

This Study identified future excess capacity required for physical and social services (and associated costs) to support projected growth for the 2014-2023 planning period. Passage of the Development Charge By-Law provided Council with the authority to impose development charges for "..... development or redevelopment of land within the City of Clarence-Rockland for uses which would increase the need for municipal services.....".

Implementation of appropriately costed and timed development charge projects (based on realistic growth projections) ensures that "growth pays for growth". In the development charge approval process, Council confirmed it's desire that capital costs required to address growth should not place an excessive financial burden on the City's existing taxpayers.

In summary, the DCA empowers municipalities to impose development charges in order to:

- recover the capital costs associated with residential and non-residential growth within the municipality.

These capital costs are in addition to those costs that would normally be incurred by a developer/builder in the development of a subdivision (i.e. internal roads, sewers, water mains, roads, sidewalks, streetlights etc.)

- formulate and administer development charge related policies (e.g. indexing, definition of local infrastructure, front ending service agreements, crediting agreements, exemptions etc.)

5) DISCUSSION :

A Development Charges Study Update represents an extensive and time-consuming initiative. **Attachment 1** provides a detailed overview of the activities required to update the City's current Development Charge By-Law. Staff anticipates that the update process will be completed by the end of 2019.

Attachment 2 provides a brief overview in each activity in the update process.

6) CONSULTATION:

The attached work plan has identified a minimum of three consultation opportunities for the stakeholders interested in the development charge study update process.

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS:

N/A

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

Ultimately, the Development Charge Background Study will identify the financial needs and funding strategies in support of growth related projects for the 2018-2043 timeframe.

9) LEGAL IMPLICATIONS:

The Development Charge Act requires municipalities to update their development charge studies at a minimum of once every five years. This update process will achieve that objective.

10) RISK MANAGEMENT:

The Development Charge Background Study will identify the necessary infrastructure to support projected capital growth needs. As well, the process requires that an assessment of the operational impacts of this infrastructure be quantified. This ensures that the municipality is fully aware of both the capital funding requirements and ongoing operational needs to support the infrastructure once it is assumed by the municipality.

11) STRATEGIC IMPLICATIONS :

The development charge update process supports the Growth Management Strategic Priority identified in the Environmental Responsibility pillar of Council's recently approved Strategic Plan. It also supports the objectives of the Financial Stability pillar with respect to commercial/industrial growth and economic development strategic priorities.

12) SUPPORTING DOCUMENTS:

Attachment 1- Development Charges Study Update Work Plan
Attachment 2 – Summary of Development Charges Activities

ATTACHMENT 1

Clarence – Rockland Development Charges Study Update Work Plan				
#	Item	Lead	% Done	COMPLETION DATE
1	GROWTH PROJECTION (10 & 20 years)	Rob	100%	January, 2018
2	MANAGEMENT BRIEFING	Helen	100%	June, 2018
3	SERVICE LEVEL STANDARDS (10 years) a) Inventory b) \$ Values c) Variance Impact Analysis	Fred/ Hemson	In-progress	July, 2018
4	GENERAL SERVICES CAPITAL PROGRAM	Fred/ Hemson		August, 2018
5	COUNCIL DC INFORMATION SESSION & BRIEFING (DC 101)	Helen/Dave		August 27, 2018
6	RESIDENTIAL – NON RESIDENTIAL SPLITS	Hemson		August, 2018
7	DEVELOP DRAFT POLICIES	Dave/Hemson		September, 2018
8	DEVELOPMENT COMMUNITY BRIEFING	Dave /Helen		October, 2018
9	Growth – Non Growth Splits	Hemson		December, 2018
10	IDENTIFY ENGINEERED INFRASTRUCTURE NEEDS AND STUDIES BY AREA a) Requirement Costs b) Timing c) Financing	Dave		February, 2019
11	DEVELOPER CONSULTATION RE: CAPITAL REQUIREMENTS & COSTS & TIMING	Dave / Hemson		February, 2019
12	FINANCIAL INFORMATION REQUIREMENTS a) Interest Rate Assumptions b) Closing Balances of Existing Funds c) Debenture Rates	Fred / Hemson		March, 2019
14	DRAFT Development Charges Calculation	Hemson		March, 2019
15	OPERATING COST ANALYSIS & ASSET MANAGEMENT PLAN	Hemson		April, 2019
16	Capital Financing Ability & Financial Policy Review	Fred / Hemson		April, 2019
17	MANAGEMENT BRIEFING RE: DRAFT DC BACKGROUND STUDY	Dave / Fred		May, 2019
18	COUNCIL & DEVELOPER UPDATE (before writing the report & finalizing calculations)	Helen/Dave		May, 2019
19	WRITING THE DRAFT REPORT AND BY-LAWS (Available 2 weeks prior to the public meeting)	Hemson / Fred		June, 2019
20	RELEASE DC BACKGROUND STUDY	Fred		June, 2019
21	ANNOUNCE PUBLIC MEETINGS (60 Clear days before the public meeting)	Fred		June, 2019

ATTACHMENT 1

22	PUBLIC MEETING	Helen		August, 2019
23	COUNCIL APPROVAL OF BYLAW	Fred		September, 2019
24	PUBLIC WRITTEN NOTICE of Development Charges By-law Passage (Within 20 days after by law is passed)	Fred		November, 2019
25	END OF APPEAL PERIOD (60 days after by-law approval)	Fred		November, 2019
26	DC PAMPHLET	Fred		December, 2019

SUMMARY OF DEVELOPMENT CHARGE UPDATE ACTIVITIES

1. *Growth Projections:*

Based on discussions with developers and builders and staff's familiarity with impending development within the municipality, a growth projection forecast has been established for 2018-2043. This forecast was previously presented to Council on June 12, 2017

2. *Management Briefing:*

The City's management team was briefed on June 4, 2018 with respect to the respective roles of the team for the development charge bylaw update and the associated timetable.

3. *Service-Level Standards:*

It is necessary for the municipality to calculate historical average levels of services for "non-engineered" capital infrastructure. This includes establishing replacement value costs for buildings, land, facilities, vehicles, furniture and equipment (excluding computers), parkland development, park bridges and pathways etc. The historical service levels are used to determine the amount of capital costs that can be recovered through development charges. This process is currently underway.

4. *General Services Capital Program:*

Once service-level standards and the quantum of development charges that can be collected for "non-engineered" infrastructure are known, the municipality must develop a capital program that coincides with the development charges that will be collected throughout the growth period for these types of services.

5. *Committee/Council Briefing:*

In August 2018, staff will give a presentation to members of Council with respect to the status of the City's development charge study update process and a detailed overview of the methods that will be employed to calculate the residential and non-residential development charges.

6. *Residential/Non-Residential Splits:*

Since the Development Charge By-Law must identify a residential charge by unit type, as well as, a charge for non-residential development, it is necessary to establish anticipated residential growth activity by unit type and anticipated square metres of non-residential development. This will require an assessment of the type and location of projected growth within the planning horizon. This was done in staff's report to Council dated June 12, 2017.

7. *Draft Development Policies:*

The development of policies will be a critical component of the update process. There will be a need to clearly define "the local" component of growth infrastructure needs that will be the responsibility of the developer(s). Oversizing costs associated with new/expanded infrastructure will become a legitimate development charge cost. The City's current development charge by-law does not address nor define the "local" component of infrastructure works. This leads to confusion within the development community and will be rectified in the development charge update.

Other development charge related policies must also be developed and approved as part of the update process. These will include indexation, exemptions, front ending and crediting agreements etc.

8. *Development Community Briefing:*

It is critical that the development community be extensively consulted and engaged in the development charge study update process. Consultation should be initiated at an early stage in the process and strategically repeated as preliminary information/costs become known. The first developer consultation is scheduled for October, 2018. Subsequent briefings are tentatively scheduled for February, 2019 and May, 2019.

9. *Growth/Non-Growth Splits:*

The development charge update process necessitates that the municipality determine what percentage of an identified capital cost will benefit existing development versus the percentage of the project that supports growth. In some instances, the cost of new infrastructure will be 100% chargeable to growth. However, in other instances, it may be

determined that growth related infrastructure provides some benefit to existing development. It is necessary to determine the percentage benefit provided to each. This represents an important component in the update process in order to ensure that appropriate project costs are assigned to growth related and existing development areas. Costs apportioned to existing development are normally funded from the City's tax rate or debentured.

10. Identification of Infrastructure Needs and Studies by Area:

The bulk of infrastructure needs and studies will be secured through Master Plan Studies that are currently underway for transportation, storm, water and sanitary services. Based on the growth projections, it is necessary to determine what infrastructure is required to support growth. It is also a need to determine the costs and timing of infrastructure implementation.

As noted above, most of the required Master Plan studies are currently underway. However, there may be a need to modify the scope of the studies to ensure that the municipality has comprehensive data with respect to capital growth requirements. These modifications would be the subject of future staff reports to Council as necessary.

The update process must also identify any growth related studies such as development charge updates, master plan studies etc. within the prescribed planning period.

11. Developer Consultations Re: Capital Program:

Consultation will be convened with the development community once staff has been able to determine required growth infrastructure needs and the associated cost and timing of these needs. This is a critical step in the development charge update process, since it provides detailed information to the development community regarding growth related capital program needs for the development charge planning horizon.

Engaging the development community and, hopefully, securing developer "buy-in" at an early stage in the update process, minimizes the likelihood of an appeal to the new Development Charge By- Law.

12. Financial Information Requirements:

This component of the development charge update will consider interest rate assumptions, identify the closing balances of existing reserve funds and consider debenture rates for infrastructure that requires borrowing.

13. Draft Development Charges Calculation:

A draft development charge calculation for residential and non-residential development is tentatively scheduled for March, 2019.

The DCA requires the municipality to assess the imposition of uniform development charges vs area specific charges. Area specific charges are sometimes used when costly infrastructure such as a storm water management pond benefits a clearly defined development area(s).

14. Operating Cost Analysis/Asset Management:

The DCA requires that an analysis be completed with respect to the operating cost impacts of proposed growth infrastructure. This will be completed in keeping with the City's asset management principles.

15. Capital Financing Ability/Financial Policy Review:

Once the capital costs for required growth infrastructure are known, it is necessary to assess funding strategies to address both growth related projects and the City's portion (i.e. the non-growth share) of required capital programs.

Historically, there is a desire to keep residential development charges as low as possible. However, there is an important interrelationship between new growth related capital projects and the quantum of residential/non-residential development charges. The growth projections drive the timing and need of development charge capital programs. To arbitrarily lower development charges without adjusting the capital program will result in the existing taxpayers of the municipality incurring a portion of growth related costs. This creates an inequitable situation for existing taxpayers since they have already paid for their services through the purchase price of their homes.

16. Management Briefing:

There will be a second management team briefing (tentatively scheduled for May, 2019) once the draft development charges are known and financing strategies developed.

17. Council and Developer Update:

Staff contemplate separate updates for both members of Council and the developers with regard to the status of the development charge update study process. This is tentatively scheduled for May, 2019.

18. Preparation of Draft Report and By-Laws:

In conjunction with Hemson Consulting, a draft Council report and associated bylaws will be developed.

19. Development Charge Background Study:

The development charge background study represents a Significant undertaking. The attached work plan anticipates that the development charge background study will be released by mid 2019.

20. Announcement of Public Meetings:

The City must formally announce convening a public meeting to hear representations from interested parties regarding the draft Development Charge By-Law. This announcement must take place 60 days before the scheduled public meeting.

21. Public Meeting:

Public meeting convened as per the DCA requirements.

22. Council Approval of By-Law:

Subsequent to public meeting, Council approves Development Charge By-Law.

ATTACHMENT 2

23. Public Written Notice of Development Charge By-Law Passage:

The City must, within 20 days after the Development Charge By-law is passed, provide written notice of the passage.

24. Appeal Period:

Interested parties have 60 days after by-law approval to appeal the Development Charge By-Law.

25. DC Pamphlet:

In order to familiarize stakeholders with approved development charges for residential and non-residential developments, the City will prepare an informational pamphlet for distribution.



REPORT N° CLERK2018-10

Date	18/06/2018
Submitted by	Monique Ouellet
Subject	Discharge of Firearms By-law
File N°	C11-CLE

1) **NATURE/GOAL :**

The purpose of this report is to propose a newly revised by-law to regulate the discharge of firearms within the limits of Clarence-Rockland.

2) **DIRECTIVE/PREVIOUS POLICY :**

Council adopted member's resolution No. 2017-272 on December 18, 2017 to mandate the Administration to review the Firearms Discharge By-law No. 2007-02 in order to realign it with appropriate boundaries.

3) **DEPARTMENT'S RECOMMENDATION:**

THAT the newly proposed by-law to regulate the discharge of firearms within the limits of the City of Clarence-Rockland, attached to Report No. CLERK2018-10, be received; and

THAT the Committee of the Whole acknowledges that the Clerk will initiate a public consultation process by posting a copy of the proposed by-law on the City's website for the purpose of inviting public comments which will be brought back to a Committee of the Whole meeting in August, for consideration.

QUE le nouveau règlement proposé sur l'interdiction de la décharge d'armes à feu dans la Cité de Clarence-Rockland, inclus au rapport no. CLERK2018-10, soit reçu à titre d'information ; et

QUE le Comité plénier prenne connaissance que la Greffe initiera une consultation publique en affichant le règlement proposé sur le site web de la Cité afin d'inviter le public à soumettre ses commentaires, qui seront rapportés au Comité plénier en août, pour considération.

4) **BACKGROUND :**

The current Discharge of Firearms By-law No. 2007-02 was adopted by Council on September 10, 2007, and amended in 2012 in order to restrict the discharge of firearms in specific areas within the Larose Forest.

5) **DISCUSSION :**

As directed by Council, the newly proposed by-law was prepared further to discussions with the by-law enforcement department and the planning department.

The newly proposed by-law suggests housekeeping amendments as well as revised area maps which better define the prohibited areas. These changes are required to better reflect the City's current growth.

More specifically, the proposed by-law includes:

- A more extensive definition section;
- An extension of the prohibited area within the Larose Forest where recreational trails have been developed;
- A new restricted area within the Larose Forest where only bows or cross-bows can be discharged;
- Revised area maps which better define the prohibited areas further to new developments.

6) **CONSULTATION:**

At this point in time, we received comments from the UCPR, but public consultation has yet to be initiated. The proposed by-law will be posted on the City's website once the Committee of the Whole has received this report.

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

The by-law enforcement department and the planning department are both in agreement with the newly proposed by-law.

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

There is no direct financial impact associated with this report if the level of service in regards to enforcement activities remains the same.

9) **LEGAL IMPLICATIONS :**

According to the *Municipal Act*, a municipality may, for the purpose of public safety, prohibit or regulate the discharge of guns or other firearms, air guns, spring-guns, cross-bows, long-bows and any other weapon.

10) **RISK MANAGEMENT :**

The adoption of the new proposed by-law will reduce the risk associated with the discharge of firearms in populated areas and specific recreational trail areas.

11) **STRATEGIC IMPLICATIONS :**

The adoption of the newly revised by-law would serve to better improve the public health and safety.

12) **SUPPORTING DOCUMENTS:**

- Proposed newly revised Discharge of Firearms By-law
- Area maps which define the proposed prohibited and restricted areas
- Email dated March 5, 2018 from Mr. Louis Prévost which provides comments from the UCPR in regards to the restrictions proposed within the Larose Forest

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2018-XX

BEING A BY-LAW TO REGULATE THE DISCHARGE OF FIREARMS.

WHEREAS pursuant to Section 119 of the Municipal Act S.O. 2001, c.25, a local municipality may, for the purpose of public safety, prohibit or regulate the discharge of guns or other firearms, air guns, spring-guns, cross-bows, long-bows and any other weapon;

AND WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it necessary and desirable to pass a by-law to regulate the discharge of firearms within the limits of the City for the purpose of public safety;

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

1. DEFINITIONS

For the purpose of this By-law:

- 1.1. **"City"** means the municipal corporation known as the City of Clarence-Rockland or the geographic area of the City of Clarence-Rockland, as the context requires;
- 1.2. **"Farm"** means an area of land whose permitted use includes agricultural uses as permitted by the Zoning By-law and whose primary use is for the purpose of raising crops, livestock or poultry;
- 1.3. **"Farmer"** means the person who occupies a Farm and who owns, leases, manages or has the right to exercise the powers of any owner of such a Farm.
- 1.4. **"Firearm"** means any class or type of gun or other firearm including a shotgun, rifle, air-gun, spring-gun, and any class of bows or cross-bows;
- 1.5. **"Highway"** means a common and public highway, street, avenue, parkway, driveway, square, bridge, viaduct, or trestle, any part of which is intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

- 1.6. **"Municipal Law Enforcement Officer"** means, a municipal law enforcement officer appointed pursuant to section 15 of the Police Services Act to enforce the by-laws of the City;
- 1.7. **"Navigable Water"** means navigable water pursuant to the Navigable Waters Protection Act, R.S.C. 1985, Chap. N-22;
- 1.8. **"Officer"** means, a Municipal Law Enforcement Officer, a Peace Officer as defined in the Criminal Code, a Police Officer as defined in the Police Services Act, a Conservation Officer appointed to enforce the Fish and Wildlife Conservation Act, a member of the Royal Canadian Mounted Police Force.
- 1.9. **"Prohibited Area"** means the areas in the City of Clarence-Rockland as may be described in Schedule "A" to "D" attached hereto and forming part of this by-law in which the discharge of firearms is strictly prohibited.
- 1.10. **"Regulated Area"** means the entire area within the boundaries of the City of Clarence-Rockland in which the discharge of firearms may be permitted under certain conditions, unless prohibited or restricted.
- 1.11. **"Restricted Area"** means the areas in the City of Clarence-Rockland as may be described in Schedules "A" to "D" attached hereto and forming part of this by-law in which the discharge of bows or cross-bows may be permitted under certain conditions.
- 1.12. **"Zoning By-law"** means the City of Clarence-Rockland Zoning By-law, as amended from time to time;

2. INTERPRETATION

- 2.1. The provisions of this by-law shall apply to all discharges of firearms within the boundaries of the City.
- 2.2. This By-law includes the Schedules annexed hereto, and the Schedules "A" to "D" attached hereto form part of this by-law.
- 2.3. Nothing in this by-law shall be interpreted as reducing or eliminating the need for full compliance with the provisions of all applicable Federal and Provincial statutes and associated Regulations relating to firearms.

- 2.4. Where this By-law conflicts, or is deemed to conflict, with any applicable Federal or Provincial statute, the provisions of such Federal or Provincial statute shall prevail.

3. REGULATIONS

- 3.1. No person shall discharge a firearm in a prohibited area, or on any navigable water located within or adjacent to the prohibited area within the City of Clarence-Rockland.
- 3.2. No person shall discharge a firearm, except a bow or a cross-bow, in a restricted area within the City of Clarence-Rockland.
- 3.3. No person shall discharge a firearm in a regulated area within the City of Clarence-Rockland:
- 3.3.1. on, over or across any highway or portion thereof;
 - 3.3.2. on, over or across any public land within the City including parks, conservation areas, school property, recreational areas, but not including,
 - 3.3.2.1. an unopened road allowance;
 - 3.3.3. within 150 meters of any place of worship, public hall, public park or school property;
 - 3.3.4. within 150 meters of any building or structure whether occupied or not

4. EXCEPTIONS

- 4.1. Despite Sections 3 and 4, this by-law shall not restrict or regulate the discharge of firearms by the following:
- 4.1.1. an officer in the performance of his or her duty;
 - 4.1.2. a person appointed as a municipal law enforcement officer or as an agent for the City of Clarence-Rockland or for a provincial or federal government agency for the purpose of destroying sick, injured or vicious animals in the performance of this stated duty;

- 4.1.3. a farmer or his or her agent, in order to destroy livestock in connection with farming practices, to scare or destroy animals that are found in the act of killing or injuring livestock or poultry and wildlife destroying his or her property in accordance with the Migratory Birds Convention Act, 1994, Chap. 22 and the Fish and Wildlife Conservation Act, 1997, S.O. 1997, Chap. 41, as amended,
- 4.1.4. members of a bona fide gun club, rifle range, or skeet club in a specific area, zoned for the purpose and, where applicable, only with the prior approval of the Firearms Office, Ontario Ministry of Public Safety and Security;
- 4.1.5. members of a bona fide archery club in a specific area, zoned for the purpose and, where applicable, in accordance with the rules and regulations of the Ontario Archery Association;
- 4.1.6. a facility operated by or for a municipal, provincial or federal police force;
- 4.1.7. a person firing blank ammunition for or in connection with lawful use in a motion picture, television, stage productions and historical displays or educational programs of a public museum;
- 4.1.8. a person firing blank ammunition for animal training purposes or for the purpose of starting or controlling a sporting even of a similar nature to foot racing, sailing or golf;
- 4.1.9. a person discharging any class of bow or cross bow for target practice provided that such activity is authorized in writing by the school principal.

5. OFFENCES AND PENALTIES

- 5.1. Any person who contravenes any of the provisions of this by-law is guilty of an offence.
- 5.2. Every person who is convicted of an offence under this by-law is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990 Chap. P.33, as amended.

6. SEVERABILITY

- 6.1. If a court of competent jurisdiction declares any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this By-law, and the remainder of the By-law shall be valid and remain in force.

7. PROHIBITION ORDER

- 7.1. When a person has been convicted of an offence under this by-law:
- 7.1.1. the Ontario Court of Justice; or
 - 7.1.2. any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

8. ADMINISTRATION & ENFORCEMENT

- 8.1. This by-law shall be enforced by the Municipal By-law Enforcement Officers of the City of Clarence-Rockland.

9. REPEAL

- 9.1. By-law no. 2007-02 is hereby repealed.

10. CITING OF BY-LAW

- 10.1. This by-law may be cited as the "Discharge of Firearms By-law".

11. EFFECTIVE DATE

- 11.1. This by-law shall come into effect on September 1, 2018.

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

Guy Desjardins, Mayor

Monique Ouellet, Clerk

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW NO. 2018-xx**

SCHEDULE "A"

From: [Prévost, Louis](#)
To: [Monique Ouellet](#)
Subject: RE: shapefile request for firearms by-law
Date: March-05-18 2:40:37 PM
Attachments: [CR0118_Proposed.pdf](#)

Bonjour Monique,

Tu trouveras en pièce jointe une carte qui identifie les endroits supplémentaires qui devraient être considérés pour l'interdiction de la décharge d'armes à feu dans la Forêt Larose. Ces endroits identifiés en rose sur la carte sont aux extrémités est et ouest de la forêt ou de nombreux kilomètres de nouveaux sentiers sont prévus d'ici les prochains 5 ans. Une des recommandations du comité d'Urbanisme et de Foresterie est de ne pas restreindre l'utilisation de la chasse à l'arc ou bien à l'arbalète dans les nouvelles zones. De plus, nous recommandons une consultation avec les clubs ou organismes de chasse et pêche avant que le conseil ne prenne une décision finale.

Si tu as des questions, n'hésite pas à communiquer avec moi.

Bonne journée.

Louis

From: Monique Ouellet [mailto:mouellet@clarence-rockland.com]
Sent: March 2, 2018 3:54 PM
To: Prévost, Louis <LPrevost@prescott-russell.on.ca>
Subject: RE: shapefile request for firearms by-law

Louis,

Pour le moment, je suis à préparer un rapport pour apporter au Comité plénier et j'espérais le finaliser par le 12 mars afin d'être en mesure de le placer à l'ordre du jour du 4 avril. S'il serait possible de me fournir tes commentaires avant vendredi prochain (9 mars) se serait apprécié. Si tu as besoin de plus de temps, je repousserai simplement la date de mon rapport.

Merci,

Monique Ouellet, A.M.C.T.

Greffière / City Clerk

Cité de Clarence-Rockland | City of Clarence-Rockland

1560, rue Laurier Street, Rockland ON K4K 1P7

Téléphone | Telephone 613-446-6022 poste | extension 2300

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From: Prévost, Louis [<mailto:LPrevost@prescott-russell.on.ca>]

Sent: March-02-18 3:40 PM

To: Monique Ouellet <mouellet@clarence-rockland.com>

Subject: RE: shapefile request for firearms by-law

Salut Monique,

Merci du rappel. Le sujet a été discuté lors de ma réunion de comité le 21 février dernier et je n'ai tout simplement pas eu le temps de la faire. C'est quoi mon deadline?

Louis

From: Monique Ouellet [<mailto:mouellet@clarence-rockland.com>]

Sent: March 2, 2018 3:22 PM

To: Prévost, Louis <LPrevost@prescott-russell.on.ca>

Subject: RE: shapefile request for firearms by-law

Bonjour Louis,

Juste un petit suivi ... est-ce que tu me feras parvenir des commentaires que je pourrais inclure à mon rapport pour le Conseil?

Merci,

Monique Ouellet, A.M.C.T.

Greffière / City Clerk

Cité de Clarence-Rockland | City of Clarence-Rockland

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de votre collaboration.

From: Prévost, Louis [<mailto:LPrevost@prescott-russell.on.ca>]
Sent: February-05-18 12:00 PM
To: Monique Ouellet <mouellet@clarence-rockland.com>
Subject: RE: shapefile request for firearms by-law

Bonjour Monique,

Je vais apporter ce sujet à l'ordre du jour de mon comité d'Urbanisme et de Foresterie le 22 février prochain pour avoir une directive des commentaires à vous formuler. Bonne chose, Monsieur Desjardins est un membre du comité.

Louis

From: Monique Ouellet [<mailto:mouellet@clarence-rockland.com>]
Sent: January 25, 2018 9:35 AM
To: Prévost, Louis <LPrevost@prescott-russell.on.ca>
Cc: Christian Daoust <Cdaoust@clarence-rockland.com>
Subject: RE: shapefile request for firearms by-law

Bonjour Louis,
Nous sommes vraiment au tout début de notre travail de révision de ce règlement.
Effectivement, nous planifions, dans notre processus de révision, obtenir vos commentaires ainsi que les commentaires du public avant l'adoption dudit règlement.
Entre-temps, si vous avez des inquiétudes, n'hésitez pas à nous les communiquer.
Merci,

Monique Ouellet, A.M.C.T.
Greffière / City Clerk

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From: Prévost, Louis [<mailto:LPrevost@prescott-russell.on.ca>]
Sent: January-24-18 4:37 PM
To: Monique Ouellet
Subject: RE: shapefile request for firearms by-law

Bonjour Monique,

Nous venons d'apprendre que la cité entend élargir la zone pour l'interdiction de la décharge d'arme à feu dans la Forêt Larose. Je reconnais que la cité a le plein contrôle sur l'adoption de tel règlement, mais est-ce que nous pouvons avoir une opportunité d'offrir des commentaires ou bien ceci n'est pas possible. Voir la carte ci-jointe qui démontre différents scénarios de zones tampons que nous avons préparés avant de savoir que la recommandation était de 150 m, qui est en fait le 300 pieds identifié sur la carte. Selon mon opinion, un scénario de zone tampon serait difficile à appliquer.

Tu peux communiquer directement avec moi par téléphone au 1-800-667-6307 poste 7100.

Louis

From: Claire Lemay [<mailto:clemay@clarence-rockland.com>]
Sent: January 24, 2018 4:24 PM
To: Prévost, Louis <LPrevost@prescott-russell.on.ca>
Subject: RE: shapefile request for firearms by-law

Hello Louis,

It would be 150m, based on the recommendation of our manager of by-law enforcement. I would ask that you speak with the City Clerk, Monique Ouellet, if you have any concerns, as she is the one drafting the new by-law.

Thank you,
Claire.

From: Prévost, Louis [<mailto:LPrevost@prescott-russell.on.ca>]
Sent: January-24-18 3:58 PM
To: Claire Lemay
Subject: RE: shapefile request for firearms by-law

Bonjour Claire,

What sort of buffer are you looking at, 50 m, 100 m, 200 m, 300 m that would be applied to the trails?

Louis

From: Roy, Sonia
Sent: January 24, 2018 12:02 PM
To: Prévost, Louis <LPrevost@prescott-russell.on.ca>

Subject: RE: shapefile request for firearms by-law

FYI

From: Claire Lemay [<mailto:clemay@clarence-rockland.com>]

Sent: January 24, 2018 12:02 PM

To: Roy, Sonia <SRoy@prescott-russell.on.ca>

Subject: shapefile request for firearms by-law

Hello Sonia,

I've been asked to prepare the schedules for a new proposed firearms discharge by-law for Clarence-Rockland. We would like to include a buffer from all recreation trails and also all the new developments that are proposed as prohibited areas. In order to help me to prepare this, would it be possible for you to send me the shapefiles for the 'lot creation' layer on À la Carte (for the subdivisions) as well as the files for the Forêt Larose trail map (including the proposed trails which will be added in the next few years, if possible)?

Thank you!

Claire Lemay, MCIP, RPP

Urbaniste municipale | Municipal Planner

Service de l'aménagement du territoire | Planning Services

Cité de | City of Clarence-Rockland

1560 rue Laurier Street

Rockland, Ontario K4K 1P7

(613) 446-6022 poste/ext 2267

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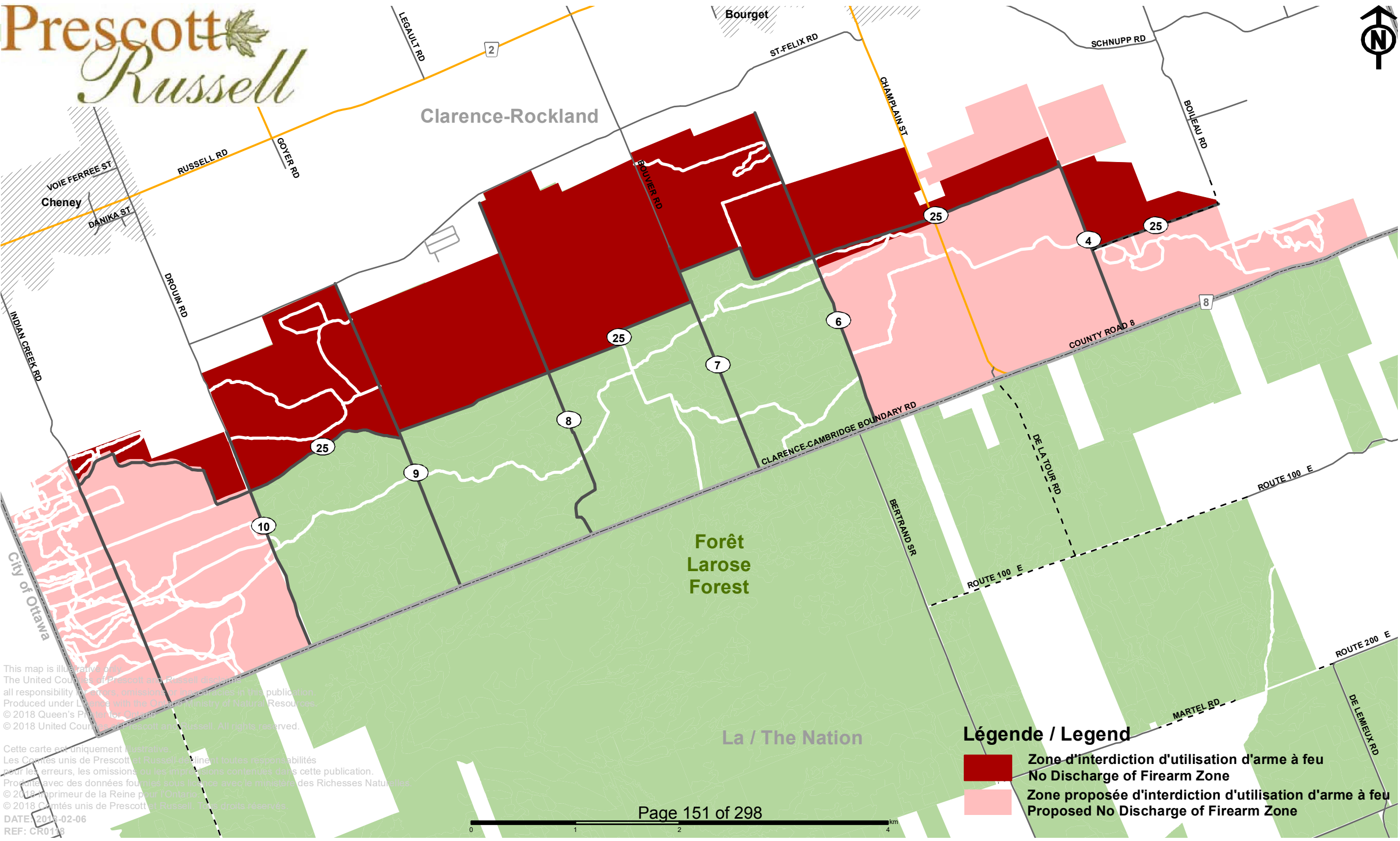
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clemay@clarence-rockland.com

www.clarence-rockland.com

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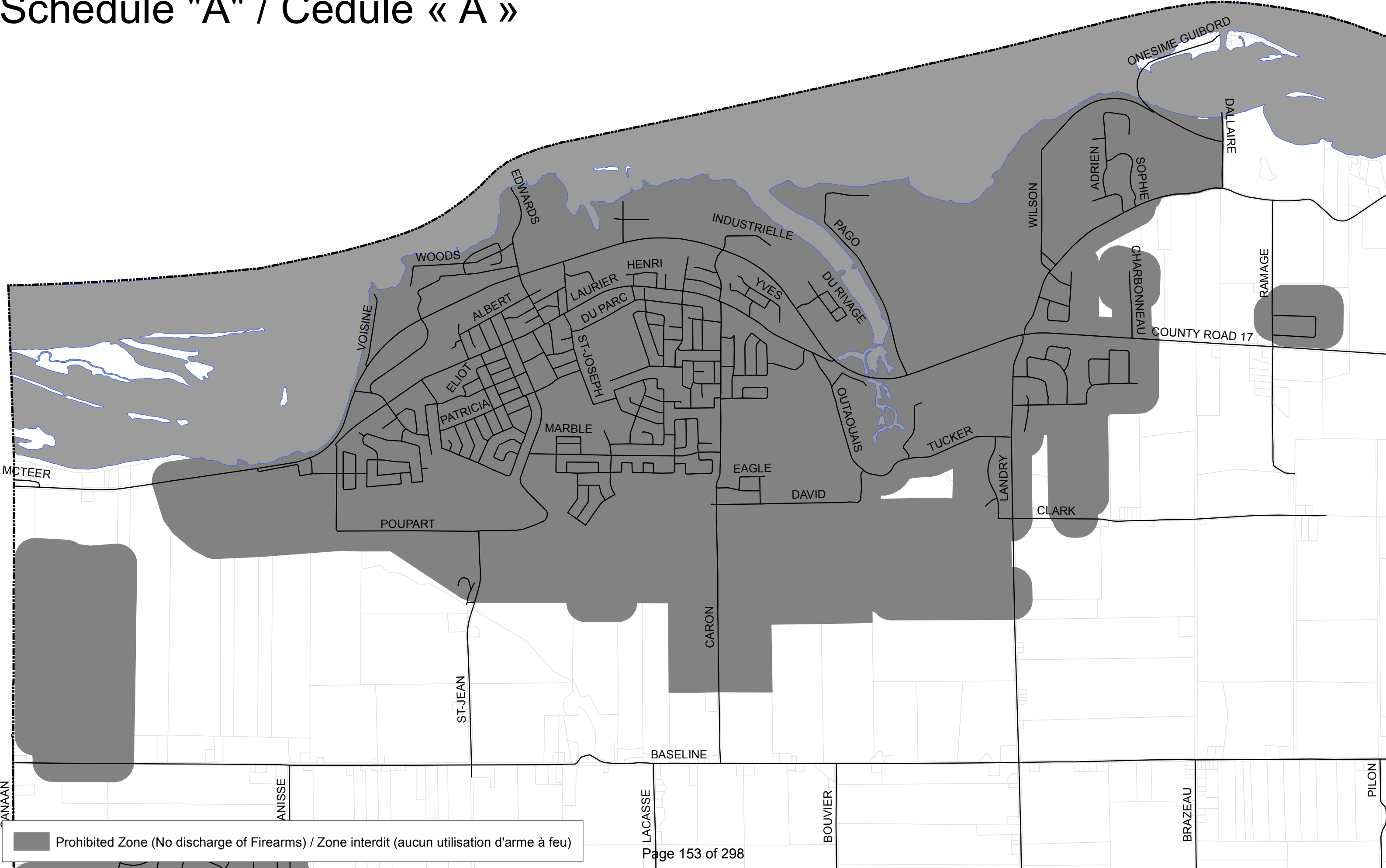
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DATE: 2018-02-06
REF: CR0118

Légende / Legend

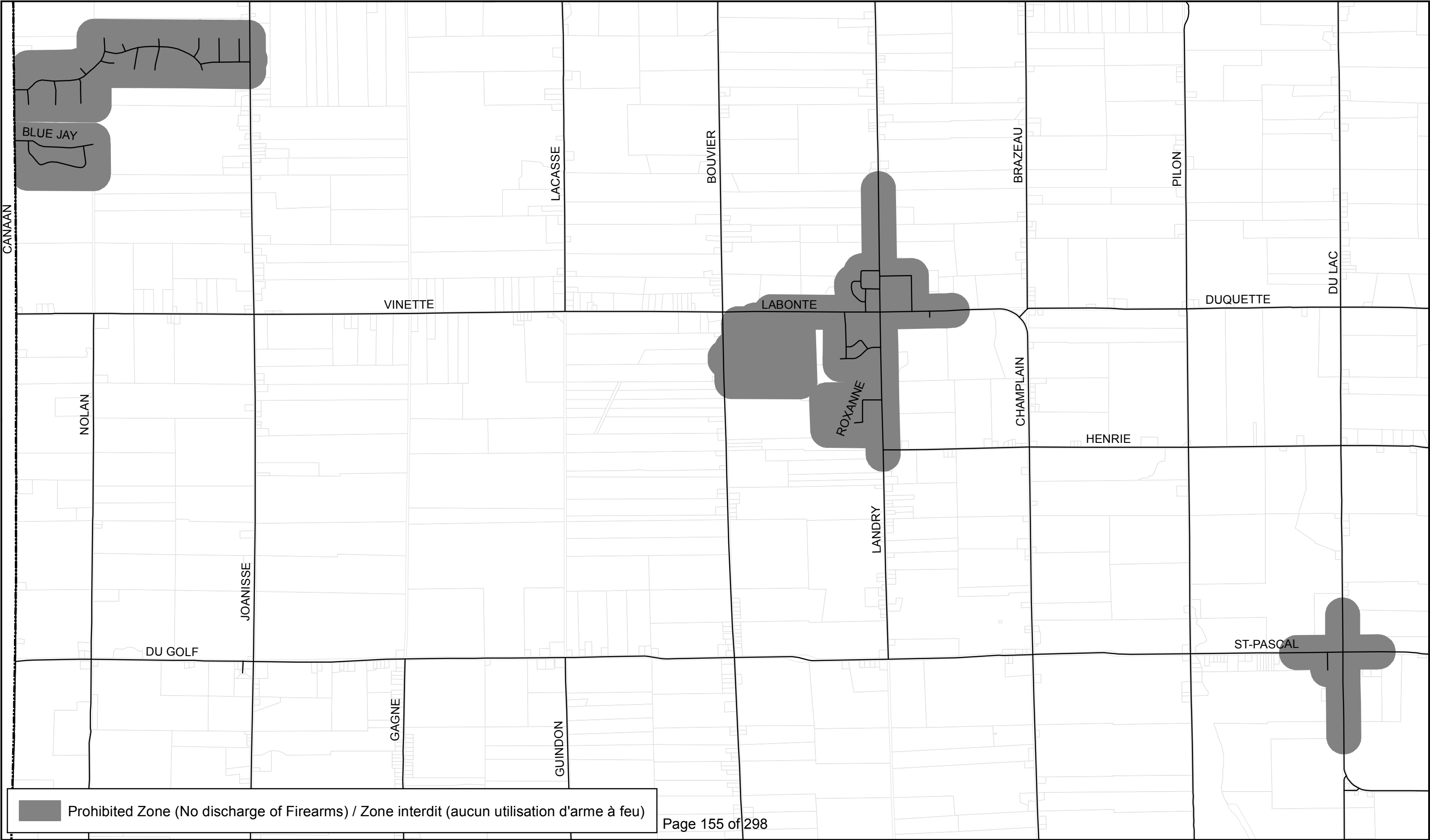
Zone d'interdiction d'utilisation d'arme à feu
No Discharge of Firearm Zone

Zone proposée d'interdiction d'utilisation d'arme à feu
Proposed No Discharge of Firearm Zone

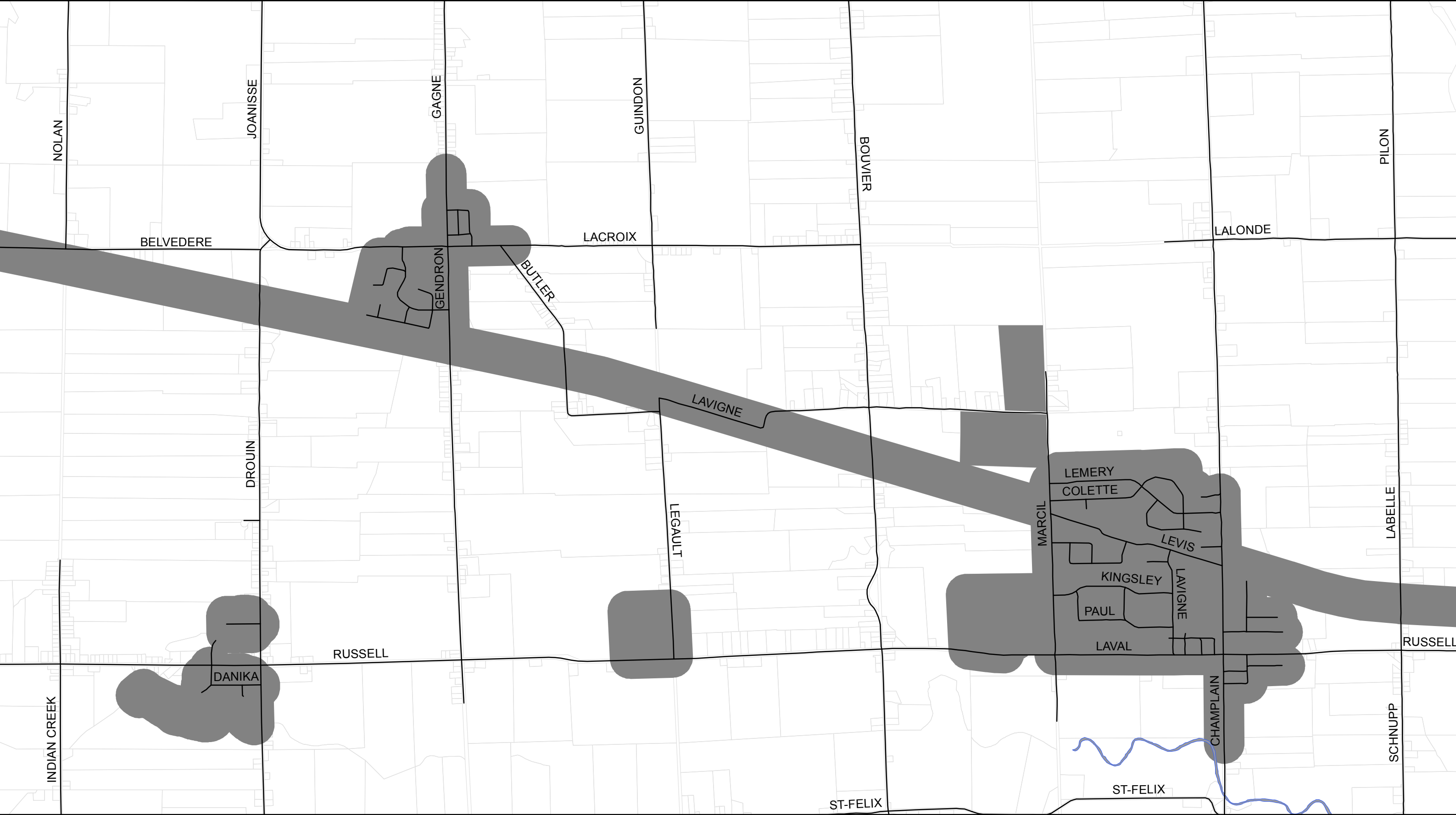
Schedule "A" / Cédule « A »



Schedule "B" / Cédule « B »





Schedule "C" / Cédule « C »



Schedule "D" / Cédule « D »



 Restricted Zone (Bows or Cross-Bows Only) / Zone restreinte (arcs ou arbalètes seulement)

 Prohibited Zone (No discharge of Firearms) / Zone interdit (aucun utilisation d'arme à feu)



REPORT N° AMÉ-18-68-R

Date	04/06/2018
Submitted by	Marie-Eve Bélanger
Subject	Award contract for revitalization of Laurier Street – Design stage
File N°	n/a

1) **NATURE/GOAL :**

The purpose of this report is to seek authorization from Council to sign a contract with CSW to perform the Laurier Street Revitalization Design as specified in the Tender No. F18-INF-2018-024

2) **DIRECTIVE/PREVIOUS POLICY :**

n/a

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT Council adopts a by-law to authorize the Mayor and the Clerk to sign a contract with CSW Landscape Architects Limited in the amount of \$97,305.00 for the execution of the Laurier Street Revitalization Design Plan.

QU'IL SOIT RÉSOLUT QUE Conseil adopte un règlement pour autoriser le Maire et la Greffière à octroyer un contrat à CSW Landscape Architects Limited pour la somme de 97 305,00 \$ pour l'exécution du Plan de design pour la revitalisation de la rue Laurier.

4) **BACKGROUND :**

The Department was mandated to undertake the preparation of a Design Plan for the revitalization of Laurier Street. This is the second step in the project. The first step was a topographic survey.

Step 3 will be the final stage of the project with the construction based on the design.

5) **DISCUSSION :**

The consultant will need to evaluate different alternatives and will need to provide the City with the feasibility of each alternative. Public meetings will be scheduled throughout the process to discuss with property owners. The result of this 2nd step is the creation of a design for construction tender documents. We will also obtain estimates that will be useful for the budgets to come.

On June 1st, 2018, the Department of Infrastructure and Planning received proposals for the Revitalization of Laurier Street-design. This process was a two (2) envelope process which included and technical submission and a financial submission. The financial submission is only reviewed/scored after the technical review is completed and the proponents qualify to carry on. Only the proponents obtaining the minimum score of 60 out of 80 are legible to proceed to the next step, the financial submission. We received 4 four (4) submission in which only two (2) qualified to proceed to the financial review.

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

Scoring:

	NAK Design	CSW	AECOM	Morrison-Hershfield
Technical scoring (80)	49.5	62.0	62.8	53.3
Prices	-----	\$97,305.00	\$170,485.00	-----
Weighted prices (20)	0	20.0	11.4	0
Total Weighted score (100)	49.5	82	74.2	53.3

The proposal from CSW was validated for conformance and determined to meet the qualifying criteria's. The Department, therefore, recommends that the City retain the services of CSW for the Award for the Revitalization of Laurier Street –design.

6) **CONSULTATION:**
n/a

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

8) **FINANCIAL IMPACT (expenses/material/etc.):**
The 2018 Capital Budget allocates \$298,457.00 of funding for the Laurier Street revitalization project.

Financial Items	Amount
Budget account: 2-4-8110-9283	\$298,457.00
Contract price (excluding HST)	\$97,305.00
Impact of HST (1.8%)	\$1,712.57
Municipality's Cost	\$99,017.57
Anticipated Savings /Deficit	\$199, 439

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

The Laurier Street Revitalization is a project that is based on the strategic plan.

12) **SUPPORTING DOCUMENTS:**

By-law 2018-81



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

Award Letter

CSW Landscape Architects Limited
502 – 319 McRae Avenue
Ottawa, Ontario
K1Z 0B9

June 5th, 2018

Attention: Mrs. Martha Lush

SUBJECT: Notice of Award: F18-INF-2018-024 (Laurier Revitalization)

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 \$97,305.00 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, May 4th, 2018
- Addendum #1, dated May 22nd, 2018
- Addendum #2, dated May 22nd, 2018
- Addendum #3, dated May 25th, 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)

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-81

BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO CSW.

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 CSW.

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 CSW;
- 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 18 DAY OF JUNE 2018.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK







REPORT N° PRO2018-015

Date	18/06/2018
Submitted by	Brian Wilson
Subject	Emergency Plan By-Law
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To have Committee recommend to Council to adopt the proposed Emergency Plan By-Law, and the attached Emergency Plan for the City of Clarence-Rockland.

2) **DIRECTIVE/PREVIOUS POLICY :**

The Emergency Management and Civil Protection Act requires every municipality to develop an emergency plan, to submit a copy of it to the Province and the public, and to test the emergency plan at least annually.

In 2017, the City adopted a new Emergency Management Program By-Law which established the planning committee to oversee the entire emergency management program.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Committee recommend to Council to adopt the proposed Emergency Plan By-Law.

QUE le Comité recommande au Conseil d'adopter le règlement du plan d'urgence proposé.

4) **BACKGROUND :**

In the fall of 2017, Council adopted a new Emergency Management Program By-law which established the Emergency Management Program Committee. Since that time, the Committee has met to review a newly proposed Emergency Plan, which is now being brought forward for consideration by Council for adoption as the emergency plan for the City of Clarence-Rockland.

5) **DISCUSSION :**

Given our proximity to the City of Ottawa, and the possibility of requesting assistance from Ottawa in the event of a major catastrophe in Clarence-Rockland, it was felt by the Community Emergency Management Coordinator (CEMC) prudent to base the new Emergency Plan in a similar fashion, layout, and feel as Ottawa's. Thus, Ottawa's Emergency Plan was used as a template in developing this proposed Emergency Plan.

This plan is comprehensive, and will require training by key City personnel so that staff who may occupy an Emergency Operations Centre are familiar with the contents and operation of the plan.

As required under the Act, the City is in the midst of planning a comprehensive tabletop emergency exercise to be conducted in the fall of 2018. The intent is to have Council adopt the new Emergency Plan in advance of this exercise, such that staff can be trained on the Emergency Plan and utilize it during this exercise.

6) **CONSULTATION:**

City of Ottawa – Emergency Management
Ontario Emergency Management (Office of the Fire Marshall and
Emergency Management)

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

None.

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

None.

9) **LEGAL IMPLICATIONS :**

Adoption of an Emergency Plan is a legal requirement pursuant to the Emergency Management and Civil Protection Act.

10) **RISK MANAGEMENT :**

None.

11) **STRATEGIC IMPLICATIONS :**

None.

12) **SUPPORTING DOCUMENTS:**

By-law #2018-xx – Emergency Plan By-Law
2018-xx Schedule A – Emergency Plan

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2018-xx

BEING A BY-LAW TO ADOPT AN EMERGENCY PLAN FOR THE CITY OF CLARENCE-ROCKLAND PURSUANT TO THE EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT, R.S.O., 1990, CH. E 9, AS AMENDED.

WHEREAS the Emergency Management & Civil Protection Act, Section 3(1) requires every municipality to develop and implement an emergency plan;

AND WHEREAS Section 6.2(1) of the Emergency Management & Civil Protection Act requires every municipality to submit a copy of their Emergency Plan to the Chief, Emergency Management Ontario;

AND WHEREAS Section 9 of the Emergency Management & Civil Protection Act stipulates what an Emergency Plan may include;

AND WHEREAS Section 10 of the Emergency Management & Civil Protection Act requires that a copy of the Emergency Plan shall be available for review by the public;

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

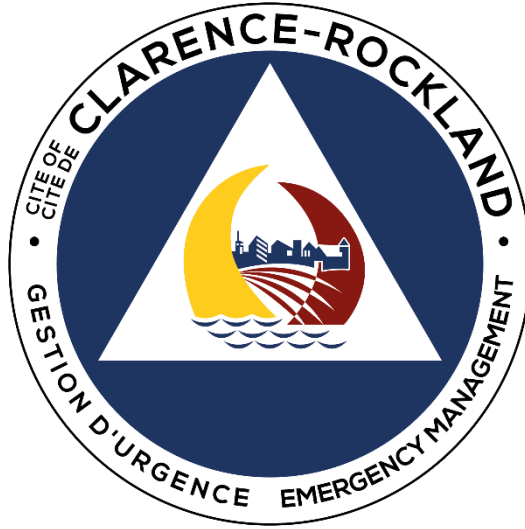
1. That the Emergency Plan forming Schedule 'A' to this By-law, be adopted as the current Emergency Plan for the City, and any former plans are hereby rescinded;
2. That the Community Emergency Management Coordinator (CEMC) be directed, upon the passing of the By-law, to submit a copy of the Emergency Plan forthwith to the Chief, Emergency Management Ontario;
3. That the Community Emergency Management Coordinator (CEMC) be directed, upon the passing of this By-law, to provide an electronic copy of this Emergency Plan to the City's Communications Officer who shall post a copy of the plan on the City's website.

4. That the City of Clarence-Rockland Emergency Plan shall be reviewed at least annually by the Community Emergency Management Program Committee, who shall report such review to Council;
5. That the City of Clarence-Rockland Emergency Plan shall be exercised at least annually. The exercise shall be overseen by the Community Emergency Management Program Committee, who shall report such exercise to Council;
6. 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



Emergency Plan

2018

FINAL
Approved by Council on
June 18, 2018

Protective Services Department
Emergency Management

A copy of this document is available in alternative formats upon request.
Please contact the Community Emergency Management Coordinator at: 613-446-6022 ext. 2301

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City of Clarence-Rockland Emergency Plan

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PART 1: INTRODUCTION

Conscious of its potential vulnerabilities, the City of Clarence-Rockland has developed an Emergency Plan (the “Plan”) that is designed to be comprehensive and aims at heightening the combined level of response throughout the City’s emergency response community. This Plan is based on an all-hazard and multi-departmental approach to be used by all city services during planned or unplanned events and/or incidents. Each city service that has a function to fulfill under this Plan is also expected to develop its own supporting formal emergency plan and corresponding response capability.

PART 2: AIM

The aim of this Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to:

- Protect the health and safety of responders
- Save lives
- Reduce suffering
- Protect public health
- Protect infrastructure and property
- Protect the environment
- Reduce economic and social losses
- Protect public confidence

This Plan is designed to:

Provide an enhanced and co-ordinated level of planning and readiness to better respond to the needs of the community during a major emergency, while still ensuring the delivery of city services to the other areas of the City.

This Plan will outline the City's overall municipal emergency management response strategy during each phase of an emergency: prior, during, and post event. This Plan also informs each service of their specific roles and responsibilities during an emergency.

For further details, please contact the Community Emergency Management Coordinator at:

City of Clarence-Rockland
Protective Services Department – Emergency Management
1560 Rue Laurier
Rockland, ON
K4K 1P7

(613) 446-6022 ext. 2301

PART 3: AUTHORITY

The *Ontario Emergency Management and Civil Protection Act*, R.S.O.1990, last amended 2006, is the legal authority for the City of Clarence-Rockland's Emergency Management Plan.

The overall emergency management program is overseen by the City's Emergency Management Program Committee, as appointed by municipal by-law.

As enabled by the *Ontario Emergency Management and Civil Protection Act (EMCPA)*, the City of Clarence-Rockland's Emergency Plan and its elements have been issued under:

- The City of Clarence-Rockland Emergency Management By-law #2017-##
- The City of Clarence-Rockland Emergency Management Plan By-law # 2018-##

The development of this Plan complies with provincial and federal legislation, as well as generally accepted standards and best practices in risk assessment and emergency management. Among these are:

- *Ontario Emergency Management and Civil Protection Act*, R.S.O.1990, last amended 2006
- *Accessibility for Ontarians with Disabilities Act*
- *Ambulance Act*
- *Building Code Act*, 1992
- *Canada Labour Code Part II*
- *Coroner's Act*
- *Criminal Code* (including Section 217.1 – Bill C-45)
- *Day Nurseries Act*
- *Employment Standards Act*, 2000
- *Environmental Protection Act*
- *Fire Protection and Prevention Act*, 1997
- *Health Protection and Promotion Act*, R.S.O 1197, Chapter H7
- *Highway Traffic Act*
- *Long Term Care Homes Act*
- *Ministry of Community and Social Services Act*
- *Municipal Act*, 2001
- *Occupational Health and Safety Act*
- *Police Services Act*
- *Private Investigators and Security Guards Act*
- *Safe Drinking Water Act*, 2002
- *Vital Statistics Act*
- *Workplace Safety and Insurance Act*, 1997

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- *Canadian Standards Association CAN/CSA-Z731-03 (R2009): Emergency Preparedness and Response*
- *Canadian Standards Association CAN/CSA-Z1600 2008: Emergency Management and Business Continuity Programs*
- *Emergency Management Standard: Emergency Management Accreditation Program 2010*
- *National Fire Protection Association NFPA 1600 Standard on Disaster/ Emergency Management and Business Continuity Programs, 2000 Edition, NFPA, 2000.*

3.1 Emergency Operations Centre Control Group Authority

Under the *Ontario Emergency Management and Civil Protection Act*, Regulation 380/04, the Emergency Operations Centre (EOC) Control Group may, at any time, seek the advice, assistance and authority from the following:

- Officials or employees of any level of government who are involved in emergency management;
- Representatives of organizations outside government who are involved in emergency management;
- Persons representing industries that may be involved in emergency management;

Under regulation 380/04 s. 13(4), the group **shall** direct the municipality's response in an emergency, including the implementation of the municipality's emergency plan.

3.2 Definition of an Emergency

The following definitions reflect how a situation can evolve into a full scale emergency event. The City of Clarence-Rockland defines:

- An **incident** as a situation caused by natural or human elements that requires a response to protect life, property, or the environment. An incident may be geographically confined (e.g. within a clear delineated site or sites) or dispersed (e.g. a widespread power outage or an epidemic). Incidents may start suddenly (e.g. a chemical plant explosion) or gradually (e.g. a drought). They may be of very short duration (e.g. a call for medical assistance), or continue for months or even years. Incidents can include terrorist attacks or threats, fires related to wild land and urban settings, floods, hazardous materials spills, demonstrations, aircraft crashes, earthquakes, hurricanes, tornadoes, tropical storms and public health or medical situations.
- An **event** as a natural or man-made situation that has come to fruition, resulting in incident(s) of substantial extent causing significant physical damage or

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destruction, loss of life, or drastic change to the natural environment. An event can be defined as tragic incident(s) with great loss stemming from earthquakes, floods, catastrophic accidents, fires, or explosions.

- An **emergency** as a situation or impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability. There are three categories of emergencies: human caused, natural and technological.

3.3 Action Prior to Declaration of an Emergency

When an emergency exists, but has not yet been declared, City services and partners may take such action(s) under this Emergency Plan as may be required to protect property and the health, safety and welfare in the City of Clarence-Rockland. In the absence of a formal declaration, this Plan or its annexes may also be implemented in whole, or in part.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

This section presents the mechanisms established to facilitate the co-ordination of complex and multi-departmental responses to events. Highlighted in this section is the importance of information sharing amongst all city services, as well as with external partners, while applying an enhanced risk management lens to the event at hand.

These mechanisms include:

- 1) Surveillance and Situational Awareness
- 2) Enhanced Risk Management
- 3) Notification Procedures
 - a. Normal Operations
 - b. Enhanced Operations
 - c. Activated
- 4) Risk Management and Response Escalations
- 5) State of Emergency

4.1 Surveillance and Situational Awareness

Surveillance procedures consist of all mechanisms ensuring the detection (in real time) of unusual situations that could impact the City of Clarence-Rockland. Residents, businesses, call centres and the media must also remain vigilant and report any unusual and suspicious activities. Table 1 provides examples of surveillance mechanisms.

Table 1: Examples of Surveillance Mechanisms	
System/Organization	Surveillance
Police Service / Law Enforcement	There are three levels of police and law enforcement who constantly monitor the Clarence-Rockland area: Municipal, Clarence-Rockland Municipal Enforcement Officers; Municipal/Provincial, Ontario Provincial Police (OPP); Federal, Royal Canadian Mounted Police
Media	Media (radio, television, the internet) are good sources of real time information on the hazards and external threats affecting the City.
Neighbouring Municipalities	In some cases, disasters taking place in adjacent municipalities can affect the City of Clarence-Rockland. The City has developed a network of contacts with neighbouring municipalities and other levels of government.
Residents	Citizens are often the first to become aware of an unusual or threatening situation. They can help maximize the City's response time by calling emergency services. Call 9-1-1 to report a crime in progress or a life threatening emergency situation. Call City Hall Client Services for all other situations.
Eastern Ontario Public Health and UCPR Paramedic Service	Conduct Health Surveillance activities.
City Services	Municipal employees working throughout City territory can quickly alert municipal managers and the Protective Services Department, through internal escalation procedures.

4.2 Enhanced Risk Management

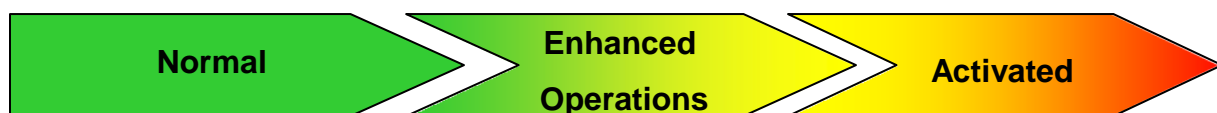
*The management of risk is a shared responsibility at all City levels. All **employees** are required to demonstrate risk-aware thinking and accountability and communicate significant risks to their managers, who notify their Directors. Enhanced risk management provides a continuous, proactive, systematic and consistent approach to understand, manage and communicate risks from an organization-wide perspective. Risk management is the systematic process of identifying, analyzing and responding to risk. Risk management includes the avoidance and/or mitigation of hazards, the management of uncertainty and the harnessing of opportunities.*

It is the responsibility of all service areas to apply a risk management lens when monitoring activities in the City of Clarence-Rockland and when necessary escalate situations as per established protocols. In some instances (see Appendix 1 *Response Escalation* Version 1.1) the situation will require the sharing of information to a broader audience and will warrant notifying the Protective Services Department. It is the responsibility of the CEMC to gather information about situations that may have a significant impact on city resources and to share this information with Senior Administration. Each stakeholder determines the relevance of that information and the impact to their department. It is the responsibility of each department to establish protocols and escalation criteria for engaging their department. Managers and Directors are also expected to contact the CEMC when they are faced with a situation that seems out of the ordinary and has the potential to worsen or has the potential to be politically sensitive. When in doubt, the management team are expected to consult with the CEMC. While all members of management are expected to inform the CEMC of situations that may escalate, only the CEMC (or their alternate(s)) can initiate the notification procedures. Surveillance and situational awareness begins in normal operations, but is a part of each escalation response level.

Sharing of situational awareness allows for early mobilization of the resources necessary to deal with emergency events.

4.3 Notification Procedures

There are three levels of notifications which include:



Normal consists of normal daily operations that services must carry out according to standard operating procedures, guidelines, policy and procedures, and legislation.

City of Clarence-Rockland Emergency Plan

When a response to an event is required, it is co-ordinated by Incident Commanders and normal supervisory employees.

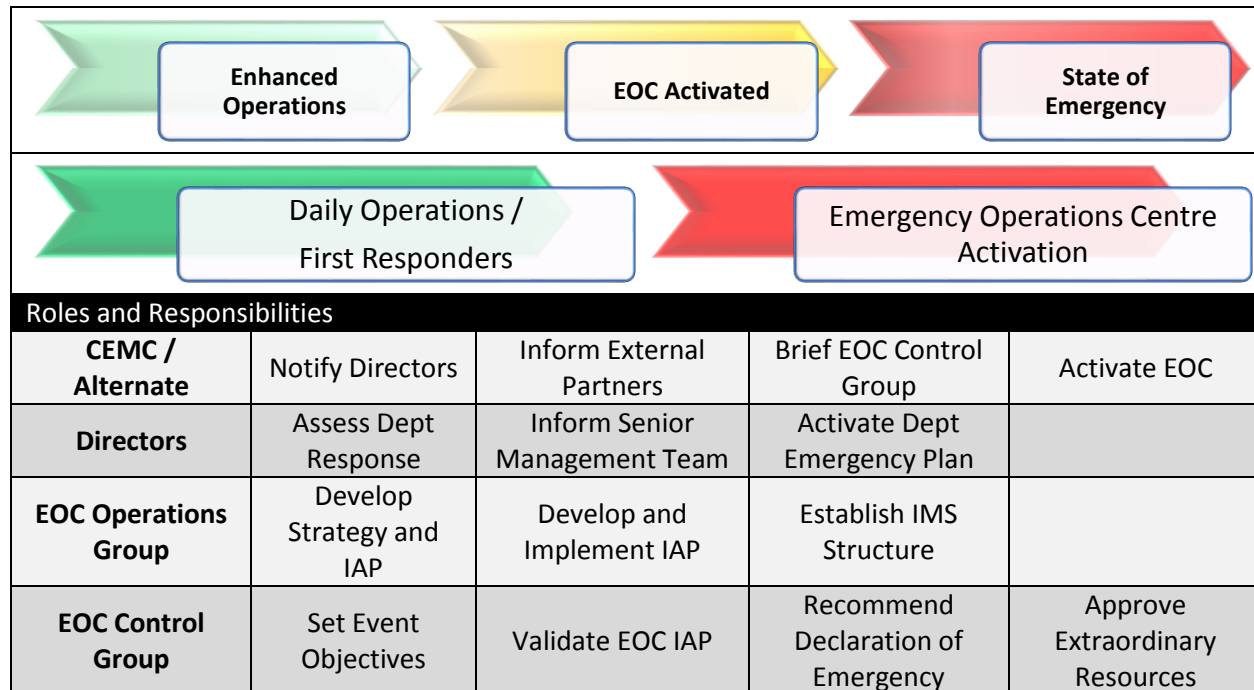
Enhanced Operations indicates a potential event which is outside of normal operating procedures. This event is imminent or occurring and could threaten public safety, public health, the environment, property, critical infrastructure and economic stability. This event may also be politically sensitive. During this phase, the CEMC and Senior Administration are alerted and engaged for full situational awareness and potential co-ordinated response.

Activated indicates an event that requires activation of the Emergency Operation Centre (EOC). Activated is the highest level of response. The CEMC, in consultation with Senior Administration, will determine the on-call response team expected to make up the EOC.

The CEMC guides the escalation response by first sending out a notification that **an EOC activation** has been declared. This declaration mobilizes the EOC. The CEMC will gather additional situational awareness from the EOC Operations Group. Senior Administration (or their alternates) will form the initial EOC Operations Group. This initial action may be done through a conference call. The EOC Control Group may be convened through a conference call, or face-to-face, and will be provided with situational awareness so that they can determine the response goals for the EOC Operations Group. Each Group will determine whether there is a requirement to meet in a physical location or whether they can operate effectively as a virtual team. In circumstances where there are issues with communications, such as overloading of telephone circuits, both Groups may be directed to meet face-to-face at a predetermined location.

Table 2 provides a snapshot of roles and some activities of various Decision Centres, once Enhanced Operation level thresholds are met.

Table 2: Notification and Response Activities



Note: Engaging the CEMC and/or Senior Administration does not mean that CEMC and the Protective Services Department are taking over the response. An Incident Commander is always responsible for the emergency site.

4.4 Risk Management and Response Escalation

Appendix 1 *Response Escalation Version 1.1* provides a list of criteria that meet normal, enhanced, and activated levels of response. It is the responsibility of each service area to inform the CEMC when these thresholds are met. While this list is very comprehensive it is not an exhaustive list and should only be used as a guideline. When in doubt, services are encouraged to contact the CEMC.

4.5 State of Emergency

Not every emergency will lead to a declaration of a State of Emergency. However, if a declaration of a State of Emergency is required, for the whole or a part of the City of Clarence-Rockland, only the Mayor or his/her designate can declare and then terminate a State of Emergency. This decision is made in consultation with the EOC Control Group. The CEMC is responsible for completing all the paperwork and liaising with Emergency Management Ontario (EMO).

The following is the process for declaring a State of Emergency:

- EOC Director reviews criteria with EMO
- CEMC prepares recommendation and completes documentation
- EOC Control Group makes recommendations to the Mayor

City of Clarence-Rockland Emergency Plan

- Mayor approves and declares the State of Emergency
- CEMC will notify the PEOC of the municipality's declaration
- Only the Mayor or City Council can terminate a declaration

PART 5: ROLES AND RESPONSIBILITIES

This section outlines roles and responsibilities of personnel involved in an emergency response, specifically, the following key functions:

1. Community Emergency Management Coordinator
2. Protective Services Department - Emergency Management
3. Senior Administration
4. Decision Centres
 - Emergency Operations Centre
 - Service Command Centre
 - Incident Command Post
5. Incident Commander
6. City Council

5.1 Community Emergency Management Coordinator (CEMC)

A Community Emergency Management Coordinator (CEMC) is defined as:

An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The CEMC must be, by definition, a municipal employee, as per the *Municipal Act*.

In the City of Clarence-Rockland, the CEMC is a position held by the Director of Protective Services / Fire Chief. The Alternate CEMCs are the Deputy Fire Chief and the Manager of Municipal Enforcement.

- Links to the Provincial Emergency Operation Centre (PEOC) and Emergency Management Ontario (EMO).
- Availability to respond on a 24/7 basis (on-call).
- Acts as EOC Director, until relieved.
- Only the CEMC can initiate the notification procedures.
- Responsibilities include:
 - Maintaining situational awareness
 - Linking with Senior Administration
 - Activating the City of Clarence-Rockland Emergency Management Plan
 - Facilitating resource management

5.2 Protective Services Department - Emergency Management (EM)

Emergency Management (EM) is a unit of the Protective Services Department and it ensures the safety of staff and residents in case of an emergency (as defined in Part 3 of this Plan). It provides and supports effective emergency and disaster management, and training and education to reduce risks to staff and residents' health, safety, security

and property.

EM is also responsible for:

- Co-ordinating city-wide emergency planning, including Senior Administration
- Managing the City's Emergency Management Program, including the:
 - Are You Ready Program (emergency preparedness public education)
 - Emergency Management Training and Exercise Program
- Co-ordinating and managing the City's Business Continuity Program

5.3 Senior Administration (Directors and Acting Directors)

- Notify CEMC of emergencies that may qualify for Enhanced Operations or Activated Operations, or to provide situational awareness.
- Available to respond on a 24/7 basis (on-call).
- CAO (or Acting) must respond to CEMC notifications, without delay.
- Confirm receipt of notification.
- Act as single point of contact for their Department to assess the requirement to respond or continue to monitor.
- Activate Departmental Emergency Plan.
- Provide Resource management on behalf of their department.
- Act as initial EOC general staff member until relieved and/or the appropriate Incident Management System (IMS) Team is established.

5.4 Decision Centres

- Decision Centres constitute the location where information is assembled and emergency management decisions are made.
 - The primary function of a common space for decision-making is to facilitate the gathering and sharing of information among responders.
 - These centres provide access to tools that permit rapid and efficient communication, allowing for informed event management centres to be led by a Service Command Centre Commander.
 - Each centre uses the Incident Management System (IMS). This includes the IMS functional organization, standard roles and responsibilities, and supporting IMS principles (see Part 6).
-

City of Clarence-Rockland Emergency Plan

- The IMS Response Goals are used in all Decision Centres, including the emergency site.
- There are two Decision Centres in the City of Clarence-Rockland:
 - Emergency Operation Centre (EOC)
 - Incident Command Post (ICP)

Table 3 outlines the roles and functions of each of the Decision Centres.

Table 3: Decision Making Centres		
	Emergency Operations Centre (EOC) (City Co-ordination)	Incident Command Post (ICP) (Site Co-ordination)
Scope	Strategic	Operational
Domains of Concerns	Control Group <ul style="list-style-type: none"> ▪ Incident Consequence Management. ▪ Define Objectives or the “what” needs to be accomplished. ▪ Advises on declaring state of emergency. ▪ Approves extraordinary resource requirement. ▪ Sets policy direction. ▪ Point of contact for external service centres such as federal or public agencies. ▪ Provides the integrated City view. ▪ Ensures consistent dissemination of public information. ▪ Assures the continuity of services at a city-wide level. Operations Group <ul style="list-style-type: none"> ▪ Extension of Control Group. ▪ Determines the strategy set out by the Control Group - “how” the objectives will be accomplished. ▪ City-wide management. ▪ Provides Site support. 	<ul style="list-style-type: none"> ▪ Location from which Incident Commander oversees incident management and on-site operations. ▪ Established when an incident occurs or is planned. ▪ Positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. ▪ There is only one ICP for each incident or event. However, this facility may change locations during the incident. ▪ Situation assessment. ▪ Resource management. ▪ Response protocols. ▪ Responders accountability. ▪ Rest and recovery. ▪ Site layout. ▪ Responders health and safety. ▪ Hazard control. ▪ Needs anticipation. ▪ Information sharing.
Mobilization	When the escalation criteria meets the Activation	Any emergency response.

City of Clarence-Rockland Emergency Plan

	threshold and/or situation warrants mobilization.	
IMS	IMS Structure applies only in the EOC Operations Group	IMS Structure applies <ul style="list-style-type: none"> Comprises the Command element (Single or Unified), Command Staff and may include other designated incident management officials and responders, including the General Staff.
Jurisdiction	Municipal Boundaries <ul style="list-style-type: none"> The EOC does not give direction to the Incident Commander (IC), however the EOC does maintain situational awareness. Any resources provided by the EOC to the site are then under the IC control. 	Site <ul style="list-style-type: none"> In the case of an emergency, consideration should be given to setting up area command. Area Command <ul style="list-style-type: none"> An organization established to oversee the management of multiple incidents or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.
Lead	Control Group Chief Administrative Officer Operations EOC Commander	Incident Commander
Composition	Control Group Senior Administration Operations Managers / Alternates	Command Staff and General Staff

5.5 Incident Commander (IC)

The entity or individual that is responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The Incident Commander (IC) has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations. The IC is expected to provide situational awareness to the EOC.

5.6 City Council

- Membership is the Mayor (Head of Council) and Councillors (elected officials).
- The Mayor is the only person who can make an emergency declaration.
- The Mayor may take such action and make such orders as he/she considers necessary and are **not** contrary to law to implement the Emergency Management Plan and to protect property, health, safety and welfare of the affected persons in the emergency area (Subsection 4(1) *EMCPA*).
- The Mayor or Council, or Premier of Ontario, can terminate a declaration.
- Although the Mayor may declare a State of Emergency, neither the Mayor nor the Council directs the response. This is the responsibility of the EOC Control Group.

PART 6: INCIDENT MANAGEMENT SYSTEM (IMS)

The Province of Ontario has approved the doctrine on Incident Management System (IMS) for Ontario. The City of Clarence-Rockland supports this doctrine and is currently implementing IMS in all Decision Centres. The City of Clarence-Rockland responds to all emergencies using the IMS.

This section briefly describes the following elements of IMS:

1. Definition
2. Response Goals
3. Organizational Structure
4. Principles

6.1 Definition

IMS is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every emergency there are certain management functions that must be carried out, regardless of the number of persons who are available or involved in the emergency response.

6.2 Response Goals

The following IMS Response Goals are used in all Decision Centres:

1. Provide for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect infrastructure and property
6. Protect the environment
7. Reduce economic and social losses
8. Protect public confidence (established and used only by the City of Clarence-Rockland)

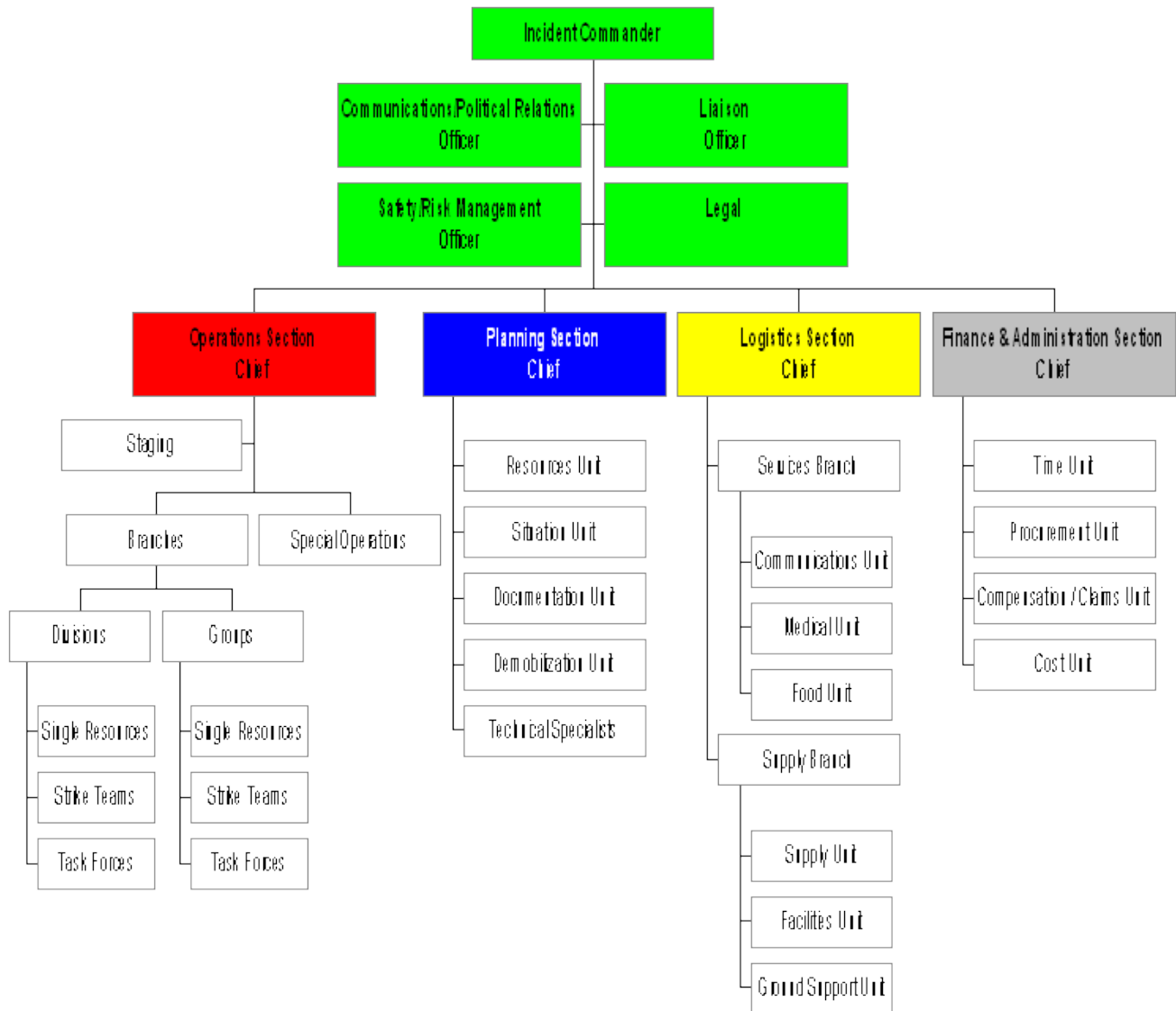
These goals are used by the Incident Commander to determine the response strategy at the site and the EOC Control Group to determine the objectives for the event. The objectives are then provided to the EOC Commander who will lead the EOC Operations Group in the development of the strategy and response.

City of Clarence-Rockland Emergency Plan

6.3 Organizational Structure

Table 4 provides an overview of how teams organize themselves under the IMS Structure. All IMS teams are organized in this way so that they can grow and work effectively with other IMS teams.

Table 4: IMS Structure - Full Organizational Structure



Note: The Incident Commander in the EOC is the EOC Commander. IMS is scalable; therefore the Incident Commander decides what structure is required to respond to the emergency.

6.4 Principles

The following standard operating principles guide how the IMS organization functions:

1. Five primary management functions
2. Establishing and transferring command
3. Single or unified command
4. Management by objectives
5. Manageable span of control
6. Modular organization
7. Unity and chain of command
8. Common terminology
9. Consolidated Incident Action Plans
10. Personnel (accountability)
11. Integrated communications
12. Comprehensive resource management

To obtain more information on IMS, please consult the following resources:

- Emergency Management Ontario website provides provincial emergency professionals with information on IMS, as well as the opportunity to obtain IMS 100 Certification
<http://www.emergencymanagementontario.ca/english/professionals/IMS/ims.html>
- Contact the Community Emergency Management Coordinator,
Protective Services Department – Emergency Management

PART 7: COMMUNICATION AND EMERGENCY INFORMATION

While information sharing with all stakeholders is critical at all times, during an emergency establishing communication between the emergency site(s), the various Decision Centres and with the public at large is paramount to the successful management of the emergency.

This section will outline the various communication strategies that are used in the City of Clarence-Rockland, highlighting the following categories:

1. Communication Tools
2. Emergency Management Cycles
3. Emergency Information

For communication to work, all those involved must clearly understand their roles and responsibilities as responders, and the role of their service during the emergency. All activities between the site and Decision Centres must be co-ordinated. Co-ordination between Decision Centres is critical and is based on established communication protocols that must be understood and followed by all personnel.

7.1 Communication Tools

During emergency situations, Decision Centres possess several means of communicating and exchanging information.

Table 5 provides a brief list of various communication tools used by Decision Centres. It should be noted that as technology evolves this list will certainly change, however there is nothing more effective than face-to-face.

City of Clarence-Rockland Emergency Plan

Table 5: Decision Centre Communication Tools	
Decision Centres	Communication Tools
Emergency Operations Centre Control Group	<ul style="list-style-type: none">▪ Video Conferencing▪ Regular and cellular telephone links▪ E-mail▪ Personal Digital Assistant (PDA)▪ Radios▪ Person-to-person▪ Wall displays within the EOC
Emergency Operations Centre Operations Group	<ul style="list-style-type: none">▪ Video Conferencing▪ Regular and cellular telephone links▪ E-mail▪ Personal Digital Assistant (PDA)▪ Radios▪ Person-to-person▪ Wall displays within the EOC
Incident Command Post	<ul style="list-style-type: none">▪ Video Conferencing (in authorized locations)▪ Person-to-person▪ E-mail (in authorized locations)▪ Cellular phones (in authorized locations)▪ Radio communications
Field Communication	<ul style="list-style-type: none">▪ Person-to-person▪ Pager▪ Cellular phones (in authorized locations)▪ Radio communications

7.2 Emergency Management Cycles

Emergency Management Cycles used by Decision Centres, as well as the communication process between these centres, are detailed in Table 6. Each Decision Centre lead should work towards the optimal co-ordination of actions taken. This requires a thorough and flexible approach. The following are guidelines for all management cycles:

City of Clarence-Rockland Emergency Plan

Table 6: Emergency Management Cycle Guidelines

Decision Centre's Cycle

Each level of Decision Centre has its own Management Cycle, which is a function of its management scope (strategic, tactical or operational level) and the capacity that would be required for emergency response activities.

Decision Centre's Activities

The whole process (management cycles and co-ordination between centres) is repeated on a continuous basis. An adjustment period should be expected at the beginning of the process. The time allowed for each activity might vary according to needs. When planning the Emergency Communication Cycles, Decision Centres need to consider external factors, such as deadlines for news reports and communication to the public.

Communication Between Decision Centres

In order to optimize the exchange of information between Decision Centres (i.e. reduce the possibility of a busy line, a voicemail or no answer), the co-ordination of the allocated communication periods is pre-determined within the management cycle of each centre. In consultation with the Incident Commander (IC), the Emergency Operations Centre (EOC) Commander will establish the reserved periods for communication.

Communication between Departments and the EOC

- Communication with the incident site will normally be with either the Incident Commander or his/her appointed Liaison Officer.
- The EOC may be in contact with multiple Department Heads and the Incident Commander.
- The EOC Sector Chiefs will work with their functional peers across many organizations/jurisdictions.
- The EOC performs a consolidating and co-ordinating role between multiple services.
- Situational awareness between Departments and the EOC is the responsibility of the Planning Sections.
- Situational awareness between the EOC and external agencies is the responsibility of the EOC Liaison Officer.
- The EOC will act as the primary point of contact for all departments involved and external EOCs, such as the Provincial Emergency Operations Centre (PEOC) and where applicable the Federal Government Operations Centre (GOC).

7.3 Emergency Information

Emergency Management Ontario defines emergency information as:

“Information about an emergency, which is communicated broadly to the community and other partners and stakeholders.”

Emergency information is being communicated to the public in order to protect their health, safety, welfare and property and is usually directed to the media. Table 7 outlines the role of the Emergency Information Officer and various methods of public notification

Table 7: Emergency Information

As per the *Emergency Management and Civil Protection Act*, all municipalities must appoint an **Emergency Information Officer**. The Communications Officer is the Emergency Information Officer (EIO) for the City of Clarence-Rockland and acts as the primary media and public contact in an emergency. The Alternate Emergency Information Officer is the Executive Assistant to the CAO. EIO duties include:

- Writing and issuing press releases
- Co-ordinating media briefings
- Posting emergency information
- Answering media and public inquiries
- Identifying spokesperson

Public notification is the dissemination and communication of information to the public. In order to inform the public of the occurrence of an event or to take action, various public notification means may be used. The use of communication means will vary according to the event and the targeted audience. Communication must be done in a way that takes people with disabilities into consideration (i.e. bilingual, accessible formats and communication supports). The following is a non-exhaustive list of communication means available to the EOC: Media (TV, radio, print); clarence-rockland.com; social networking sites; door-to-door communications; Amateur Radio Emergency System (ARES); bullhorns; Variable Messaging Signs (VMS); as well as flyers and brochures.

Emergency public notification may also be done via the National Alert Aggregation and Dissemination System (NAADS). This is currently managed and accessed through the Provincial Emergency Operations Centre (PEOC) and allows for mandatory messaging on television and radio, and is able to send Wireless Emergency Alerts (WEA) onto enabled smartphones.

PART 8: CLARENCE-ROCKLAND SPECIFIC EMERGENCY FUNCTIONS

The City's response to an emergency situation is based on a functional approach. By looking at the mandate of City services and partners, the City utilizes a detailed, global assessment of the needs of its population. This assessment provides the City with the knowledge to determine what specific tasks, organized as Emergency Functions, it would need to accomplish during an emergency. City services and partners are then able to decide, together, on the most efficient division of responsibility for these functions and divide them into several tasks under each function.

This section describes in detail the City's twenty-three (23) emergency functions as well as highlights the roles and responsibilities of each department involved in completing the tasks.

Table 7 lists the acronyms that are used in the Emergency Functions descriptions.

Table 8 describes all specific Emergency Functions to be accomplished for the City of Clarence-Rockland.

City of Clarence-Rockland Emergency Plan

Table 7: Acronyms	
Acronym	Service / Department / Branch / Unit
All	All Services
MLEO	Protective Services – Municipal Enforcement Division
Clerk	City Clerk
Comms	Corporate Services – Communication Officer
CSD CSD/Shelter CSD/Buildings	Community Services Department <ul style="list-style-type: none"> ▪ Emergency Shelter Management ▪ Building Management / Maintenance
ENV ENV/DWS ENV/SWS ENV/WWS	Environmental Services Department <ul style="list-style-type: none"> ▪ Drinking Water Services ▪ Solid Waste Services ▪ Wastewater Services
ESS	Community Services – Emergency Social Services
FIN	Finance Department
Fire	Protective Services – Fire Department
FLS	French Language Services (Contracted)
HR	Human Resources Department
E&O	Engineering and Infrastructure Department
IT	Information Technology
CSC	Client Service Centre
EOHU	Eastern Ontario Health Unit
Paramedic	UCPR Paramedic Service
Planning CBO	Infrastructure and Planning – City Planner Infrastructure and Planning – Chief Building Official
Police	Ontario Provincial Police
Parks	Community Services Department – Parks and Recreation
Ops	Infrastructure and Planning – Engineering and Operations
EM	Protective Services – Emergency Management
Transit	Community Services – CRTranspo

Table 8: Emergency Functions

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Each function clearly describes the actions required to accomplish this function and which service is responsible. Information on functions and tasks is given in separate tables for each function. The Role column indicates what role the service in question has taken: Responsible, Partner or Support.

Service Roles in Functions and Tasks

R	Responsible	Responsible for the co-ordination necessary for the implementation of the function or task
P	Partner	Critical stakeholder for the implementation of the task
S	Support	Service / Department / Agency

City of Clarence-Rockland Emergency Plan

Access Routes and Traffic			
Function/ Task	Dept/ Service	Role	Action
Access Routes and Traffic	Ops	R	To provide reliable access to roads and emergency routes. This responsibility includes ensuring roads are passable and co-ordinating the easy flow of traffic during evacuations or large scale re-routing of traffic.
	Police	S	Upon request, provide traffic control and key intersections to ensure orderly flow of traffic.
Clearing Roadways	Ops	R	To clear and dispose of debris on roadways, to work with appropriate partners in the removal of dangerous items, such as live power lines, and to physically close roads when they are not passable and communicate the closures to appropriate partners.
	Fire	P	To provide personnel and equipment under the direction of PW to help clear emergency routes and to access fire hydrants.
Physical Presence on Street Control	Police	R	Police will be responsible for the vehicular and pedestrian traffic on the streets and roads in the City of Clarence-Rockland.
	MLEO	S	Municipal Enforcement Officers will support the Police, as required.
Traffic Manage- ment	Ops	R	Manage traffic by providing the safest and most efficient sustainable movement of people, goods and services and ensuring reliable access to roads and emergency routes.
	Police	P	Police will assist PW with traffic management.
	MLEO	P	Arrange removal of parked cars, in co-ordination with the Police.

City of Clarence-Rockland Emergency Plan

Administration / Logistics / Information Technology			
Function/ Task	Dept/ Service	Role	Action
Administration/ Logistics/ Information Technology	All	R	All departments are responsible to ensure human, material, technological and financial resources as well as administrative and legal affairs for emergency operations are managed in accordance with established procedures wherever and whenever possible. This function highlights the services that are integral in most emergencies and that all City services and departments will need to access before, during and after emergencies.
Emergency Notification (Cross reference Part 4 Emergency Notification Procedures)	EM	R	The CEMC is responsible for issuing notifications to Senior Administration.
	All	R	All Senior Administration will notify the CEMC when Enhanced Thresholds are met (See Part 4 of Plan) or when faced with a situation that may escalate.
	All	R	Directors and/or Acting Directors must respond to all notifications without delay and confirm receipt.
Emergency Activation	EM	R	Will activate part or all of the City's Emergency Management Plan and open the Emergency Operations Centre to address the emergency.
Debriefing	EM	R	Co-ordinate the post-emergency corporate debriefing process.
Finance	FIN	R	Finance Dept. will identify a special emergency account for related claims made in a declared emergency. Financial Services will also identify appropriate accounting processes.
	FIN	R	Payroll will provide assistance to log, track and compensate for staff time worked supporting the emergency. The process will address potential remuneration scenarios affecting various levels of employees and potential situations.
	EM	P	Will advise involved departments to submit costs that are relative to the emergency situation. EM will also validate the claims, while Finance will process and send them to the Province.
Legal	Clerk	R	To provide procedural legal advice and services during a declared emergency.
	All	S	All services are to follow appropriate policies and procedures during an emergency and seek legal advice when pertinent.

City of Clarence-Rockland Emergency Plan

Administration / Logistics / Information Technology			
Function/ Task	Dept/ Service	Role	Action
Inquiry Tracking and Reporting	CSC	R	Main record keeper of number and type of internal and external inquiries related to the emergency and providing this information back into the Corporation (e.g. concerns of citizens, developing trends, etc).
	All	S	All involved services/departments are to maintain a log documenting all inquiries relating to the emergency.
Security	EM	R	To make provision for the security of persons and assets located at City facilities and sites in the event of an emergency.
	Police	P	The Police would assist in keeping the peace at buildings or locations.
	MLEO	S	Municipal Enforcement Officers can assist by providing personnel for security purposes.
Human Resources	HR	R	Assist with verification of credentials for screened volunteers, as may be required.
Fleet Services	Ops	R	Provide safe and operational City vehicles for essential prioritized services. Provide fuel in emergencies as prioritized by the Emergency Operations Centre Control Group.
Facility Management	CSD/ Buildings	R	Provides property management for City owned and operated facilities. Sustains facility plants, pools and arena operations. Provides custodial services, maintenance and minor repairs to facilities, facility contract management services, partial and complete plant/facility closure. Maintains structural/floor plans, monitors facilities and properties for environmental risk.

City of Clarence-Rockland Emergency Plan

Administration / Logistics / Information Technology			
Function/ Task	Dept/ Service	Role	Action
Scribing	Clerk	R	Responsible for providing scribe services, as requested through the Emergency Operations Centre Control Group.
Printing and Mail	CSC	R	Provides printing and mail support.
	IT	S	Provides hardware and necessary IT support for printing and computers.
Emergency Council Meetings	Clerk	R	Provides support for emergency Council Meetings
Translation	FLS	R	Provides translation support.
Communication	Comms	R	Provides content development, support and dissemination of information through the appropriate and accessible channels, as requested.
	All	P	Will assist in the content development and the dissemination of information relating to the emergency.
	CSC	P	Provides the means to disseminate information provided by Corporate Communications.
Information Technology	IT	R	Provides information technology services in support of City services to meet emergency service delivery.
ITS/Protection of Existing Infrastructure	IT	R	Ensures the protection of the existing technical infrastructure by ensuring that critical IT equipment is housed and maintained within City of Clarence-Rockland data centres that are safeguarded with the appropriate physical, environmental and logical measures.
	EM	S	Will make provisions for the appropriate physical security measures for the data centres.
ITS/Support Emergency Services IT Requirements	IT	R	Ensures the availability of emergency IT services by maintaining the ITS Department Emergency Management Plan.
ITS /Data Security	IT	R	Ensures the security of data through the ongoing application of risk management processes to maintain the confidentiality, integrity and

City of Clarence-Rockland Emergency Plan

Administration / Logistics / Information Technology			
Function/ Task	Dept/ Service	Role	Action
			availability of City information assets to the degree both human and financial resources are available
	EM	S	Will make provisions for the appropriate physical security measures.
Co-ordination of Volunteers	Parks	R	Will establish a mobilization and communication plan with community stakeholders to work together to train and mobilize volunteers in case of a declared disaster or influenza pandemic or large-scale emergency situation requiring the support of volunteers.

City of Clarence-Rockland Emergency Plan

Care of the Deceased in a Mass Casualty Incident			
Function/ Task	Dept/ Service	Role	Action
Care of the Deceased in a Mass Casualty Incident	Police with Coroner	R	A mass casualty incident is defined when several persons die and the number of deaths exceeds the capabilities of the local resources. Care of the deceased in a mass casualty incident is the responsibility of the Police and the Coroner's Office.
	ESS/ Parks	P	The Emergency Reception and Lodging Team (PRC) will assist Police by identifying and making the necessary arrangements for opening potential appropriate facilities.
	EM	S	Will provide appropriate security measures for identified sites.
Pronouncement of Death in a Mass Casualty Incident	Police	R	At a disaster involving mass casualties, Police will liaise with the Office of the Coroner.
	Paramedic	P	Will make pronouncements of death in accordance with the Ontario Ministry of Health standards and directives.
Identification of the Deceased	Police	R	The Police have Forensic Identification Technologies capable of identifying the deceased persons by forensic needs.
	Paramedic	P	When on-site, paramedics may provide assistance with the identification of the deceased during the performance of their normal duties.
	EM	S	Will assist with the acquisition of additional body bags, with the support of Emergency Management Ontario (EMO).
	Vickers	S	The OPP Victim Services Team (Vickers) may provide assistance with death notification.
	HR	S	Human Resources can assist by accessing and providing contact information to appropriate City staff to issue notification of death for any City staff. Employee Assistance Program (EAP) support will be offered to City personnel.
Notification of Next-of-Kin	Police	R	In the event of a mass casualty stream, notification of next-of-kin will be the responsibility of the Police.
Temporary Morgue	Police	R	Police are responsible for the co-ordination of removal of human remains.
	ESS	P	The Emergency Reception and Lodging Team (PRC) will assist Police by identifying and making the necessary arrangements for opening potential

City of Clarence-Rockland Emergency Plan

Care of the Deceased in a Mass Casualty Incident			
Function/ Task	Dept/ Service	Role	Action
			appropriate facilities for this purpose.
	CSD/ Buildings	P	CSD/Buildings is responsible for ensuring that the designated city facility is open and operational.
	EM	S	Is responsible for making security provisions at all city facilities.
Extraordinary Burial or Cremation Measures	EM	R	In the event of a disaster in which there is a need for extraordinary burial measures or cremation, EM will assist in co-ordinating the response for burial or cremation of the dead
	Planning	P	Identify locations of potential properties for mass burials which: i) Can be reserved for this purpose in the long term by preventing its development and the development of conflicting uses on adjoining land ii) Are appropriately located so as to minimize transportation iii) Will minimize conflict with current or planned adjacent land uses iv) Are outside areas identified by the Source Water Protection Plans, prepared by the Conservation Authorities, as being well head protection or water intake areas v) Meet the requirements of the <i>Cemeteries Act</i> and any other applicable legislation, as required.
	CSC Clerk	P	The CSC & City Clerk have the delegated authority under the <i>Vital Statistics Act</i> to issue burial permits and register the deaths.
	Police	S	In the event of a mass burial or cremation and when security and safety is a concern, the Police will provide appropriate measures to keep the peace.
	Ops	S	Ops will provide appropriate equipment, where needed.
	ESS/ CSSD	S	Personal Services (CSSD) can assist in organizing a memorial mass and in co-ordinating the clergy for this purpose.

City of Clarence-Rockland Emergency Plan

Clothing			
Function/ Task	Dept/ Service	Role	Action
Clothing	ESS/ CSSD	R	Personal Services (CSSD) is responsible for providing clothing and blankets to persons affected by the emergency or disaster until regular sources of supply are available. Personal Services (CSSD) will co-ordinate the primary tasks of procurement and distribution of clothing and blankets.
Procuring Needed Clothing and Blankets	ESS/ CSSD	R	Through an agreement with the EM, blankets will be procured according to the needs of the emergency. Through a Memo of Understanding, external service providers will assist the City by providing supplies of emergency covering and clothing.
	EM	P	EM has an agreement with Emergency Management Ontario and the National Emergency Stockpile System (Warehouse) for the provision of blankets for the City in an emergency. EM will make the necessary arrangements to obtain these blankets.
	FIN	P	Supply Management will source and acquire the necessary clothing and blankets as requested by ESS.
Distribution of Clothing	ESS/ CSSD	R	Appropriate clothing will be issued to persons in need, as required. Persons in need of clothing will report to designated Emergency Reception and Lodging Centres to have their clothing needs addressed.
	Ops	S	Responsible for providing vehicles to assist in pick-up and delivery of clothing and blankets.
	CSD/ Buildings	S	CSD/Buildings will assist in the set-up of clothing distribution and collection centres at City facilities.
	EM	S	Will provide appropriate security measures for distribution sites
Disaster Relief Assistance	ESS/ CSSD	R	Personal Services (CSSD) will provide disaster relief to any affected individual who is able to demonstrate need in accordance with applicable legislation.

City of Clarence-Rockland Emergency Plan

Commodity Distribution			
Function/ Task	Dept/ Service	Role	Action
Commodity Distribution	EM	R	Emergency Management is responsible for establishing standardized procedures, processes and protocols with City departments and services to secure available resources and prioritize their distribution
	All	S	Departments/Services may be required to provide assistance with distribution
Procurement	FIN	R	Finance will procure the commodity required
	EM	S	Can assist with the procurement of commodities through mutual aid or agreements with Emergency Management Ontario
Delivery and Storage	Ops	P	Ops may be available for delivery and storage of commodity.
	Parks	S	Could provide assistance by offering facilities as potential depots for distribution.
	Fire	S	Could provide some Fire Station locations to be used as distribution outlets if required.
Set-up and Demobilization	CSD/ Buildings	S	Could assist in the set up and demobilization of distribution centres at City facilities.
Security	EM	S	Will provide appropriate security measures for distribution sites at City facilities.
	MLEO	S	Could assist in monitoring the distribution of commodities.

City of Clarence-Rockland Emergency Plan

Communication and Infrastructure			
Function/ Task	Dept/ Service	Role	Action
Communi- cation Infra- structure	IT	R	ITS will be engaged to provide installation of cabling and the modification, maintenance, support and monitoring of the communication infrastructure, as required (Note: This does not include the two-way radio).
	All	R	Ensure the appropriate communications infrastructure (e.g. telephones, cellular phones, and teleconferencing) are in place to meet proper requirements of the emergency.
Preserva- tion of Existing Equipment	IT	R	Ensures the protection of the existing critical communication infrastructure equipment by either: housing and maintaining within secure data centres located at key City facilities or safeguarding with the appropriate physical, and logical controls. Will ensure that all of the communication equipment in the Emergency Operations Centre (fax, telephones) are in working in order at all times.
Provide Secure Alternate Means of Communi- cation	IT	R	Co-ordinates the procurement of alternate telecommunication services and equipment through its existing service level agreements with its primary and secondary suppliers. ITS has individual agreements with its respective suppliers regarding after-hours support.
	EM	P	Through a Memorandum of Understanding with the Amateur Radio Emergency Service, the members can provide a secure means of radio communication.
	Fire	S	Fire Services will (if possible and practical) provide support in securing an alternate means of communications during an emergency situation. This communication may be a designated radio channel, if normal telecommunications fail, or providing radios.
	Paramedic	S	The Ottawa Central Ambulance Communication Centre (OCACC), who dispatch UCPR paramedics, have a provincial inter-agency channel with the Ministry of Health and Long Term Care. This system can only be used by paramedics.
	Ops	S	Will (if possible and practicable) provide support through an alternate means of communications, during an emergency situation. This communication may be a designated analogue radio channel, if normal telecommunications fail, or providing additional radios.

City of Clarence-Rockland Emergency Plan

Communication and Infrastructure			
Function/ Task	Dept/ Service	Role	Action
Manage the Municipal Telecom Network	IT	R	Co-ordinates the management and maintenance of the wide area and local area networks to ensure voice and data connectivity between City facilities.
	EM	S	Ensures that the telecom network is working in the Emergency Operations Centre and reports any problems to ITS.

City of Clarence-Rockland Emergency Plan

Energy			
Function/ Task	Dept/ Service	Role	Action
Energy	CSD/ Buildings	R	To work with external partners to co-ordinate reliable access to energy during an emergency. This includes co-ordination of alternative electrical supply when needed and monitoring current levels by liaising with energy providers.
Co-ordination for the Provision of Alternate Electrical Supply	CSD/ Buildings	R	Will procure and maintain generators and work with Fleet Services for the provision of fuel for City-maintained sites. Buildings will also make sure that the hook-up connections are compatible.
	EM	P	EM and the Emergency Operations Centre Control Group will identify alternative electrical supply and co-ordinate efforts with Buildings, who is responsible for co-ordinating the provision of alternate electrical supply.
Prioritized Access to Available Energy	EM	R	In conjunction with the Emergency Operations Centre Control Group and the energy supplier, SEM will identify and prioritize access to available energy.
	Ops	P	Ops will allow access to City-controlled fuel sites, as determined by the Emergency Operations Centre Control Group.
	EOHU	S	EOHU may be asked to provide information to energy utilities regarding the prioritization of energy supply to essential services and vulnerable populations in an emergency in order that there is a reduced risk of morbidity and mortality (e.g. hospitals, homes for the aged, long-term care facilities, etc.).

City of Clarence-Rockland Emergency Plan

Environment			
Function/ Task	Dept/ Service	Role	Action
Environ- ment	ENV	R	To manage natural environment risks by delivering basic programs, services and public utilities, ensure communication between the City and the public about interests at risk and protecting the components of the critical infrastructure managed by the department.
Water Quality Monitoring	ENV/ WWS	R	To monitor surface water quality, arrange for additional drinking water sample testing at contracted labs, and notify the appropriate contacts if the water is or is suspected to be contaminated or if any reason water that could be used by the public could be harmful to the public via drinking, etc.
	EOHU	R	EOHU will receive and respond to reports of adverse drinking water on drinking water systems governed under the <i>Health Protection and Promotion Act</i> or the <i>Safe Drinking Water Act</i> . OPH will provide information in the interpretation of water analysis reports, as well as information on potential health effects and appropriate response to adverse results or adverse observations.
Wastewater Manage- ment	ENV/ WWS	R	Following standard operating procedures as they pertain to wastewater and drainage monitoring. Disconnecting essential services to avoid hazardous situations such as bypassing sewage treatment and opening and maintaining drainage channels.
	EOHU	S	EOHU can provide information and directives related to wastewater management.
	E&O	S	Provide post-event basement flood / sewer back-up investigations to identify cause of flooding and solutions to reduce the risk of future occurrences.
Waste Manage- ment	ENV/ SWS	R	Collect and dispose of non-hazardous waste. Manage landfill sites.
	EOHU	P	EOHU will support and provide consultation to PW and other partners regarding emergency waste management strategies to ensure that health hazards are mitigated.
Atmo- spheric Monitoring	Fire	R	To provide personnel and equipment to monitor the air quality in buildings and surrounding areas for contamination.
	EOHU	P	Will assist Fire by interpreting the results of air quality monitoring, provide information on the health risks posed, and recommend any necessary interventions.

City of Clarence-Rockland Emergency Plan

Environment			
Function/ Task	Dept/ Service	Role	Action
	CSD/ Shelter	S	The Emergency Shelter Team will provide support in the event there is a need to open up a temporary Emergency Reception and Lodging Centre.
Site Protection and Cleanup	Ops	R	To confine and contain floodwater by distributing sand and sandbags to residents, constructing temporary dykes and sandbaging at the direction of the Emergency Operations Centre Control Group. To clear and dispose of debris and non-hazardous waste at an emergency site, as deemed necessary.
	Fire	S	To provide personnel and equipment to protect the site through dykes and barriers, in addition to the protection of exposures for the site itself through the use of water streams or salvage operations.
	EOHU	S	Provides consultation to other partners during the clean up process to ensure health hazard abatement. When the resulting emergency poses a health hazard, the EOHU team enforces the <i>Health Protection and Promotion Act</i> to ensure that the emergency site is cleaned up promptly in order to mitigate risk.
	Ops	P	Ops has made provision at facilities for the proper disposal of waste. In the event of a site being used for a special application (e.g. morgue, injection site,) it is expected that the service responsible for the special application will work with Ops to ensure that the required provisions for waste disposal, environment protection and site clean up are in place.
	EM	S	Responsible for making security provisions at all facilities.
Weather Forecasting	Ops	R	To work with external partners, such as Environment Canada and Conservation Authorities, with our Advanced Road Weather Information System infrastructure to assist the City by having the most accurate picture possible of future and current weather systems.
Land Stability Monitoring	CBO	R	Identify unstable lands rendered unsafe due to a catastrophic event and undertake a review and direct property owners to submit engineering assessment of conditions and submit reports to the City.
	Ops	S	PW could provide support in terms of flooding information.

City of Clarence-Rockland Emergency Plan

Environment			
Function/ Task	Dept/ Service	Role	Action
	Ops	S	Provide technical assistance to reinstate slope failures that have the potential to impact a City road, Transitway or City park.

City of Clarence-Rockland Emergency Plan

Evacuation			
Function/ Task	Dept/ Service	Role	Action
Evacuation	Police	R	Responsible for overall co-ordination of evacuation activities. Depending on the nature of the emergency, the decision to evacuate will be site driven (decided and co-ordinated at the site) or Emergency Operations Centre driven (decided and co-ordinated from the municipal Emergency Operations Centre). The criteria for this decision will depend on the event and will be based on the inherent risk of the emergency. Municipal subject matter experts and/or outside experts will be consulted in this decision-making process.
	All	R	To refer to the Municipal Evacuation Plan.
Identification of Evacuation Routes	Ops	R	When called on for assistance, Ops will assess an ordered evacuation and identify appropriate evacuation routes. Refer to Evacuation Routes and Traffic Control in the Municipal Evacuation Plan.
	Police	P	The Police will assist in the identification, establishment, and maintenance of emergency evacuation routes.
	ESS/ PRC	S	The Emergency Shelter Team will support PW in the identification of evacuation routes (e.g. in highlighting designated Emergency Reception and Lodging Centres).
	Ops	S	Upon request, provide condition and structural adequacy assessments of bridges located along proposed evacuation routes.
Public Notification	Comms	R	Corporate Communications will co-ordinate, prepare and disseminate messaging and information material on behalf of the City and its partner agencies.
	EM	P	Through a Memo of Understanding with the Amateur Radio Emergency Service, members can provide radio communication for the purpose of public notification.
	CSC	S	Ontario 2-1-1 and Client Services Centre will support the dissemination of key messages.
	Fire	S	Notify the public of evacuation procedures.
	Paramedic	S	Notify the public of evacuation procedures.
	Police	S	Notify the public of evacuation procedures.

City of Clarence-Rockland Emergency Plan

Feeding			
Function/ Task	Dept/ Service	Role	Action
Feeding	ESS	R	Emergency Social Services is responsible for establishing standardized procedures, processes and protocols with City departments and services to ensure access to a safe and appropriate food supply for responders in emergencies and the co-ordination, management and provision of food to people affected by the emergency. Note: food includes hydration.
Food Supply Chain Maintenance	ESS	R	Necessary measures implemented to ensure that food and water are made available to affected people. NOTE: Electricity or an alternate source of energy may need to be procured in order to ensure that the food being supplied is maintained according to recognized standards during storage, preparation and delivery. In preparation for emergencies, advance arrangements may need to be made with local transportation companies and energy providers to ensure that the food supply chain is maintained.
	FIN	P	Supply Management will work with ESS in determining the requirement for food supplies. Purchasing staff will source and ensure consistent delivery at the frequency necessary to meet the requirements.
	Ops	P	Material Management staff will be available for warehousing operations. Sourcing, delivery, storage and distribution will be addressed for each of the food types.
	Police	S	Provide escort for transportation of food if safety and security is an issue.
	EOHU	P	EOHU will help to ensure that the food supplied is from a safe source and is maintained in a safe condition during storage, preparation, delivery and service. OPH can also assess food donations received from major food suppliers/corporations to ensure their safety.
	MLEO	S	When food is required, Municipal Enforcement supports ESS with identifying City inspected and licensed food vendors.
Mass Feeding (Cross reference)	ESS	R	Co-ordination and management of the preparation and delivery of food to people affected by the

City of Clarence-Rockland Emergency Plan

Feeding			
Function/ Task	Dept/ Service	Role	Action
with Hygiene and Public Health and Health Care Services)			emergency (e.g. evacuees and/or quarantined individuals, emergency response personnel, and volunteers).
	EOHU	P	To oversee food safety issues inherent in the large-scale production and preparation of food items (e.g. precautions necessary including adequate and available refrigeration capacity) for preparing and preserving mass quantities of perishable food items.
	MLEO	S	When food is required, Municipal Enforcement supports ESS with identifying City inspected and licensed food vendors.
Feeding Responders	ESS	R	Establishing standardized procedures, processes and protocols to ensure access to safe and appropriate food supply for responders in emergencies. Through Memo of Understanding with various service providers, the procurement and distribution of food will be co-ordinated and implemented by affected City departments.
	MLEO	S	When food is required, Municipal Enforcement supports ESS with identifying City inspected and licensed food vendors.
Procurement of Food	ESS	R	Ensure that standard protocols and procedures are established in conjunction with respective departments to ensure an adequate supply of food is available for procurement and distribution to evacuees and responders in an emergency.
	EOHU	P	EOHU will inspect the food provisions to ensure that temperature control requirements are maintained during food transportation and distribution to various sites.
	FIN	P	In the event that food is required, Supply Management will work with ESS in the sourcing of the necessary food.
	MLEO	S	When food is required, Municipal Enforcement supports ESS with identifying City inspected and licensed food vendors.
	CSD/ Buildings	S	Buildings will set up food distribution centres at City facilities.
Pet Care	MLEO	R	Municipal Enforcement, with the support of ESS, will make the necessary arrangement for the care of pets.

City of Clarence-Rockland Emergency Plan

Feeding			
Function/ Task	Dept/ Service	Role	Action
	ESS/ CSSD	S	If there is a need to arrange for the feeding of pets in an emergency, Personal Services (CSSD) can assist Municipal Enforcement.
Livestock Care	Planning	R	Planning will assist in identifying appropriate locations for the care and feeding of livestock in the case of an emergency.
	Ops	S	Responsible for providing vehicles.

City of Clarence-Rockland Emergency Plan

Fire			
Function/ Task	Dept/ Service	Role	Action
Fire	Fire	R	To provide means of timely and effective fire suppression in both urban, rural and wildland settings by involving a series of tasks that include, but are not limited to search and rescue, exposure protection, confinement, extinguishments (offensive and defensive operations), ventilation, property conservation and overhaul.
Structural Fire	Fire	R	To provide the means of fire suppression which would accomplish many, if not all, of the following tasks: command of the incident; application of water in appropriate quantities and the provision of adequate water source for the application; ventilation of smoke and other hazardous products of combustion from the fire area to the outside; search and rescue of fire victims; forcible entry; control of utilities and salvage; and other property conservation operations.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Police	S	Police will secure the area in and around the fire scene and provide traffic control for the area.
Wild Land Fire Suppression	Fire	R	Provide the means of fire suppression in wildland areas where suppression strategies range from: prompt control at the smallest acreage possible, to containment using a combination of fire line and natural or constructed features, to merely ensuring that the fire remains confined to a defined geographical area.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Police	S	Will secure the area in and around the fire and will provide traffic control.

City of Clarence-Rockland Emergency Plan

Hazardous Material			
Function/ Task	Dept/ Service	Role	Action
Hazardous Materials	Fire	R	To identify, contain, recover and make arrangements for disposal of any hazardous material as defined by Canadian Laws and Regulations. By example, this means any substance or material in any form or quantity that poses an unreasonable risk to safety and health and has the potential of causing harm to people, property or the environment. This function is performed by Ottawa Fire through an automatic aid agreement.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
Hazardous Material Identi- fication (Cross reference CBRNE Plan)	Fire	R	To provide an accurate and timely identification of a hazardous substance or unknown product.
	EOHU	S	Once a potentially hazardous material has been identified, and when possible, the concentration at which it was present has been provided; EOHU will assist Fire by providing information on the health risk posed and recommend any necessary interventions.
	Police	S	The Police would support the HAZMAT (Hazardous Materials) Team.
	CSD/ Buildings & Ops	S	Provide list of designated substances for City-owned facilities.
People Decon- tamination	Fire	R	To provide an acceptable method of removing or neutralizing contaminants from all those exposed at the scene to preclude the occurrence of foreseeable adverse health effects outside of the contaminated area. This may include possible decontamination options, such as absorption, adsorption, chemical degradation, dilution, neutralization or solidification.
	Paramedic	P	Continue the ongoing triage, medical assessment and treatment of casualties, and responders during the decontamination process.
	Transit	S	Will provide buses for shelter, after decontamination.
	EOHU	S	EOHU will provide health support, advice and follow up to victims, hospital staff, and HAZMAT responders.
	ESS/ CSSD	S	Personal Services (CSSD) will provide psychosocial support to individuals affected by the hazardous material event.

City of Clarence-Rockland Emergency Plan

Hazardous Material			
Function/ Task	Dept/ Service	Role	Action
Product Contain- ment	Fire	R	To provide safe and adequate containment of the released product until it is completely recovered and placed in appropriate containers.
	Ops	P	SR will assist with providing decontamination products, such as sand, to ensure the product does not spread.
Product Recovery and Disposal	Ops	R	To organize the use of appropriate contractors to ensure the safe recovery of the hazardous material. To fill out any appropriate documentation for the Ministry of Environment and to follow up on charges if they apply to the company/person responsible for the spill.
	Fire	P	To provide safe and adequate containment of the released product until it is completely recovered and placed in appropriate containers.
	Ops	P	Will, upon notification of a HAZMAT situation, assist by ensuring that 9-1-1 has been notified, securing the facility perimeter and evacuating the facility, as required.

City of Clarence-Rockland Emergency Plan

Health Care Services			
Function/ Task	Dept/ Service	Role	Action
Health Care Services	Paramedic	R	Will provide pre-hospital medical care to citizens and visitors of the City of Clarence-Rockland and to provide medical care and rehabilitation to all emergency services and other City personnel.
Triage	Paramedic	R	Will establish, maintain and provide medical sorting of casualties in a mass casualty events including Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) incidents.
Medical Assessment	Paramedic	R	Will re-evaluate already completed triage assessments done by other first aid providers and provide ongoing advanced medical assessment of casualties and responders.
First Aid Care	Paramedic	R	Will co-ordinate provision of First Aid Care.
	Fire	P	To provide first aid treatment at any emergency incident following well established procedures and protocols.
	Police	S	Police members are trained in the use of automated defibrillators, CPR and First Aid, and would be able to provide assistance to members of the community in need of First Aid.
Medical Treatment	Paramedic	R	Will provide Basic and Advanced Life Support to casualties in order of medical priority and ongoing responder rehabilitation
Casualty Transportation	Paramedic	R	Will facilitate casualty transport by the most appropriate means based on the level of medical priority.
	Transit	P	Provide additional buses for transporting ambulatory casualties.
Psychosocial Support (Cross reference Disaster Psychosocial Plan)	ESS/ CSSD	R	Personal Services (CSSD) has a team available to respond to community crisis situations that can identify and assist persons/populations requiring psychosocial support.
	HR	P	Human Resources shall provide appropriate counseling to staff, as required. The City shall draw on its internal resources through the Employee Assistance Program (EAP) to provide the best possible service.
	Fire	S	Fire Services will provide Critical Incident Stress Management (CISM) defusing and debriefing sessions, to support members of Fire Services.
	Paramedic	S	Will provide Critical Incident Stress Management (CISM) defusing and debriefing sessions, to support

City of Clarence-Rockland Emergency Plan

Health Care Services			
Function/ Task	Dept/ Service	Role	Action
			members of the Paramedic Service. When resources are available may assist with defusing/debriefing sessions for other EPS support members.
	Police	S	In the event ESS should require assistance with victims of crime or victims of a major event, the Police Victim Crisis Unit would be in a position to assist. This unit has trained staff to deal with crisis counseling.
	EOHU	S	EOHU staff who have received psychosocial first aid training may work with Personal Services staff at Emergency Reception and Lodging Centres to provide emotional support to disaster victims. Depending on the nature and the overall needs of the emergency, staff may also be deployed to provide support at the site location.
Provision of Personal Care Items (Cross reference Feeding and Lodging)	ESS/ CSSD	R	Personal Services (CSSD) will provide personal care items to victims of a disaster.

City of Clarence-Rockland Emergency Plan

Hygiene and Public Health			
Function/ Task	Dept/ Service	Role	Action
Hygiene and Public Health	EOHU	R	Under the <i>Health Protection and Promotion Act (HPPA)</i> , EOHU has responsibility for identifying and preventing, reducing, or eliminating health hazards and addressing communicable diseases. The <i>HPPA</i> and the Public Health Emergency Preparedness Protocol under the Ontario Public Health Standards provide EOHU with the responsibility of preparing for and responding to public health emergencies determined to be a health hazard, or as the result of a communicable disease. EOHU is responsible for: interpreting and using population and environmental health surveillance data, responding to infectious diseases of public health importance, suspected rabies exposures, food safety and safe water issues, and manage health hazards.
Population Health Surveillance	EOHU	R	EOHU will identify unusual disease activity or an event that requires a focused response and containment strategies. EOHU will enhance the collection, analysis and dissemination of data that may be relevant for the prevention and control of an adverse health event (e.g., a communicable disease or environmental health hazard).
	Paramedic	S	When statistical trends or ongoing trends are identified, the Paramedic Service will report their findings to EOHU.
Assessment of Vulnerable Population	EOHU	R	EOHU can conduct health risk assessments in the home, in the community and/or by telephone with populations who may be at elevated risk, as a result of the emergency. Necessary follow-up actions on identified needs will be co-ordinated via the EOHU team. These actions may include liaising, referring and facilitating access to community resources.
	Paramedic	S	When resources are available may assist in health risk assessment teams.
Temporary Sanitary Waste Disposal	ENV/ SWS	R	To ensure the maintenance of sanitary conditions in order to prevent and eliminate potential health hazards.
	EOHU	P	EOHU is responsible for monitoring the disposal of human and organic wastes to protect citizens from potential health hazards.

City of Clarence-Rockland Emergency Plan

Hygiene and Public Health			
Function/ Task	Dept/ Service	Role	Action
	PW/ PBGOM	P	Will assist in arranging for portable toilet facilities, in the event that the nature of the emergency requires such, and will facilitate arrangement to have them pumped out regularly during an emergency.
Immunization/ Prophylaxis	EOHU	R	EOHU is responsible for organizing and managing mass immunization/prophylaxis (vaccines or antidotes, such as oral antibiotics, antivirals, potassium iodide) clinics that may be required as a result of a disaster/emergency event. This includes identifying the site requirements for this purpose.
	CSD/ Buildings	P	CSD/Buildings will assist EOHU by identifying and making the necessary arrangements for opening potential appropriate facilities for this purpose.
	Paramedic	P	When resources are available may assist in providing mass screening and immunization to the affected population.
	HR	S	Occupational Health Consultants (OHN) may assist with immunization.
	EM	S	Will arrange for appropriate security measures for immunization sites.
Isolation Facilities (Cross reference Feeding and Lodging)	EOHU	P	EOHU will work in partnership with the medical community to determine the need for isolation facilities. EOHU may be asked to help assess the sites to ensure their suitability/appropriateness for isolation facilities.
	Paramedic	P	Will follow appropriate isolation procedures and protocols while transporting patients to an approved hospital. Should a remote isolation facility be established, the Paramedic Service would require an exemption to be able to transfer patients to such facility.
	CSD/ Buildings	P	In the event that an isolation facility needs to be opened, CSD/Buildings can assist EOHU and the medical community in locating and opening a facility for this purpose. CSD/Buildings will work with EOHU and the medical community to help identify sites in terms of their
	Ops	S	Ops is responsible for ensuring that the required persons can access the storage location within city facilities and that those designated facilities are open and operating for the required use.

City of Clarence-Rockland Emergency Plan

Hygiene and Public Health			
Function/ Task	Dept/ Service	Role	Action
Isolation Facilities	EM	S	Is responsible for arranging security provisions at all facilities.
Management of Communicable Diseases and Infectious Disease Outbreaks	EOHU	R	EOHU is responsible for the prevention and control of communicable diseases that are reportable and/or of public health importance. Public health measures include public education on basic infection prevention and control practices, case management, contact management, immunization/prophylaxis, social distancing, developing clinical guidelines and tools, travel restrictions, and directing the safe disposal of persons who died, or were isolated because, of certain communicable diseases as outlined in the Disposal of Corpses section within Ontario Regulation 557 under the HPPA.
	Paramedic	P	When resources are available may assist in providing mass immunization within the City.
	Fire	S	To make available, staff that is trained in protocol of IC/CD to work in support of EOHU.
	CSD/ Buildings	S	Emergency Shelter Team will work with EOHU staff to implement the necessary precautions to prevent an infectious/ communicable disease outbreak.
Quarantine (Cross reference Feeding and Lodging)	EOHU	R	The Medical Officer of Health, or designate, is responsible for issuing quarantine/confinement orders under the <i>HPPA</i> .
	Police	S	If the Medical Officer of Health issues a quarantine order, these orders may need to be enforced with the assistance of the Police.
	ESS	S	ESS may need to offer support to the public who are quarantined.

City of Clarence-Rockland Emergency Plan

Information Sharing			
Function/ Task	Dept/ Service	Role	Action
Information Sharing	Comms	R	To provide accurate, timely and co-ordinated information to residents, businesses, visitors, Council and employees during emergencies; to inform them of the City's response; and inform them of what they can do to ensure their own safety and protection.
Public Information	Comms	R	Responsible for the co-ordination, preparation and dissemination of messaging and information material on behalf of the City and its partner agencies. Provides content development support.
	CSC	P	Provide dissemination of information through calls and walk-ins to the CSC.
	IT	P	Provides technical support requirements as it relates to both internal (e-mail and intranet) and external communication channels, such as City's website.
	All	P	Will assist in the content development and the dissemination of information relating to an emergency.
Media Relations	Comms	R	Will work with the media to provide fast and accurate dissemination of information to residents and immediate and regular information updates through a variety of tools including news conferences/interviews, e-mail and faxes, background briefings, advertisements and public service announcements. Will co-ordinate messages from their various partner agencies involved in the disaster and co-ordinate all media briefings.
	IT	P	Provides technical support as it relates to both internal Intranet and external communication channels, such as the City's website.
	All	P	All agencies will provide technical/contextual information to Corporate Communications. Designate a spokesperson, as required.
Internal Communications	Comms	R	Responsible for ensuring that the Mayor, Councillors and City employees have access to current, accurate and timely information.
	IT	S	Provides technical support as it relates to both the internal Intranet and external communication channels, such as the City's website.

City of Clarence-Rockland Emergency Plan

Information Sharing			
Function/ Task	Dept/ Service	Role	Action
Internal Commu- nications	All	S	Every agency is to support Corporate Communications to ensure that accurate and up-to-date information about the emergency is disseminated to the City staff on a timely, regular basis.
Population Information Mapping (Cross reference to Technical Inspections)	Planning	R	Community forecasting and mapping provides population data (e.g. daytime and nighttime populations). They also map their data for different types of buildings, socio-economic characteristics and land-use mapping.
	Planning	R	Mapping and graphing provides specialized maps, complex analysis, data mapping, adds data to existing maps (e.g. private roads, different types of roads, waterways and flood plains).

City of Clarence-Rockland Emergency Plan

Lodging			
Function/ Task	Dept/ Service	Role	Action
Lodging	ESS/ PRC	R	Emergency Shelter Team is responsible for identifying and setting up temporary emergency reception and lodging sites in the event of a declared disaster. Hotels and motels may be contacted to determine if there are any vacancies available to house evacuees on a temporary basis. Pre- identified high schools, city-owned buildings and/or public facilities might also be opened for the purpose of emergency accommodations.
Reception and Lodging	ESS/ PRC	R	Emergency Shelter Centre(s) will be opened to receive disaster victims, to provide information about emergency help, to offer temporary care for unattended children, elderly women and men, and persons with disabilities, and to offer immediate emotional and physical support (e.g. water, food, warmth, temporary shelter). Emergency Shelter Team will contact the Canadian Red Cross to set up the Registration and Inquiry Service at the designated Emergency Shelter(s).
	Ops	S	Ops will help with the set-up of the Emergency Reception and Lodging Centre.
	Ops	S	Upon request, provide condition assessment information related to City-owned facilities.
Tracking	ESS/PRC	R	Emergency Reception and Lodging Team (PRC) is responsible for maintaining a record of all persons who report to Emergency Reception and Lodging Centre(s) (including staff, volunteers, and emergency personnel). The Emergency Reception and Lodging Team will also be responsible for setting up and operating a „Staff and Agency Registration“ desk in each Centre. The Canadian Red Cross will be contacted to set up the Registration and Inquiry Service in designated Emergency Reception and Lodging Centre(s) to keep track of the evacuees. If the evacuees plan to re-locate outside one of these centres, they will be requested to provide their co-ordinates to the Canadian Red Cross personnel

City of Clarence-Rockland Emergency Plan

Lodging			
Function/ Task	Dept/ Service	Role	Action
			for the purpose of tracking their whereabouts (e.g. in the event that relatives or friends outside of the City are attempting to contact or locate them).
Lodging Facilities Inventory	ESS/ PRC and Housing	R	Emergency Shelter Team is responsible for maintaining an updated inventory of Emergency Shelter Facilities, including a list of hotels and motels.
	Ops	P	Liaises with the Emergency Shelter Team to keep the team informed of which facilities are not available due to events, maintenance or other concerns.
	Ops	S	Upon request, provide condition assessment information related to City-owned facilities.
Management of Lodging Facilities (Cross reference to Hygiene and Public Health and Health Care Services)	ESS/ PRC	R	Emergency Shelter Team is responsible for managing and ensuring the co-ordination of services within the emergency reception and lodging centre (e.g. food, clothing, registration and inquiry, personal services, security) and public health.
	Ops	P	Is responsible for the provision of building maintenance and other landlord functions at the identified municipal emergency reception and lodging facilities.
	Ops	S	Upon request, provide condition assessment information related to City-owned facilities.
	EM	S	Will provide appropriate security measures for emergency reception and lodging facilities.
Provision of First Aid Care	ESS/ PRC	R	When an emergency shelter is opened, Emergency Shelter Team is responsible for ensuring that basic first aid care is offered to the sheltered population within the facility. Though a Memo of Understanding, the Canadian Red Cross will be the lead agency to provide basic first aid services.
	Paramedic	S	When resources are available will support the provision of first aid at Reception Centre.
Procurement and Distribution of Cots	EM	R	Will make necessary arrangements to obtain cots for the Emergency Shelter Team.
	ESS/ PRC	P	Cots will be procured and distributed to the designated emergency reception and lodging sites, though an arrangement with the EM.
	FIN	P	In the event that cots are required, Supply

City of Clarence-Rockland Emergency Plan

Lodging			
Function/ Task	Dept/ Service	Role	Action
			Management will work with ESS in the procuring of cots.
	Ops	S	Responsible for providing vehicles to assist in the pick-up and the delivery of cots.
Pet Care	MLEO	R	Health and safety considerations do not permit lodging pets in the same space with people (except for service animals). Only certified service animals will be permitted in the Emergency Shelters. Municipal Enforcement, with the assistance of various animal rescue and recovery service providers, and the support of Personal Services (CSSD) will make the necessary arrangements for the care and housing of
	ESS/ CSSD	P	If there is a need to arrange for lodging of pets in an emergency, Personal Services (CSSD) can assist Municipal Enforcement.
	EOHU	S	EOHU will respond to issues regarding human/animal contact in Emergency Shelters.
Temporary On-site Shelter	ESS/ PRC	R	Emergency Shelter Team will provide staff to manage temporary on-site shelters, and will staff the shelters according to needs.
	EM	P	Will assist in making the appropriate contacts for the provision of temporary on-site shelters by contacting appropriate providers (tent, buses, etc.).
	EM	P	Through a Memo of Understanding, members of the Amateur Radio Emergency Service (ARES) can provide radio communication between the site(s) and the Emergency Operations Centre.
	Transit	P	Provide buses for temporary on-site shelter.
Health Risk Assessment and Referral of Persons in Emergency Reception and Lodging Centre(s)	EOHU	R	EOHU will conduct health risk assessments (as described in the Hygiene and Public Health function) to ascertain the clients suitability for remaining in the Emergency Shelter.
	ESS/PRC	S	Emergency Shelter Team will identify suitable lodging for the medically fragile.

City of Clarence-Rockland Emergency Plan

Peace and Order			
Function/ Task	Dept/ Service	Role	Action
Peace and Order	Police	R	Responsible for keeping the peace and order within the City of Clarence-Rockland.
Public Order	Police	R	Ensure that there are adequate resources available to provide a safe environment.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Fire	S	Provide personnel and equipment to aid in the protection of Police Officers and property, under the direction of Police.
	Ops	S	Provide barricades/Jersey Barriers. Provide access to traffic cameras for monitoring traffic.
	MLEO	S	Provide personnel to support Police, under the direction of Police.
	EM	S	Will provide support, as required, at a City facility.
Crowd Management	Police	R	Police will provide adequate resources for crowd management.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Fire	S	Provide personnel and equipment to aid in the protection of Police Officers and property, under the direction of Police.
	Ops	S	To provide barricades/Jersey Barriers.
	MLEO	S	To provide personnel to support Police Officers, under the direction of the Police.
	EM	S	Will provide support as required, at a City facility.
Crime Scene Investigation	Police	R	Police will be responsible for conducting any criminal investigation.
	Fire	P	Provide fire investigation services in conjunction with Police.
	Ops	S	Provide barricades/Jersey Barriers.
	EOHU	S	EOHU will support and comply with the directives of the Police with regard to the handling of clothing or items that may have been contaminated as a result of a hazardous materials event and may be used as evidence during a criminal investigation to ensure that the chain of evidence is maintained.

City of Clarence-Rockland Emergency Plan

Peace and Order			
Function/ Task	Dept/ Service	Role	Action
	Ops	S	Provide personnel and materials to seal off City properties that have been damaged by a disaster.
	MLEO	S	Provide personnel to support Police Officers, under the direction of the Police.
	EM	S	Will provide support as required, at a City facility.

City of Clarence-Rockland Emergency Plan

Potable Water			
Function/ Task	Dept/ Service	Role	Action
Potable Water	ENV	R	To provide drinking water to all of its customers including those that are affected by activities stemming from routine maintenance and repairs of the water system.
Water Production/ Treatment	ENV	R	To produce/treat water within or exceeding the current regulated standards. To monitor the water quality to ensure it is potable. To notify the appropriate contacts if the water is, or is suspected to be, contaminated, or if for any reason water that could be distributed does not meet the current standards.
	EOHU	S	EOHU can offer support to ENV by providing risk communication, boil water advisories and drinking water advisories, as necessary, under the authority of the Medical Officer of Health, until corrective actions are taken. EOHU will also assist in lifting such advisories. EOHU will provide messaging for health risk communications those directly affected and to the public. EOHU can act as a liaison with the Ontario Ministry of Health and Long-Term Care and the Ontario Ministry of the Environment. EOHU can provide specific guidance to food premises, high-risk premises serving vulnerable populations, swimming pool, and spa operations on mitigation of risk in their unique situations.
Water Distribution Network	ENV	R	To maintain and secure, all portions of the water distribution network (filtration plants, pumping stations, elevated storage tanks) that could reasonably be secured to ensure the safe and reliable access to potable water. To maintain the appropriate pressure to ensure hydrants have fire suppression capability. To monitor water quality within the system to ensure water is potable. To notify the appropriate contacts if the water is, or is suspected to be, contaminated, or if for any reason water that could be distributed does not meet the current standards.
	Ops	S	Upon being notified by ENV, E&O can provide hydraulic modeling (including technical calculations, estimated impacts, and overall system analysis) and/or geotechnical support to assist ENV in resuming normal operations.

City of Clarence-Rockland Emergency Plan

Potable Water			
Function/ Task	Dept/ Service	Role	Action
	EOHU	S	EOHU can offer support to ENV by providing risk communication, boil water advisories and drinking water advisories, as necessary, under the authority of the Medical Officer of Health, until corrective actions are taken. EOHU will also assist in lifting such advisories. EOHU will provide messaging for health risk communications those directly affected and to the public. EOHU can act as a liaison with the Ontario Ministry of Health and Long-Term Care and the Ontario Ministry of the Environment. EOHU can provide specific guidance to food premises, high-risk premises serving vulnerable populations, swimming pool, and spa operations on mitigation
Alternate Water Procurement and Distribution (Cross Reference Commodity Distribution)	ENV	R	With appropriate partners, ENV will identify and communicate the need for, alternate supplies of drinking water, where the emergency situation is greater than what the Department is able to normally co-ordinate (small areas of the distribution system affected by normal maintenance and repairs).
	FIN	P	In the event potable water is not available, staff in Supply Management will purchase bottled water.
	EOHU	S	An order (or directive) from the Medical Officer of Health can be issued to provide an alternate source of potable water based on a potential health hazard. EOHU ensures adherence to provincial guidelines on bulk potable water transport.
	Parks	S	Could provide assistance by offering facilities as potential depots for water.
	Fire	S	Fire Services will allow some or all of the Fire Station locations to be used as distribution outlets, if required.
	MLEO	S	Municipal Enforcement Division could assist in the monitoring the distribution of bottled water.
	Ops	S	Ops would assist in the set up of potable water distribution centres at City facilities.
	EM	S	Will provide appropriate security measures for distribution sites.

City of Clarence-Rockland Emergency Plan

Search and Rescue			
Function/ Task	Depart/ Service	Role	Action
Search and Rescue	Fire	R	To provide the capability of a complete search and rescue program, including personnel, equipment and materials, to respond to any situation involving the extrication of citizens and visitors of the City from the place of danger to areas of relative safety. These situations and circumstances may include, but are not limited to, structural collapse, water and ice rescues, confined space, high and low angle rope rescue and motor vehicle extrication operations.
Structure Search and Rescue	Fire	R	To safely extricate persons and animals from areas of danger caused by the structural collapse of buildings for various reasons or vehicles involved in collisions or upset.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Police	S	In the event that a rescue is required in a building (structure), the Police would act in a capacity of a support role to provide perimeter security.
	Ops	S	Provide support in terms of heavy equipment, as required (i.e. front end loaders).
	CBO	S	Upon request, provide structural knowledge / expertise on City-owned facilities or structures.
	Planning	S	Provide knowledge/expertise on structures and provide building plans, if available.
Urban Search and Rescue	EM	R	Will activate the Urban Search and Rescue (USAR) Task Force. The USAR Team will provide the co-ordination, development and maintenance of the rescue effort with resources to locate, extricate and provide immediate medical treatment to victims trapped in collapsed structures, and to conduct other life-saving operations. The USAR Team will provide integrated, skilled urban/technical search and rescue units in situations where local emergency resources desire this assistance. In addition to the above duties, the Team will co-operate and assist Regional/National USAR resources, when these are deployed to the same incident.

City of Clarence-Rockland Emergency Plan

Search and Rescue			
Function/ Task	Depart/ Service	Role	Action
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Police	S	In the event that a rescue was required in a building (structure), the Police would act in a capacity of a support role in providing perimeter security.
	Ops	S	Ops would provide support in terms of heavy equipment, as required (i.e. front end loaders).
	CSD/ Buildings	S	Upon request, provide structural knowledge / expertise on City-owned facilities or structures.
	Planning	S	Provide knowledge/expertise on structures and provide building plans, if available.
Wilderness/ Rural Search and Rescue	Police	R	The Police will perform the search and recovery of evidence and missing people.
	Fire	P	To provide personnel and equipment to work under the direction of the Police Service.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Ops	P	To provide volunteer personnel and equipment to work under the direction of the Police Service.
Water and Ice Rescue	Fire	R	To safely extricate persons and animals from areas involving still and swift running water and from ice flows or from a combination of ice and water where the depth, temperature or velocity is a factor.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	Police	P	When requested, the Police will support Fire Services.
	Ops	S	Ops would provide support in terms of trained volunteer personnel, as required, under the direction of Fire Services.
Confined Space and Rescue (Cross reference Environment)	Fire	R	To safely extricate persons or animals from areas where space or access is restricted or where the atmosphere is at such levels that necessitates the use of self-contained breathing apparatus.
	Paramedic	P	Provide triage, medical assessment and treatment of casualties, as well as medical monitoring and rehabilitation of responders.
	ENV/	S	In the event that a body retrieval is sewer-related,

City of Clarence-Rockland Emergency Plan

Search and Rescue			
Function/ Task	Depart/ Service	Role	Action
	WWS		ENV will play a support role through the provision of necessary drawing, documents etc
	CSD/ Buildings	S	Upon request, provide structural knowledge / expertise on City-owned facilities or structures.
	Planning	S	Provide knowledge/expertise on structures and provide building plans, if available.
Body Retrieval	Police	R	The Police will be responsible for the retrieval of deceased persons in cases of mass casualty events.
	ENV	P	ENV will play a partner role through providing access, maps, etc. in the event that a body retrieval is sewer-related. ENV will play a support role if the retrieval is not sewer-related. ENV are trained in confined space entry, but not for rescue purposes, or to enter in an unsafe confined space.
	Fire	P	To provide personnel and equipment under the direction of the Police Service.
	Paramedic	S	To provide medical monitoring and rehabilitation for responders.
Missing People	Police	R	The Police will investigate missing persons in post-recovery activities.
	Fire	P	To provide personnel and equipment under the direction of Police Services.
	Paramedic	S	All vehicles are notified with the pertinent missing person information.
	Vickers	S	OPP Victim Services (Vickers) will offer psychosocial support to the families of missing persons.

City of Clarence-Rockland Emergency Plan

Shelter-in-Place			
Function/ Task	Dept/ Service	Role	Action
Shelter-in-Place: Site and EOC Decision	All	R	Depending on the nature of the emergency, the decision to shelter-in-place will be site driven (decided and co-ordinated at the site) or Emergency Operations Centre driven (decided and co-ordinated from the municipal Emergency Operations Centre). The criteria for this decision will depend on the event and will be based on the inherent risk of the emergency. Municipal subject matter experts and/or outside experts will be consulted in this decision- making process.
Shelter-in-Place: EOC Driven	EOC	R	The decision to shelter-in-place or maintain the status quo will be taken by the EOC Control Group or the EOC Director (CAO or alternate). Emergency Management and department staff, as directed by the EOC Control Group, will gather information on available options, including subject matter expert opinions.
Shelter-in-Place: Site Driven	Fire	R	Fire has the responsibility to make the decision and co-ordinate shelter-in-place activities based on hazards including CBRNE involvement (lead by Fire), Wild Fire, Hazmat, and Urban Fire where air quality is a concern. They will also provide direction and information on the best available means of protection of people through shelter-in-place procedures and the identification of those shelters.
	Police	R	Police have the responsibility to make the decision and co-ordinate shelter-in-place activities based on hazards including CBRNE involvement (lead by Police).
Public Notification	Comms	R	Corporate Communications will co-ordinate, prepare and disseminate messaging and information material on behalf of the City and its partner agencies.
	EM	P	Through a Memo of Understanding with the Amateur Radio Emergency Service, members can provide radio communication for the purpose of public notification.
	CSC	S	Client Services Centre will support the dissemination of key messages.
	Fire/	S	Notify the public of shelter-in-place procedures.

City of Clarence-Rockland Emergency Plan

Shelter-in-Place			
Function/ Task	Dept/ Service	Role	Action
	Police/ Paramedic	S	Notify the public of shelter-in-place procedures.
	All	S	All services/Departments are to support the notification of sheltering-in-place to residents through their existing networks within the community.

City of Clarence-Rockland Emergency Plan

Supply			
Function/ Task	Dept/ Service	Role	Action
Supply	FIN	R	To address the current emergency needs by obtaining the required goods and/or services.
Emergency Suppliers Inventory	Ops	R	Ops and CSD will make available all materials on hand to support other staff, authorized agencies and volunteers during the emergency. Stores will also be made available to stock emergency supplies on a 24-hour basis. Stores may also act as storage and transfer location as certain materials may be required at various locations in different quantities.
	FIN	S	Purchasing has a regularly maintained database of all suppliers.
Emergency Purchasing Process	FIN	R	Purchases can be efficiently made through suppliers currently doing business with the City. If necessary, new supply chains will be established with vendors depending on the material requirements and type and nature of the emergency. Delivery and payment issues will also be addressed as part of the procurement process.
	EM	P	Will to liaise with Finance to make the necessary arrangements and follow the City's procedures for emergency purchasing.
	All	S	All services will comply with emergency purchasing procedures.
Donation Management	FIN	R	Finance will receive, record, and deposit cash donations on behalf of the City for emergency events. Through a Memo of Understanding with an external services provider, other types of donations can be received, stored and distributed as needed.
	EOHU	S	EOHU will provide assistance to ESS for donation management, as appropriate, to assess food safety and safety of donated materials to ensure that their use will not result in a health hazard.
	ESS	S	Emergency Shelter Team will support corporate and community partners in managing donations that are delivered to Emergency Shelters.

City of Clarence-Rockland Emergency Plan

Technical Inspections			
Function/ Task	Dept/ Service	Role	Action
Technical Inspections	Planning	R	To work with the appropriate partners to identify the need for inspections and to co-ordinate the implementation of technical inspections, as required.
	All	R	All services/departments are responsible for co-ordinating technical inspections with Planning.
Road, Bridge and Infrastructure Assessments (Cross reference to Communication and Infrastructure)	Ops	R	Evaluate municipal roads and above-ground infrastructure to assure their continued operation and to arrange closure.
	CBO	R	E&O co-ordinates the assessment of the structural conditions of bridges to assure their continued operation.
	Fire	S	To provide personnel, equipment and advice in support of Ops.
	Planning	S	Provide any maps or data (e.g. spatial analysis, thematic mapping, raster analysis, etc...) that could be of value.
Building Assessments	CBO	R	Identify buildings and designated structures covered by the <i>Building Code Act</i> that have been rendered unsafe due to a catastrophic event and to direct the property owner to undertake a review and assessment of conditions and to submit reports to the City.
	CSD/Buildings	R	CSD/Buildings would assess construction sites under its control.
	CBO	R	CBO is responsible for assessing the structural adequacy of all City-owned buildings.
	Fire	P	To provide personnel, equipment and advice.
Fire Code	Fire	R	Undertake assessments of compliance to the Ontario Fire Code.
	Planning	S	Provide technical interpretive support on structural sufficiency assessments for Ontario Fire Code compliance.
Providing Food Quality Control Measures	EOHU	R	EOHU is responsible for supervising and monitoring water and food supplies to prevent the occurrence of serious disease outbreaks during a disaster situation. EOHU will ensure that appropriate food safety precautions are implemented during the storage, transportation and delivery of food provisions.
	ESS	S	To support EOHU in their role of ensuring that food safety measures are carried out, (particularly as these precautions apply to the Emergency Shelters or where food is distributed to

City of Clarence-Rockland Emergency Plan

Technical Inspections			
Function/ Task	Dept/ Service	Role	Action
			individuals affected by the emergency).
Air Quality Monitoring (Building)	Fire	R	Will monitor internal air quality for specific airborne hazards. To provide personnel and equipment from the HAZMAT (Hazard Materials) Response Team.
	EOHU	P	Will assist Fire by interpreting the results of air quality monitoring and provide information on the health risk posed and recommend any necessary interventions.
	CSD	P	Responsible for the air quality of City buildings and has measures in place to ensure that the air quality is within legislated parameters; otherwise the facility will be closed.
	HR	S	Occupational Health and Safety will provide personnel and technical advice to assist Fire in monitoring air quality in buildings.
Pre- occupancy Inspections	CBO	R	Directs property owners to submit engineering assessments of condition of buildings or designated structures and reviews the engineering assessments and provides direction as to occupancy.
	EOHU	P	EOHU, in conjunction with other partners, can provide information to assist citizens accessing premises prior to re-entry to ensure that adequate remedial measures have been taken to abate any health hazards. They also assist in evaluation of high-risk public buildings where inspection activities are mandated under the <i>Health Protection and Promotion Act</i> .

City of Clarence-Rockland Emergency Plan

Transportation			
Function/ Task	Depart/ Service	Role	Action
Transportation	Transit	R	To provide emergency means of transportation for people. This responsibility includes the transportation of emergency personnel, other City staff and the public at large, as necessary. This may also include the co-ordination of alternate means of transportation with the appropriate partner, if Transit resources are unavailable.
People Transportation	Transit	R	Provide buses and resources and all other required vehicles for the emergency transportation of people.
	MLEO	S	Assist with identifying transportation sources through the City's inspected and licensed transportation services (taxis).
Pet Transportation	MLEO	R	Co-ordinate with the OSPCA and Ottawa Humane Society regarding best practice to transport pets.
	Fleet	S	Responsible for providing vehicles.
Livestock Transportation	CBO	R	CBO will assist with identifying appropriate sites for relocation for livestock in the case of an emergency.
	Fleet	S	Responsible for providing vehicles.
Goods Transportation	Fleet	R	Responsible for providing vehicles.
	Police	S	For the purpose of goods transportation during emergency conditions, the Police would assist with keeping the peace, if required.
	EOHU	S	In the event that health-related goods need to be transported during an emergency situation (e.g. antibiotics, vaccines), EOHU may assist with the arrangement and transportation of such goods.
	MLEO	S	Assist with identifying transportation sources through the City's inspected and licensed transportation services (taxis).

PART 9: DEMOBILIZATION

This section illustrates the importance of demobilization and its components.

Demobilization planning begins upon activation of the first personnel and continues until the IMS organization ceases operation. As the Incident Commander is always the last to be demobilized, it is the responsibility of the Demobilization Unit to ensure that all the tasks associated with demobilization are completed and reported to the Incident Commander.

All emergency events should have an Incident Demobilization Plan which is included as part of the Incident Action Plan. The purpose of the demobilization plan is to ensure systematic and safe release of all resources from an emergency. Resources include personnel as well as major items of equipment, supplies and facilities. For simple incidents, this plan is generally verbal. For complex incidents, it may be necessary to create a Demobilization Unit within the Planning Section (IMS) to fulfill this responsibility. The Demobilization Unit ensures that departing resources follow a prescribed check-out process, including change of their status with the Resource Unit of the Planning Section. (To aid in this process, refer to form IMS 221: Demobilization Checkout.)

Standard demobilization activities¹ include the following:

- ⚙ Identifying and bringing forward demobilization issues related to an assigned function
- ⚙ Ensuring that incomplete/open actions in position logs are reassigned
- ⚙ Completing and forwarding all original documentation (e.g. reports, forms, lists) to the Documentation Unit in Planning
- ⚙ Advising the Financial section of any outstanding financial commitments/details
- ⚙ Returning all borrowed or acquired equipment/supplies
- ⚙ Cleaning up/organizing work stations
- ⚙ Preparing to participate in post-operational debriefs and/or contributing to the After Action Report
- ⚙ Participating in an exit interview/debrief
- ⚙ Obtaining information for accessing critical incident stress management support
- ⚙ Closing out position logs and forwarding to the Documentation Unit in Planning
- ⚙ Signing out of the respective Decision Centre

Where possible, the Demobilization Plan should provide opportunities for debriefing prior to resources being released. However, for longer term recovery efforts, it may be necessary to conduct a separate recovery debrief to address the recovery issues.

¹ Emergency Operations Centre Essentials, Justice Institute of British Columbia

9.1 Operational Debriefings

Post event operational debriefs play a critical role in post-event learning and are an effective tool for sharing experiences, for identifying difficulties encountered and areas for improvement, as well as recommendations for corrective action.

The Demobilization Plan should provide opportunities for debriefing prior to resources being released. The debriefing process includes such activities as:

- The submission of final reports by each responder
- Recording and reporting lessons observed
- Creating records for future reference
- Downloading electronic and manual data and preparing it for storage, safe keeping, and further use
- Capturing inputs that are relevant to the overall After Action Report.

Operational debriefings should be conducted whenever the response meets the “Activation” threshold. While there will be times when the City escalates to enhanced operations where multi-agency co-ordination is required, it will be at the discretion of the participating agencies and/or the Emergency Management Branch as to whether it will be necessary to hold a formal operational debriefing.

Following the “activation” of the Emergency Operations Centre, for either a planned or unplanned event, the Planning Chief shall be responsible for overseeing the preparation and management of the debrief as part of the Demobilization Plan. For complex events, the Planning Chief shall select a debriefing team to assist with this process and shall select an independent chairperson/facilitator who was not directly involved in the response to the event and who can remain objective and independent during the conduct of the formal face-to-face debriefing.

The operational debriefing process involves the following steps:

1. Gathering of response personnel feedback;
2. Collating debrief feedback into themes;
3. Co-ordinating and conducting a formal debrief meeting with response personnel; and
4. Preparing the After Action Report (AAR) which summarizes the key actions and the recommended next steps.

Prior to conducting a formal operational debriefing, the Planning Chief, in consultation with the EOC Commander and/or Incident Commander, will establish the timelines for collecting and collating feedback on the response. Ideally, this feedback should be gathered within four (4) weeks of the event and the formal debrief meeting conducted within six (6) weeks of the event.

To continuously improve the response process, it is particularly important that all response personnel involved in an emergency have the opportunity to participate in

operational debriefing sessions. Unfortunately, when large numbers of people are involved in the response, it may be virtually impossible to invite everyone to a formal operational debrief. At a minimum, in such circumstances, all personnel shall have the opportunity to provide written comments on a structured questionnaire using the same format questions that are used within the formal debrief. This questionnaire asks responders to: (i) outline the key actions that were taken to manage the event (what worked well), (ii) identify areas for improvement (what could be done differently next time there is a need to respond to a similar event), (iii) determine the adequacy of the plans, processes, and capabilities, and (iv) identify gaps and limitations. (Refer to the standard corporate debriefing template as a guideline.) Service/departmental representatives and the Emergency Management Team shall assist the Planning Chief in disseminating and collating the corporate debriefing templates to the respective response personnel for their identified services within the IMS organizational structure.

9.2 After Action Report (AAR)

The After Action Report (AAR) documents the performance of tasks, and where necessary, makes recommendations for improvements. The AAR is completed as part of demobilization. Once the operational debriefings are completed, an action tracking table should be populated and a formal debrief report shall be drafted by the independent chairperson/facilitator. Where considered appropriate, the debrief report should be supported by a factual record of the event, including a brief description of the incident, chronology/timeline of the incident, and the agencies involved. This report will be circulated to those who participated in the debriefing for their review and approval before it is disseminated to senior managers and/or elected officials.

Upon completion of the debrief process, the CEMC will be responsible for monitoring progress and/or facilitating further consultation in regard to the recommended course of actions resulting from the After Action Report. Depending on the scope and scale of the emergency event, the CEMC may delegate this responsibility to an “after action” coordinator.

The After Action Report should be concise as possible and include:

1. Summary analysis and recommendations
2. Distribution list
3. Summary of the emergency overview
4. Key issues arising
5. Action tracking table
6. Action tracking process

9.3 Emergency Event Reporting

The Documentation Unit in the Planning Section (IMS) for each Decision Centre will be responsible for collecting, maintaining and safeguarding all documents relevant to the event. All event documentation will be stored for legal, analytical and historical purposes.

City of Clarence-Rockland Emergency Plan

While there are different methods for keeping detailed records about an event, all records shall be provided in paper format and stored together, as assembled and kept by Emergency Management. General Staff and Command Staff within these respective decision centres will be assigned a scribe to assist, as required and/or available. At the Incident Command Post (ICP), standard IMS documents (refer to Ontario IMS forms) will be utilized by responders to record decisions and actions taken. These documents are available electronically and/or in hard copy format for use by the ICP staff. All documents are to be submitted to the Documentation Unit at the ICP.

Every responder is also responsible for initiating and maintaining their own log of actions taken during an emergency event. IMS Form 214: Activity Log is specifically used for this purpose. When it is completed, this form is submitted to a supervisor. All completed original forms must also be given to the Documentation Unit which maintains a file of all IMS 214 forms. It is recommended that individual responders also retain a copy for their own records.

Table 10 highlights the roles and responsibilities of the leads for each Decision Centre with respect to event reporting procedures.

Table 10: Event Reporting Responsibilities	
Representative	Roles
Incident Command Post (ICP) Incident Commander	<ul style="list-style-type: none">▪ Ensures proper demobilization and debriefing of Command Staff and General Staff▪ Writes a response report and submits it to the Community Emergency Management Coordinator (CEMC)
Departments Director	<ul style="list-style-type: none">▪ Ensures proper demobilization and debriefing of department staff▪ Writes a report summarizing the Department's actions and submits to the CEMC
EOC Operations Group EOC Deputy Commander	<ul style="list-style-type: none">▪ Works with the Planning Chief to ensure proper demobilization and debriefing of the EOC Operations Group▪ Writes a report summarizing the supporting resources' actions and submits it to the CEMC
EOC Control Group CAO/EOC Commander	<ul style="list-style-type: none">▪ Ensures proper demobilization and debriefing of EOC Control Group▪ Provides a report of their activities to the CEMC
Community Emergency Management Coordinator (CEMC)	<ul style="list-style-type: none">▪ Compiles a formal event report from all of the respective Decision Centres▪ Presents this formal event report to the Mayor
Mayor	<ul style="list-style-type: none">▪ Presents the CEMC report to the City Council

9.4 Reporting to Senior Management and Elected Officials

As part of the demobilization process, the Community Emergency Management Coordinator will be identified as having the responsibility to monitor progress and report back to senior managers as to the implementation of the recommended actions from the After Action Report. For any action identified, there should be a completion date along with review dates.

In a declared state of emergency, the CEMC is also responsible for submitting a formal report to the Mayor within 60 days of the complete demobilization of the emergency event.

PART 10: LIST OF SUPPORTING EMERGENCY PLANS

Table 11 provides a list of supporting emergency plans and who is responsible for updating them.

Table 11: Emergency Plan Annexes	
Plan Title	Area of Responsibility
Corporate Communications Emergency Management Plan	Community Services – Corporate Communications
Drinking Water Incident Escalation Response Plan	Infrastructure & Planning – Environment (OCWA)
Emergency Social Services Plan	Community Services
Emergency Reception and Lodging Plan	Community Services
Fire Services Emergency Plan	Fire
Human Resources Incident Escalation Response Plan	Human Resources
Public Works Incident Escalation Response Plan	Infrastructure & Planning – Engineering & Operations
Traffic Incident Management Plan	Infrastructure & Planning – Engineering & Operations
Municipal Evacuation Plan	Protective Services – Emergency Management
Municipal Re-entry Plan	Protective Services – Emergency Management
Transit Services Emergency Management Plan	Community Services

Appendix 1: Response Escalation version 1.1 outlines the response escalation per service area.

PART 11: EMERGENCY OPERATIONS CENTRE CONTROL GROUP MEMBERSHIP

Service/Department	Position
Chief Administrative Officer	Chief Administrative Officer
Protective Services – Emergency Management	Director of Protective Services / CEMC
Protective Services – Fire Department	Deputy Fire Chief / Alternate CEMC
Protective Services – Municipal Enforcement	Municipal Enforcement Manager / Alternate CEMC
Community Services	Manager, Recreational Facilities
Finance and Economic Development	City Treasurer
Finance and Economic Development	Manager, Supply and Processes
Finance and Economic Development	Manager, Information Technology
Infrastructure and Planning – Engineering and Operations	Manager, Engineering and Operations
Community Services – Communications	Communications Officer



RAPPORT N° INF2018-007 Octroi pour conception du remplacement d'aqueduc sur les rues Laurier, Gareau et Pouliotte

Date	18/06/2018
Soumis par	Richard Campeau
Objet	Octroi pour conception du remplacement d'aqueduc sur les rues Laurier, Gareau et Pouliotte
# du dossier	E08-

1) **NATURE / OBJECTIF:**

L'objectif de ce rapport est d'autoriser le département d'infrastructures et aménagement du territoire à mettre en place le processus de signatures de contrat avec **Atrél Engineering Ltd.** afin qu'ils puissent procéder à la conception pour le remplacement d'aqueduc et le pavage des rues Laurier, Pouliotte et Gareau.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE:**

S/O

3) **RECOMMANDATION DU SERVICE:**

QU'IL SOIT RÉSOLU que le Comité plénier recommande au Conseil d'adopter un règlement pour autoriser le Maire et la greffière à signer un contrat avec **Atrél Engineering Ltd.** pour les travaux de conception pour le remplacement d'aqueduc et le pavage des rues Laurier, Pouliotte et Gareau pour une somme de 90 370\$ excluant la TVH.

BE IT RESOLVED 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 **Atrél Engineering Ltd.** for the design of the water main replacement and paving work on Laurier, Gareau and Pouliotte streets in the amount of \$90,370 excluding HST.

4) **HISTORIQUE:**

Les conduites maîtresses de notre système d'aqueduc dans ces secteurs sont en opération depuis les années 1950-1960. De plus, ces conduites sont généralement fabriquées de fonte ductile ce qui cause des ennuis au niveau de la fiabilité du système et l'entretien afin de maintenir une bonne qualité d'eau.

Également, les rues Gareau et Pouliotte connaissent des taux de brisures de tuyaux très élevés puisque les conduites sont situées à une profondeur moyenne de 1,5m (+/-5'). La municipalité demande à plusieurs résidents et entreprises de ce secteur de laisser leurs eau froide couler à chaque hiver afin d'empêcher les tuyaux de geler.

5) **DISCUSSION :**

Le 25 mai 2018, le département d'Infrastructure et aménagement du territoire a reçu six (6) propositions pour la conception de remplacement de portion d'aqueduc ainsi que le pavage des rues Laurier, Gareau et Pouliotte à Rockland.

Le processus utilisé pour cette compétition fut un de deux (2) enveloppes. Chaque soumission comprenait une (1) soumission technique et une deuxième financière. La soumission financière est seulement ouverte et évalué une fois l'examen technique complété et ce seulement si les consultants obtenaient une note minimale de 53/75 (70%) sur leurs soumissions techniques.

Voir ci-dessous le tableau détailler pour les notes technique et financière des six (6) soumissions.

Pointages:

	Morrison Hersfiel	Parson	SNC- Lavalin	Ainley	Atrel	WSP
Pointage technique (75%)	60.0	60.9	54.4	53.8	60.9	56.0
Prix de la soumission	129 975\$	263 970\$	189 845\$	192 288\$	90 370\$	218 141\$
Pointage pour le prix (25%)	17.4	8.6	11.9	11.7	25.0	10.4
Pointage final (100%)	77.4	69.4	66.3	65.5	85.9	66.4
Classement	2 ^{eme}	3 ^{eme}	5 ^{eme}	6 ^{eme}	1^{er}	3 ^{eme}

La proposition d'**Atrel Engineering Ltd** a été validée pour la conformité et a été déterminée à respecter les critères de qualification. Le département d'Infrastructure et aménagement du territoire recommande donc que la Cité retienne les services de la firme de consultants **Atrel Engineering Ltd** pour la conception de remplacement de portion d'aqueduc ainsi que le pavage des rues Laurier, Gareau et Pouliotte à Rockland.

Les dépenses détaillées encourues et prévues, suite au processus

d'appel d'offre, sont présentées dans le tableau ci-dessous.

Budget 2017	248 000\$
Compte: 2-4-9115-9194	

Items	Coûts
Dépenses commises/déjà encourues	2 480\$
Prix du contrat d'ingénierie (excl. TVH)	90 370\$
Impact de la TVH sur les contrats (1.8%)	1 627\$
Coût total	94 477\$
Balance / Déficit	153 523\$

Le département prévoit une économie budgétaire de 153 523\$. Inclus dans cette économie est une contingence de 10% (9 448\$) qui pourrait être utilisé pendant les travaux de conception.

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 le projet:
 - Réserve d'eau

9) **IMPLICATIONS LÉGALES :**

S/O

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

Ces travaux d'aqueduc ainsi que les travaux de pavage des rues Laurier, Gareau et Pouliotte sont 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 dix (10) ans des projets capitaux.

11) **IMPLICATIONS STRATÉGIQUES :**

S/O

12) **DOCUMENTS D'APPUI:**

- Règlement #2018-XX
- Lettre d'octroi



**CORPORATION
de la Cité de/ of the City of
CLARENCE-ROCKLAND**

Award Letter

Atrel Engineering Ltd
1-2884 Chamberland Street
Rockland, Ontario
K4K 1M6

June 1st, 2018

Attention: Mr. Jean Decoeur

SUBJECT: Notice of Award: F18-INF-2018-013 (Watermain Replacement)

We thank you for your Tender submitted on May 25th, 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 \$ \$90,370.00 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 26th, 2018
- Addendum #1, dated May 7th, 2018
- Addendum #2, dated May 10th, 2018
- Addendum #3, dated May 14th, 2018
- Addendum #4, dated May 15th, 2018
- Addendum #5, dated May 16th, 2018
- Contractor Tender Response, dated May 25th, 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)

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2018-

BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO ATREL ENGINEERING 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 Atrel Engineering Ltd for the design of the watermain replacement and paving work on Laurier, Gareau and Pouliotte streets in the amount of \$90,370 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 Atrel Engineering Ltd for the Design Watermain Replacement;
- 2. THAT** the agreement be in the form hereto annexed and marked as Schedule "A" to this by-law;
- 3. THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS DAY OF 2018.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



REPORT N° PRO2018-013

Date	18/06/2018
Submitted by	Brian Wilson
Subject	Protective Services – Monthly Report (May 2018)
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To advise council on the activities performed by the Protective Services Department.

2) **DIRECTIVE/PREVIOUS POLICY :**

None.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. PRO2018-013 in regards to monthly statistics, be received as information.

QUE le rapport No. PRO2018-013 au sujet des statistiques mensuel, soit reçu à titre d'information.

4) **MONTHLY STATISTICS :**

For the month of May 2018, the Protective Services Department did perform the following:

Fire Department

Incidents:

Call Type	# of Calls (May)	YTD
Fire – Residential	2	5
Fire – Outdoor	3	8
Fire – Chimney		1
Fire – Vehicle	2	4
Burning Complaint	3	4
Fire Alarms (Cooking)		8
Fire Alarms (Malicious)		2
Fire Alarms (Accidental)		6
Fire Alarms (Faulty Eq.)	3	7
Fire Alarms (Other)		2
Fire – Other (e.g. steam)		2
CO Alarm (CO found)		4
CO Alarm (No CO found)	2	11
MVC – extrication		3
MVC – no extrication	3	14

Medical – VSA	3	15
Medical - Unconscious	2	9
Medical – Other	7	28
Cancelled On Route		3
Other	6	23
TOTAL	36	140

Fire department response times are detailed in the attached report, and are summarized below:

May – Weekday Incidents			
District	# of P1 Calls	Avg. Response Time (P1)	# of P2 Calls
1A Bourget Rural	2	10:41 mins	
1B Bourget Urban	1	8:00 mins	
1C Bourget Rural			
2A Clarence-Creek Rural			
2B Clarence-Creek Urban			
2C Clarence-Creek Rural			
3A Rockland Rural	1	8:31 mins	
3B Rockland Urban	2	4:45 mins	
(P1 = priority one, lights & sirens / P2 = priority two, no lights/sirens)			

May – Evening/Weekend/Holiday Incidents			
District	# of P1 Calls	Avg. Response Time (P1)	# of P2 Calls
1A Bourget Rural	1	1:28 mins	1
1B Bourget Urban	1	5:12 mins	
1C Bourget Rural			
2A Clarence-Creek Rural	3	8:31 mins	1
2B Clarence-Creek Urban			
2C Clarence-Creek Rural	3	10:48 mins	
3A Rockland Rural	1	12:06 mins	2
3B Rockland Urban	12	7:57 mins	5
(P1 = priority one, lights & sirens / P2 = priority two, no lights/sirens)			

Prevention / Public Education:

- Fire Extinguisher Training held for Construction Dept.

	May	YTD
Fire Inspections Completed	6	65
Follow-up Inspections	3	17
Tickets Issued		4
Public Education Events	4	13

Training:

	May	YTD
Training Courses Offered	8	48
Training Hours Worked (incl. prep)	1291	4639

- The following topics were covered during training in May:
 - o First Responder Medical Training
 - o Fire Apparatus Pumper and Portable Pumps
 - o Elevator Rescue Course
 - o Blue Card™ Command On-Line Training
 - o Emergency Medical Responder Course
 - o DZ Driver License Training
 - o Officer Training (Mayday protocols)
 - o Recruits trained at the Ottawa Live-Fire Training facility
 - o Chief attended a curriculum development workshop at the Ontario Fire College for the new NFPA 1521 Incident Safety Officer course

Meetings (evening meetings / committee meetings):

- Chief and Deputy Chief attended the Ontario Association of Fire Chiefs' annual conference and trade show in Toronto
- Chief met with the Principal at the Ontario Fire College regarding the Clarence-Rockland Regional Training Centre
- Groundbreaking ceremonies were held for both replacement fire stations

	May (Hours)	YTD (Hours)
County Fire Chiefs Meetings		6
Regional Training Centre	2	9
CRFD Executive Meetings		6
Operational Guideline Committee		3
Training Committee		5
Station Committee		2
Personal Protective Equipment Committee		2
Labour Relations Committee (CRPFFA)		1
CEMC Meeting		2.5
Fire Departments Instructor Conference		16
Ontario Association of Fire Chiefs Conf.	24	24

Fire Station Construction Update (May):

- Tender awarded to design-build contractor
- Kickoff meeting held
- Pre-consultation meeting held with Planning Dept. and Chief Building Official
- Preliminary design meeting held
- Second design meeting held
- Groundbreaking ceremonies held for both locations (Rockland and Bourget)

Municipal Enforcement

- The Director met with the A/Insp of the OPP to discuss the possibility of getting Special Constables appointed

	May	YTD
Officers hours worked	1076	3520
OT hours worked (1.5)	31.5	186.5
OT hours for On Call (1.0)	9	69
Hours on snow enforcement	0	22.5
OT hours on snow enforcement	0	32.5
Hours on Taxi Administration	10	133
Hours on Civic Addressing	79	322
# of parking tickets issued	12	166
# of hours on Business Licensing	2	26
# of parking warnings issued	39	266
# of Part I tickets issued	3	7
# of Part III summons issued	0	1
# of dogs caught at large	12	27
# of complaints handled	161	434

May 2018

#	Incident Date	Incident Type	District	Apparatus		Staffing	Distance in KM	PRIORITY 1/2	Dispatch Time	Responding Time	Arrival Time	Total Response Time	Overall Response Time
Bourget Rural													
18-126	May 2, 2018	Other	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)	3 FF (Vol)	0.229	2	4:47:06 PM	4:48:16 PM	5:00:41 PM	0:13:35	0:13:35
				First Arriving									
18-142	May 6, 2018	Medical - Other	1A (Bourget Rural)	Primary	Squad 3 (Rockland)	2 FF (Vol)	0.075	1	11:45:24 AM	11:46:49 AM	11:46:52 AM	0:01:28	0:01:28
				First Arriving									
18-148	May 15, 2018	Vehicle Collision - No Action	1A (Bourget Rural)	Primary	Pumper 1 (Bourget)				8:51:12 AM	cancelled	cacnelled	cancelled	0:09:24
				First Arriving	Car 3 (Prevention)	1 FF (Vol)	9.268	1		8:52:11 AM	9:00:36 AM	0:09:24	
18-157	May 22, 2018	Medical - VSA	1A (Bourget Rural)	Primary	Squad 1 (Bourget)		8.266	1	9:45:34 AM	cancelled	cancelled	cancelled	0:11:57
				First Arriving	Car 3 (Prevention)	1 FF (FT)	11.026	1		9:46:43 AM	9:57:31 AM	0:11:57	
Bourget -Village													
18-128	May 2, 2018	Alarms - Malfunction	1B (Bourget Village)	Primary	Pumper 1 (Bourget)	2 FF (Vol)	0.481	1	10:56:56 AM	10:57:50 AM	11:04:56 AM	0:08:00	0:08:00
				First Arriving									
18-150	May 16, 2018	Fire - Field	1B (Bourget Village)	Primary	Pumper 1 (Bourget)	5 FF (Vol)	0.858	1	6:08:11 PM	6:15:21 PM	6:23:05 PM	0:14:54	0:05:12
				First Arriving	Car 1 (Chief)	1 FF (FT)	1.546	1		6:11:39 PM	6:13:23 PM	0:05:12	
Clarence-Creek Rural													
18-127	May 5, 2018	Burning Complaint	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)	4 FF (Vol)	5.642	2	10:31:26 PM	10:31:56 PM	10:44:40 PM	0:13:14	0:13:14
				First Arriving									
18-138	May 5, 2018	Other	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)	4 FF (Vol)	3.359	1	11:22:53 AM	11:24:43 AM	11:36:19 AM	0:13:26	0:13:26
				First Arriving									
18-141	May 6, 2018	Medical - Other	2A (Clarence Rural)	Primary	Squad 3 (Rockland)	2 FF (Vol)	10.505	1	10:21:46 AM	10:22:37 AM	10:22:37 AM	0:00:51	0:00:51
				First Arriving									
18-152	May 18, 2018	Fire - Field	2A (Clarence Rural)	Primary	Pumper 2 (Clarence)	2 FF (Vol)	3.505	1	5:40:20 PM	5:40:37 PM	5:51:37 PM	0:11:17	0:11:17
				First Arriving									
Clarence-Creek Village													
Clarence-Creek Rural													
18-155	May 21, 2018	Medical - Other	2C (Clarence Rural)	Primary	Squad 2 (Clarence)		8.263	1	9:32:32 AM	cancelled	cancelled	cancelled	0:09:06
				First Arriving	Car 1 (Chief)	1 FF (Vol)	10.55	1		9:34:29 AM	9:41:38 AM	0:09:06	
18-156	May 21, 2018	Fire - Field	2C (Clarence Rural)	Primary	Pumper 2 (Clarence)	5 FF (Vol)	9.528	1	10:28:03 AM	10:34:54 AM	10:44:57 AM	0:16:54	0:10:22
				First Arriving	Car 1 (Chief)	1 FF (Vol)	11.814	1		10:30:32 AM	10:38:25 AM	0:10:22	
18-162	May 25, 2018	Fire - Vehicle	2C (Clarence Rural)	Primary	Pumper 2 (Clarence)	1 FF (Vol)	8.649	1	11:12:12 PM	11:19:30 PM	11:26:03 PM	0:13:51	0:12:57
				First Arriving	Squad 2 (Clarence)	1 FF (Vol)	8.112	1		11:25:09 PM	11:25:09 PM	0:12:57	
Rockland Rural													
18-129	May 2, 2018	Other	3A (Rockland Rural)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	2.548	2	6:28:10 PM	6:29:51 PM	6:38:53 PM	0:10:43	0:10:43
				First Arriving									
18-130	May 4, 2018	Other	3A (Rockland Rural)	Primary	Pumper 3 (Rockland)				10:28:24 PM	cancelled	cancelled	cancelled	1:03:15
				First Arriving	Pumper 2 (Clarence)	6 FF (Vol)	7.929	2		10:33:00 PM	11:31:39 PM	1:03:15	
18-137	May 5, 2018	Other	3A (Rockland Rural)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	4.867	1	12:27:00 AM	12:27:28 AM	12:39:06 AM	0:12:06	0:12:06
				First Arriving									
18-151	May 18, 2018	Vehicle Collision - Spills/Cleanup	3A (Rockland Rural)	Primary	Squad 3 (Rockland)	2 FF (FT)	5.316	1	1:18:36 PM	1:19:21 PM	1:27:07 PM	0:08:31	0:08:31
				First Arriving									
Rockland Urban													
18-125	May 1, 2018	Carbon Monoxide - False	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	6 FF (Vol)	0.332	2	9:17:01 PM	9:17:11 PM	9:25:01 PM	0:08:00	0:08:00
				First Arriving									
18-131	May 2, 2018	Medical - VSA	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	2 FF (Vol)	1.923	1	7:30:55 AM	7:31:40 AM	7:48:13 AM	0:17:18	0:07:57
				First Arriving	Car 2 (Deputy)	1 FF (FT)	5.198	1		7:35:06 AM	7:38:52 AM	0:07:57	
18-132	May 6, 2018	Fire - Residence	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	6 FF (Vol)	1.32	1	4:34:31 PM	4:34:58 PM	4:43:08 PM	0:08:37	0:08:37
				First Arriving									
18-135	May 4, 2018	Other	3B (Rockland Urban)	Primary	Pumper 2 (Clarence)	4 FF (Vol)	9.611	1	9:53:55 PM	9:54:25 PM	10:12:47 PM	0:08:37	0:08:37
				First Arriving									
18-136	May 4, 2018	Alarms - Malfunction	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	1.451	2	10:45:50 PM	11:16:35 PM	11:30:13 PM	0:44:23	0:44:23
				First Arriving									
18-139	May 5, 2018	Burning Complaint	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	1.876	2	9:20:11 PM	9:20:32 PM	9:34:09 PM	0:13:58	0:13:58
				First Arriving									
18-140	May 5, 2018	Burning Complaint	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	1.501	2	9:37:59 PM	9:41:12 PM	9:48:56 PM	0:10:57	0:10:57
				First Arriving									
	May 6, 2018	Fire - Vehicle	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	4 FF (Vol)	1.923	1	9:26:00 PM	2:27:06 PM	2:34:15 PM	0:08:06	0:08:06

18-143	May 8, 2018	Fire - Vehicle	3B (Rockland Urban)	First Arriving					4:20:03 PM				0:08:00
18-144	May 8, 2018	Medical - Unconscious	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	3 FF (Vol)	1.303	1	7:10:27 PM	7:11:00 PM	7:17:57 PM	0:07:30	0:07:30
				First Arriving									
18-145	May 11, 2018	Medical - Unconscious	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	2 FF (FT)	1.425	1	8:11:12 AM	8:11:41 AM	8:15:16 AM	0:04:04	0:04:04
				First Arriving									
18-146	May 12, 2018	Alarms - Malfunction	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	6 FF (Vol)	0.485	1	9:08:36 AM	9:09:19 AM	9:19:05 AM	0:10:29	0:10:29
				First Arriving									
18-147	May 12, 2018	Medical - VSA	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	3 FF (Vol)	2.654	1	1:28:13 PM	1:28:43 PM	1:38:35 PM	0:10:22	0:10:22
				First Arriving									
18-149	May 17, 2018	Medical - Other	3B (Rockland Urban)	Primary	Car 1 (Chief)	1 FF (FT)	0.056	1	4:23:45 PM	4:04:21 PM	4:25:25 PM	0:01:40	0:01:40
				First Arriving									
18-153	May 20, 2018	Medical - Lift Assist	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	4 FF (Vol)	0.441	1	10:50:01 AM	10:50:27 AM	10:57:35 AM	0:07:34	0:07:34
				First Arriving									
18-154	May 20, 2018	Medical - Other	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	4 FF (Vol)	0.497	1	12:00:24 PM	12:00:49 PM	12:07:19 PM	0:06:55	0:06:55
				First Arriving									
18-158	May 23, 2018	Fire - Residence	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	5 FF (Vol)	0.723	1	1:09:54 AM	1:18:19 AM	1:18:27 AM	0:08:33	0:08:33
				First Arriving									
18-159	May 23, 2018	Medical - Other	3B (Rockland Urban)	Primary	Squad 3 (Rockland)	1 FF (FT)	1.203	1	10:05:15 AM	10:07:15 AM	10:10:42 AM	0:05:27	0:05:27
				First Arriving									
18-160	May 24, 2018	Vehicle Collision - Traffic Control	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	4 FF (Vol)	1.814	1	6:05:11 PM	6:10:41 PM	6:14:19 PM	0:09:08	0:09:08
				First Arriving									
18-161	May 25, 2018	Carbon Monoxide - False	3B (Rockland Urban)	Primary	Pumper 3 (Rockland)	3 FF (Vol)	1.369	2	7:19:57 AM	7:29:49 AM	7:32:15 AM	0:12:18	0:10:21
				First Arriving	Car 2 (Deputy)	1 FF (FT)	1.525	2		7:27:55 AM	7:30:18 AM	0:10:21	



RAPPORT N° FIN2018-022

Date	06/06/2018
Soumis par	Frédéric Desnoyers
Objet	Daycare Detailed Budget Status Report
# du dossier	F05 Budget and Estimates

1) **NATURE / OBJECTIF :**

Le rapport a pour but d'informer le Conseil sur les outils mis en place concernant la situation budgétaire des garderies et de présenter la situation budgétaire détaillée au 30 avril 2018.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Le 17 avril, le département des services communautaires et le département de finance ont présenté un rapport (LOI2018-04-07) sur les solutions qui allaient être mises en place afin d'assurer un bon suivi financier des garderies.

3) **RECOMMANDATION DU SERVICE:**

THAT Report no. FIN2018-022 be received as information

QUE le Rapport no. FIN2018-022 soit reçu à titre d'information.

4) **HISTORIQUE :**

Par le passé, aucun rapport détaillé de vente n'était produit afin de comparer avec le budget approuvé.

5) **DISCUSSION :**

Tel que discuté dans le rapport précédent, 3 éléments ont un grand impact sur le budget des garderies.

1 – Redevances d'utilisateurs

2 – Revenus des subventions des frais généraux de fonctionnement

3 – Salaires

Redevances d'utilisateurs :

Il s'agit des revenus des utilisateurs du service de garde, qu'ils soient subventionnés ou non.

Un outil a été mis en place afin d'analyser les services vendus versus ce qui a été prévu lors de l'exercice budgétaire. Une copie du rapport du mois d'avril se retrouve à l'Annexe A.

Les quatre premières colonnes présentent la situation pour le mois en question et les 4 dernières présentent le cumul annuel en date du rapport.

La première page du rapport présente sommairement les écarts par garderie.

La deuxième partie de la première page compare les revenus prévus du rapport de vente avec ce qui a été inscrit dans le système comptable. Il est normal qu'il ait des écarts entre les 2 montants puisque le rapport analyse les espaces en temps réel alors que les factures sont faites sur le principe de « facture équivalente annuelle ». Ceci implique que l'utilisateur paye le même montant pour la durée de son contrat, soit une année. Il est normal que les revenus collectés soient plus élevés que prévu par le rapport puisque pour les premiers mois de l'année des revenus sont collectés pour la facturation qui aurait été plus élevé l'été

La page 2 à 5 du rapport a pour but de comparer le nombre de places budgété versus le nombre réel de places utilisés, ensuite une valeur monétaire est attribuée à l'écart en fonction du nombre de jour par mois et du taux pour le groupe. Le calcul du revenu reçu selon le type de service est fourni à la page 6.

Au mois d'avril, on remarque un déficit de \$4,025 avec ce qui était prévu au budget. En date du 30 avril, les garderies prévoient un déficit sur les redevances d'usagers d'un total de \$11,327. Cependant, les revenus sont très volatiles et celui-ci pourrait être renversé dans les dernières périodes de l'année.

Ce nouvel outil sera très intéressant pour le département afin d'ajuster le budget des revenus de garderies lors des processus budgétaires et aussi afin d'analyser les tendances des ventes.

Revenus des subventions des frais de généraux de fonctionnement :

Il s'agit d'un revenu de subvention qui est payé 2 fois par année selon le nombre de places aux licences détenues par les garderies. Un montant total de \$592,280 a été budgété en 2018. Parmi ce montant on retrouve un montant de \$125,000 pour un troisième versement. En moyenne, dans les 3 dernières années un montant de \$130,000 a été reçu comme troisième versement pour de l'argent excédentaire du programme des subventions des CUPR. Quoi que le troisième versement n'est pas garanti, le département a décidé de budgéter ce paiement afin de limiter l'augmentation des taux de garderies à 11%. Suite à une rencontre avec les CUPR, ceux-ci ont pu confirmer seulement \$18,433 pour ce troisième versement. Si seulement \$18,433 est reçu et aucune solution est trouvé, un déficit de \$106,567 serait occasionné.

Le département est en négociation avec les CUPR afin de régler ce problème et prévoit avoir une solution.

Salaires :

Les salaires sont révisés et projetés à la suite de chaque période de paye. Ceux-ci devraient être en accord avec le budget.

Les autres éléments qui n'ont pas été discutés dans ce rapport sont prévus de correspondre le budget.
En somme, le département ne prévoit pas de déficit majeur en 2018.

6) **CONSULTATION :**

N/A

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

N/A

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

Tel que présenté dans ce rapport. L'approbation de ce rapport n'engendre aucun impact financier.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

Ce rapport explique les outils mis en place afin d'éviter d'autres défis budgétaires tel qu'éprouvés en 2017.

12) **DOCUMENTS D'APPUI:**

N/A

City of / Cité de Clarence-Rockland
Monthly Daycare Summary Sales Report
April 2018

	Monthly				YTD			
	Budget	Actual	Difference	Value	Budget	Actual	Difference	Value
	# spaces	# spaces	# spaces	\$	# spaces	# spaces	# spaces	\$
	A	B	C : B-A		D	E	F : E-D	
Summary								
Carrefour-Jeunesse	196.86	168.76	(28.10)	(\$8,412)	749.13	670.06	(79.06)	(\$33,204)
St-Patrick	116.32	120.06	3.74	(\$5,206)	453.75	465.36	11.61	(\$24,089)
Rockland Public	63.72	56.47	(7.24)	(\$326)	236.78	225.56	(11.22)	(\$452)
St-Mathieu	134.59	146.14	11.54	\$2,776	505.39	527.43	22.04	\$7,082
Ste-Felicite	96.53	102.52	5.99	\$1,914	351.03	371.11	20.08	\$10,263
Sacre Coeur	99.28	92.37	(6.91)	\$267	359.14	356.07	(3.07)	\$1,860
St-Pascal	16.90	20.37	3.46	\$380	67.62	81.34	13.72	\$1,940
Ste-Trinité	405.74	423.85	18.12	\$4,582	1,468.47	1,552.59	84.12	\$25,274
Total	1,129.95	1,130.54	0.60	(\$4,025)	4,191.31	4,249.52	58.22	(\$11,327)
Total Sales per report	\$332,581	\$328,556		(\$4,025)	\$1,331,371	\$1,320,044		(\$11,327)
Total Sales per Vadim		\$330,960				\$1,385,739		
Difference		\$2,404				\$65,694		

(-) Deficit
 (+) Surplus

City of / Cité de Clarence-Rockland
Monthly Daycare Summary Sales Report
April 2018

		Monthly				YTD			
		Budget	Actual	Difference	Value	Budget	Actual	Difference	Value
		# spaces	# spaces	# spaces	\$	# spaces	# spaces	# spaces	\$
		A	B	C : B-A	C X G (Index)	D	E	F : E-D	
Carrefour-Jeunesse									
	Toddlers	13.36	10.00	(3.36)	(\$3,153)	53.45	39.45	(14.00)	(\$13,442)
	Preschoolers	28.50	28.55	0.05	\$41	114.02	109.99	(4.03)	(\$3,851)
	School age AM & PM	79.28	68.32	(10.96)	(\$4,165)	317.11	280.66	(36.45)	(\$13,014)
	School age AM or PM	9.80	6.89	(2.90)	(\$828)	39.19	33.66	(5.53)	(\$1,510)
	School age - full days	65.92	55.00	(10.92)	(\$307)	131.83	121.00	(10.83)	(\$305)
	School age - Summer	-	-	-	-	-	-	-	-
	School age - Christmas	-	-	-	-	47.21	44.50	(2.71)	(\$305)
	School age - March Break	-	-	-	-	46.32	40.80	(5.52)	(\$777)
Subtotal		196.86	168.76	(28.10)	(\$8,412)	749.13	670.06	(79.06)	(\$33,204)
St-Patrick									
	Toddlers	8.88	8.35	(0.53)	(\$497)	35.52	28.14	(7.37)	(\$7,229)
	Preschoolers	14.21	7.45	(6.76)	(\$6,102)	56.83	30.02	(26.81)	(\$24,883)
	School age AM & PM	41.73	43.26	1.53	\$581	166.94	178.55	11.61	\$4,097
	School age AM or PM	8.88	11.00	2.12	\$604	35.52	43.64	8.12	\$2,168
	School age - full days	42.62	50.00	7.38	\$208	85.25	102.00	16.75	\$472
	School age - Summer	-	-	-	-	-	-	-	-
	School age - Christmas	-	-	-	-	38.18	39.00	0.82	\$92
	School age - March Break	-	-	-	-	35.52	44.00	8.48	\$1,194
Subtotal		116.32	120.06	3.74	(\$5,206)	453.75	465.36	11.61	(\$24,089)

(-) Deficit
 (+) Surplus

City of / Cité de Clarence-Rockland
Monthly Daycare Summary Sales Report
April 2018

	Monthly				YTD			
	Budget	Actual	Difference	Value	Budget	Actual	Difference	Value
	# spaces	# spaces	# spaces	\$	# spaces	# spaces	# spaces	\$
	A	B	C : B-A	C X G (Index)	D	E	F : E-D	
Rockland Public								
Toddlers	-	-	-	-	-	-	-	-
Preschoolers	-	-	-	-	-	-	-	-
School age AM & PM	16.36	19.26	2.90	\$1,103	65.44	74.30	8.86	\$3,169
School age AM or PM	20.66	16.21	(4.45)	(\$1,269)	82.66	70.26	(12.40)	(\$3,364)
School age - full days	26.69	21.00	(5.69)	(\$160)	53.38	44.00	(9.38)	(\$264)
School age - Summer	-	-	-	-	-	-	-	-
School age - Christmas	-	-	-	-	13.78	22.00	8.22	\$926
School age - March Break	-	-	-	-	21.53	15.00	(6.53)	(\$918)
Subtotal	63.72	56.47	(7.24)	-\$326	236.78	225.56	(11.22)	-\$452
St-Mathieu								
Toddlers	8.91	9.00	0.09	\$81	35.65	37.15	1.50	\$1,411
Preschoolers	14.26	15.40	1.14	\$1,028	57.05	60.40	3.35	\$3,096
School age AM & PM	49.92	53.89	3.98	\$1,512	199.66	207.56	7.90	\$2,821
School age AM or PM	16.94	16.84	(0.09)	(\$27)	67.74	64.07	(3.67)	(\$966)
School age - full days	44.57	51.00	6.43	\$181	89.13	99.00	9.87	\$278
School age - Summer	-	-	-	-	-	-	-	-
School age - Christmas	-	-	-	-	28.52	28.25	(0.27)	(\$31)
School age - March Break	-	-	-	-	27.63	31.00	3.37	\$474
Subtotal	134.59	146.14	11.54	\$2,776	505.39	527.43	22.04	\$7,082

(-) Deficit
 (+) Surplus

City of / Cité de Clarence-Rockland
Monthly Daycare Summary Sales Report
April 2018

		Monthly				YTD			
		Budget	Actual	Difference	Value	Budget	Actual	Difference	Value
		# spaces	# spaces	# spaces	\$	# spaces	# spaces	# spaces	\$
		A	B	C : B-A	C X G (Index)	D	E	F : E-D	
Ste-Felicite									
	Toddlers	4.39	3.00	(1.39)	(\$1,302)	17.55	13.70	(3.85)	(\$3,743)
	Preschoolers	5.27	8.00	2.73	\$2,469	21.06	32.00	10.94	\$10,124
	School age AM & PM	26.33	27.05	0.72	\$275	105.31	108.04	2.73	\$974
	School age AM or PM	21.06	22.47	1.41	\$401	84.25	94.57	10.32	\$2,797
	School age - full days	39.49	42.00	2.51	\$71	78.98	78.00	(0.98)	(\$28)
	School age - Summer	-	-	-	-	-	-	-	-
	School age - Christmas	-	-	-	-	19.31	19.00	(0.31)	(\$35)
	School age - March Break	-	-	-	-	24.57	25.80	1.23	\$173
Subtotal		96.53	102.52	5.99	\$1,914	351.03	371.11	20.08	\$10,263
Sacre Coeur									
	Toddlers	-		-	-	-	-	-	-
	Preschoolers	-		-	-	-	-	-	-
	School age AM & PM	37.12	35.89	(1.23)	(\$467)	148.49	145.96	(2.53)	(\$954)
	School age AM or PM	18.99	22.47	3.48	\$992	75.97	87.81	11.84	\$3,173
	School age - full days	43.17	34.00	(9.17)	(\$258)	86.33	75.00	(11.33)	(\$319)
	School age - Summer	-	-	-	-	-	-	-	-
	School age - Christmas	-	-	-	-	23.31	19.50	(3.81)	(\$429)
	School age - March Break	-	-	-	-	25.04	27.80	2.76	\$389
Subtotal		99.28	92.37	(6.91)	\$267	359.14	356.07	(3.07)	\$1,860

(-) Deficit
 (+) Surplus

City of / Cité de Clarence-Rockland
Monthly Daycare Summary Sales Report
April 2018

	Monthly				YTD			
	Budget	Actual	Difference	Value	Budget	Actual	Difference	Value
	# spaces	# spaces	# spaces	\$	# spaces	# spaces	# spaces	\$
	A	B	C : B-A	C X G (Index)	D	E	F : E-D	
St-Pascal								
Toddlers	-	-	-	-	-	-	-	-
Preschoolers	-	-	-	-	-	-	-	-
School age AM & PM	8.90	10.00	1.10	\$419	35.59	39.81	4.22	\$1,506
School age AM or PM	1.78	1.37	(0.41)	(\$117)	7.12	5.53	(1.59)	(\$425)
School age - full days	6.23	9.00	2.77	\$78	12.46	18.00	5.54	\$156
School age - Summer	-	-	-	-	-	-	-	-
School age - Christmas	-	-	-	-	6.23	9.00	2.77	\$312
School age - March Break	-	-	-	-	6.23	9.00	2.77	\$390
Subtotal	16.90	20.37	3.46	\$380	67.62	81.34	13.72	\$1,940
Ste-Trinité								
Toddlers	13.32	14.80	1.48	\$1,391	53.27	59.80	6.53	\$6,283
Preschoolers	21.31	22.00	0.69	\$625	85.23	90.03	4.80	\$4,549
School age AM & PM	106.54	104.84	(1.70)	(\$645)	426.16	424.00	(2.16)	(\$806)
School age AM or PM	113.64	124.21	10.57	\$3,012	454.57	508.46	53.90	\$14,211
School age - full days	150.93	158.00	7.07	\$199	301.86	319.00	17.14	\$482
School age - Summer	-	-	-	-	-	-	-	-
School age - Christmas	-	-	-	-	66.59	66.50	(0.09)	(\$10)
School age - March Break	-	-	-	-	80.79	84.80	4.01	\$564
Subtotal	405.74	423.85	18.12	\$4,582	1,468.47	1,552.59	84.12	\$25,274

(-) Deficit
 (+) Surplus

City of / Cité de Clarence-Rockland
Monthly Daycare Revenue Per Spaces
April 2018
Index

	Monthly		
	Days	Rate/day	Total revenue
	E	F	G : E X F
Toddlers	20	\$46.90	\$938.00
Preschoolers	20	\$45.15	\$903.00
School age AM & PM	19	\$20.00	\$380.00
School age AM or PM	19	\$15.00	\$285.00
School age - full days	1	\$28.15	\$28.15
School age - Summer	-	\$28.15	-
School age - Christmas	-	\$28.15	-
School age - March Break	-	\$28.15	-



REPORT N° FIN 2018-020

Date	07/06/2018
Submitted by	Frédéric Desnoyers
Subject	2019 Budget Guideline report
File N°	F05 Budgets and estimates

1) **NATURE/GOAL :**

This report sets out the requirement for budgetary direction from council to facilitate staff's preparation of the 2019 budget.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Council receive this report and provide staff with direction with respect to the tax rate increase for 2019.

QUE le Conseil reçoit le rapport et donne à l'administration un direction concernant l'augmentation du taux de taxe 2019.

4) **BACKGROUND :**

In order for staff to begin the detailed budget process, it is important that Council provide direction so that the draft budget that is provided to Council is aligned with their vision.

The past few years' increases in the City's tax rates are identified in table 1:

Table 1 - Property Tax Rate Changes – City Services							
	2018	2017	2016	2015	2014	2013	2012
Increase	2.84%	2.46%	1.96%	0.00%	7.50%	11.13%	12.00%

5) **DISCUSSION :**

The 2019 budget guidelines and draft timeline are submitted for Council's consideration. The following information is for the consideration of Council.

2018 Provincial Election:

The impact of the new Provincial government on municipal funding levels cannot be addressed until further details are known. The following is a summary of the provincial funding that is in the City's 2018 budget base:

- Ontario Municipal Partnership Grant: \$617,100
- Dedicated Gas Tax funds for Public Transportation Program: \$245,000
- Library grant: \$25,000
- Ontario Community Infrastructure Fund (OCIF): \$329,874
- Child-care subsidies (FGF): \$592,280

Tax-supported operating budget:

Staff have initiated the internal budget process for 2019 and, as such, the list of potential pressures and risks are being compiled and will be brought forward through the budget process in the Winter. The pressures and risks will be thoroughly reviewed to ensure that the 2019 budget request minimizes the impact to the tax levy. The known budget pressures and the impact on the tax rate are identified in a summary on Schedule A and in detailed on Schedule B, attached.

Capital budget - 10 Year plan:

The 10 Year plan approved in 2017 will be used as a foundation for the 2019 Capital budget.

Municipal fees and charges:

Staff undertook a comprehensive review of all its fees and charges during the 2016 budget and made considerable increases where warranted to meet market conditions. As was the case last year, it is expected that Director's will again review their fees and charges but that the increases will be more in line with inflation. An increase of 4% on all smaller fees and licences is included in the pressures.

Water and Sewer services

In 2018, Hemson Consulting provided a comprehensive review of the City's water and sewer rates. It proposes average rate increases of 2% for the variable rate and 4% for the fix rate over the next few years for the maintenance and future growth of our water and sewer infrastructure. The proposed rates for 2019 are provided in table 2. The proposed increase will be analysis to make sure enough revenue is collected to cover all water & sewer expenses.

Table 2 - Proposed User rates – 2019				
	2018	2019 Proposed	Increase	%
Water rate				
Fixed Charge (\$/annual)	154	160	4.0	4.00%
Consumption Charge (\$/m ³)	1.2811	1.3067	0.0256	2.00%
Sewer rate				
Fixed Charge (\$/annual)	153	158	5.0	4.00%
Consumption Charge (\$/m ³)	1.6869	1.7206	0.0337	2.00%

Waste Services

In 2016, the City tendered its waste management contract and Tomlinson Inc. was the preferred proponent. In the 2018 budget, Council revisited the rates for waste and made changes to the billing for home-based businesses and increased the commercial rate. The rates for 2019 will be set based on a review of 2018 data and the rates will be set in time for the approval of the 2019 budget.

Budget timetable

Finally, the 2019 budget process is identified below for Council's consideration.

Table 3 - PROPOSED 2019 BUDGET TIMETABLE	
Budget Guideline Report - Council	June
Operating budget workshop - staff	August
Capital budget workshop – 10 year plan - staff	September
Draft budget book - Council	December
Council deliberations (including Library Board and public presentations)	January 2019
Council approval	January/February 2019

- 6) **CONSULTATION:**
Consultation will occur as proposed in the budget timetable
- 7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**
Senior management have been involved in the discussions which helped generate this report.
- 8) **FINANCIAL IMPACT (expenses/material/etc.):**
As included in this report
- 9) **LEGAL IMPLICATIONS :**
N/A
- 10) **RISK MANAGEMENT :**
N/A
- 11) **STRATEGIC IMPLICATIONS :**
N/A
- 12) **SUPPORTING DOCUMENTS:**
Appendix A - 2019 Budget pressures – Summary
Appendix B – 2019 Budget pressures - Detail

Cité de / City of Clarence-Rockland

12/06/2018

Budget 2019 Budget

Par Objet de dépense / By Major Object	Salaires et bénéfices / Salaries and benefits	Coûts d'opérations / Operating costs	Paiement à l'usage / Pay-as-you-Go	Subventions / Grants	Revenus / Revenues	Redevances des usagers / User fees	Total
Département / Department							
Revenues et dépenses corporatifs / Corporate Revenue and Expense	529,000	25,000	482,457	- -	202,437 -	36,000	798,020
Conseil / City Council	-	-	-	-	-	-	-
Directrice générale / Chief Administrative Officer	- -	100,300	-	-	101,600	-	1,300
Finances / Finance	10,000 -	6,800	-	-	41,200	-	44,400
Finances- IT / Finance - IT	-	8,000	-	-	-	-	8,000
Service de la protection / Protective Services	50,000	47,500	-	-	-	-	97,500
Infrastructure et aménagement du territoire / Infrastructure and Planning	4,000	470,010	-	- -	1,610	-	472,400
Services communautaires / Community Services	- 1,000	409,005	-	-	5,000	-	413,005
Services de garderie / Day Care Services	96,000	6,450	-	125,000	- -	232,000 -	4,550
Transport en commun / Public Transit	-	55,000	-	-	- -	15,000	40,000
Bibliothèque / Public Library	56,487	39,625	- -	4,000 -	1,300	-	90,812
Total	744,487	953,490	482,457	121,000 -	57,547 -	283,000	1,960,887

Par catégorie / By Category	Non discrétionnaire / Non- discretionary	Discrétionnaire / Discretionary	Niveau de service / Service level	Transfert interne / Internal transfer	Bibliothèque publique/ Public Library	Total
Département / Department						
Revenues et dépenses corporatifs / Corporate Revenue and Expense	427,830 -	56,000	500,000 -	73,810	-	798,020
Conseil / City Council	-	-	-	-	-	-
Directrice générale / Chief Administrative Officer	2,800	13,500	- -	15,000	-	1,300
Finances / Finance	44,400	-	-	-	-	44,400
Finances- IT / Finance - IT	-	8,000	-	-	-	8,000
Service de la protection / Protective Services	12,000	2,500	53,000	30,000	-	97,500
Infrastructure et aménagement du territoire / Infrastructure and Planning	21,810	31,400	404,000	58,810	-	472,400
Services communautaires / Community Services	383,945	25,460	3,600	-	-	413,005
Services de garderie / Day Care Services	4,550	-	-	-	-	- 4,550
Transport en commun / Public Transit	55,000 -	15,000	-	-	-	40,000
Bibliothèque / Public Library	-	-	-	-	90,812	90,812
Total	899,615	9,860	960,600	-	90,812	- 1,960,887
Augmentation taux d'imposition / Tax rate increase					1% \$ 191,773	10.23%

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
Revenues et dépenses corporatifs / Corporate Revenue and Expense				
1	Assessment Base Growth	Non discrétionnaire/Non-discretionary	- 280,000.00	1.5 % Increase
2	Local Improvement - Woods	Non discrétionnaire/Non-discretionary	7,330.00	Woods Local improvement finished in 2017
3	Interest revenues from property taxes	Non discrétionnaire/Non-discretionary	80,000.00	Loss of interest revenues on property taxes
4	Provincial Offences Act Fines	Non discrétionnaire/Non-discretionary	25,000.00	To adjust to actual
5	Conservation Authority	Non discrétionnaire/Non-discretionary	15,000.00	SNC Levy payment, South Nation Conservation
6	Contingency	Transfert interne/Internal transfer	- 30,000.00	Transfer : CLAC costs
7	Contingency	Discrétionnaire/Discretionary	- 20,000.00	Contingency adjustment to base of \$50k
8	Pay-as-you-Go (Roads)	Niveau de service/Service level	100,000.00	Annual Pay-as-you-Go increase to lower the infrastructure funding gap
9	Pay-as-you-Go (Buildings, equipment)	Niveau de service/Service level	200,000.00	Annual Pay-as-you-Go increase to lower the infrastructure funding gap
10	Pay-as-you-Go (Economic Dev.)	Niveau de service/Service level	50,000.00	Annual Pay-as-you-Go increase to lower the infrastructure funding gap
11	Pay-as-you-Go (Fleet)	Niveau de service/Service level	150,000.00	Annual Pay-as-you-Go increase to lower the infrastructure funding gap
12	Debt budget	Non discrétionnaire/Non-discretionary	60,000.00	
13	Salaries & benefits	Non discrétionnaire/Non-discretionary	454,000.00	Cost of living increase + salary review
14	Admin fees	Non discrétionnaire/Non-discretionary	- 2,000.00	Cost of living increase from construction department &* library
15	Increase in Admin fees from Water, Sewer & Waste	Non discrétionnaire/Non-discretionary	- 6,500.00	Cost of living increase from Water, Sewer & Waste
16	Admin fees	Transfert interne/Internal transfer	- 26,267.00	Increase in indirect salaries for construction
17	Building & Fleet reserve	Transfert interne/Internal transfer	- 17,543.00	Decrease in contribution since the construction department will now be contributing this amount

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
18	WSIB Schedule 2	Non discrétionnaire/Non-discretionary	75,000.00	Never budgeted. Although there is no impact on accrual basis, we need to budget the cash payment
19	All User fees	Discrétionnaire/Discretionary	- 36,000.00	Increase of 4% in all fees (Construction/building permit, Daycare, Library and rate services are not included)
Finance				
1	Rent - Commercial Signs	Non discrétionnaire/Non-discretionary	7,200.00	To adjust to actual
2	Tax and Water Certificates	Non discrétionnaire/Non-discretionary	9,000.00	Revenue was over budgtd in the past
3	Tax and Water inquiries	Non discrétionnaire/Non-discretionary	25,000.00	Revenue was over budgtd in the past
4	Arrears Collection Disburs	Non discrétionnaire/Non-discretionary	4,000.00	To reflect increase cost in collection charge, over budget for the last 3yrs
5	Rent of land	Non discrétionnaire/Non-discretionary	- 800.00	To adjust to actual
6	Summer students	Transfert interne/Internal transfer	10,000.00	Never budgeted, transfer of budget from contracts
7	Contract	Transfert interne/Internal transfer	- 10,000.00	To fund summer students
8	Provision for A/R	Transfert interne/Internal transfer	1,500.00	Expense as been over budget for the past years
9	Repairs & Maintenance - Comm. Signs	Transfert interne/Internal transfer	- 1,500.00	Account no longer being used
Finance - IT				
10	Softwares	Discrétionnaire/Discretionary	8,000.00	For MESH new software. The software will allow to adress deficiencies from MMS reports, management of signs inventory. Initial fee is \$2,000 with an annual renewal cost of \$6,000. / À l'intérieur de ce compte la division des TP faire faire l'acquisition du logiciel MESH. Ce logiciel nous permettrait de faire la gestion des déficiences trouvé lors des inspection routiers pour les MMS, la gestions et l'inventaire des enseignes de rue et des trottoirs. Le coût initial est de \$2,000 et un frais de \$6,000 par année.
Directrice générale / Chief Administrative Officer				
1	Integrity Commissioner	Non discrétionnaire/Non-discretionary	???	Cost is still unknown, new legislation. Municipality are required to have an Interegrity Commissioner
2	Election reserve contribution	Non discrétionnaire/Non-discretionary	101,600.00	Remove contribution added for the 2018 elections

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
3	Election expenses	Non discrétionnaire/Non-discretionary	- 100,000.00	Remove additional expenses added for the 2018 elections
Ressources humaines / Human Resources				
4	Employee Aid Program	Discrétionnaire/Discretionary	500.00	Adjust to actual expense
5	Meals	Discrétionnaire/Discretionary	500.00	Adjust to actual expense
6	Mileage	Transfert interne/Internal transfer	500.00	Internal transfer to adjust to actual
7	Office Supplies	Transfert interne/Internal transfer	- 500.00	Internal transfer to adjust to actual
8	Telephone	Non discrétionnaire/Non-discretionary	1,200.00	To adjust expense to actual, no budget previously established
9	Health & Safety - Suplies	Discrétionnaire/Discretionary	2,500.00	H&S boards
10	Legal Fees	Transfert interne/Internal transfer	- 15,000.00	Transfer of legal fees to the construction department
11	Leadership training / sucession planning	Discrétionnaire/Discretionary	10,000.00	More leadership training
Planning				
1	Overtime wage	Discrétionnaire/Discretionary	4,000.00	2018 Budget : \$2,000. Adjust to actual expense
2	Contribution from reserve	Discrétionnaire/Discretionary	50,000.00	2018 Consultant was paid by an additional contribtion from reserve. To remove the additional revenue.
3	Consultant	Discrétionnaire/Discretionary	- 50,000.00	Base 110,000. To remove additional consultant budget added in 2018
4	Legal fees	Discrétionnaire/Discretionary	- 10,000.00	Élimination d'OMB moins besoin d'utiliser les services d'avocats (\$30,000 à \$20,000)
5	Publication	Discrétionnaire/Discretionary	400.00	2018 Budget : \$700. Adjust to actual expense

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
6	Environmental committee	Discrétionnaire/Discretionary	2,000.00	Nouveau comité avec dépenses associées (0 à 2 000)
Construction				
7	contribution from reserve fund	Discrétionnaire/Discretionary	9,000.00	Remove contribution added for the purchase of tablets in 2018
8	Tablette - computer	Discrétionnaire/Discretionary	- 9,000.00	Remove the 2018 budget to purchase tablets
9	Permit fees	Discrétionnaire/Discretionary	- 15,000.00	4% Increase in building permit fees
10	Admin cost increase	Non discrétionnaire/Non-discretionary	1,800.00	Cost of living increase
11	Vehicle expenses - Building permit	Transfert interne/Internal transfer	7,143.00	Vehicle expenses for the building permit department never added to the operational budget
12	Legal fees - Building permit	Transfert interne/Internal transfer	15,000.00	Legal fees for the building permit department never added to the operational budget
13	Rent - Building permit	Transfert interne/Internal transfer	10,400.00	Rent for the building permit department never added to the operational budget
14	Indirect salaries - Building permit	Transfert interne/Internal transfer	26,267.00	Indirect salaries for the building permit department never added to the operational budget
15	Contribution from reserve	Non discrétionnaire/Non-discretionary	- 45,610.00	To balance additional fees
Infrastructure et aménagement du territoire / Infrastructure and Planning				
16	Courses and Tuition fees	Non discrétionnaire/Non-discretionary	2,500.00	Budget 2018: 7 500\$ Two (2) new position were created and a total of 4 new staff. Rookies will need training on various equipment. The PW division needs to be versatile with operations.

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
17	Hot mix contracts	Niveau de service/Service level	50,000.00	Retour a \$100,000. Nous avons 165 km de chemin d'asphalte. Approximativement 30% de notre réseau routier en asphalte est qualifié en mauvais et très mauvais état. Il est important de continuer à investir dans la préservation de notre réseau routier afin d'évité que cette catégorie augmente. Il en coûte 25\$/mètre carré pour réparer les routes en asphalte. Cette maintenance améliore aussi le confort de conduite des utilisateurs du réseau.
18	Crack sealing contract	Niveau de service/Service level	10,000.00	Retour a \$10,000. La préservation du réseau routier ce doit d'être une priorité pour la Cité. Il est important d'avoir une sommes d'argent annuelle continue dans la rubrique de scellement de fissure. Un gros investissement a été faite dans les années antérieurs pour se rattrapper dans les travaux de cellements de fissures. Le département aimeraient pouvoir ré-instaurer un programme d'entretiens continue avec les chemins que nous assumons des développeurs (subdivisions) et faire le cellement de fissure dans les 3 - 4 premières années de vie, la ou l'investissement dans le réseau routier sera à son meilleur pour ce genre de travaux.
19	Line Painting	Niveau de service/Service level	5,000.00	Budget 2018: 25 000\$ Discussion with Julian.....no reduction in the budget was done. In the past 2 years the final cost of operation was \$33,000 per year. Should we ask for an adjustment? Caron extra-Corbeil extra....Marking
20	Shoulder maintenance-grading	Niveau de service/Service level	15,000.00	Retour a \$30,000 + \$5,000. Nous avons 165 km de chemin d'asphalte qui représente 330 km d'accôttement en gravier. Le coût d'entretien pour l'accôttement est de 1,100\$/km. Il est important de préserver les bord d'asphalte afin de donner une longévité à notre infrastructure. Les dépressions entre l'asphalte et les accôttement font aussi partie des standard minimum de la province qui faut respecter. Une stratégie à adopter est de faire l'entretiens des accotments des chemins pavé de la Cité 1 fois tout les ans. Afin de rencontrer cette exigence il nous faut faire 33km par année donc une somme annuelle de \$36,500 doit être investie.
21	Sidewalks repairs	Niveau de service/Service level	15,000.00	Retour a \$30,000.
22	Sidewalks repairs	Niveau de service/Service level	20,000.00	Augmenter de 30k a 50k Une étude sur la condition des trottoirs a été faite tard à l'automne 2017. La réparation des trottoir fait partie des normes minimal de la province qu'il faut respecter. Présentement l'étude démontre que nous devons investir une somme de \$673,000 si nous réparons les trottoirs de façon traditionnelle ou une somme de \$229,000 si nous utilisons une meilleur méthode de réparation. Il est recommandé d'inverstir une somme de \$50,000 par année pour les 5 prochaines années afin de mettre tout notre réseau de trottoir sécuritaire et conforme au standard minimum de la province afin d'éviter des réclamations de chutes.

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
23	Signs replacement	Niveau de service/Service level	9,000.00	Retour a \$29,000. Selon les normes minimal de la province MMS, les enseignes doivent être inspecté une fois tout les 12 mois, chaque inspection prenant pas plus de 16 mois après l'inspection précédente. Celle-ci sera requis en 2019 au coût approximatif de \$9,000.
24	Dust Layer	Niveau de service/Service level	5,000.00	Retour a \$145,000. Afin de ne pas réduire le niveau service des utilisateurs du réseau routier en gravier le service des travaux publics à besoin d'avoir la sommes de \$145,000 au budget. Ceci nous permet de faire l'épandage avec le même taux pause et de garder la même largeur d'épandage avec le produit. Les travaux d'épandage d'abas poussière est très important pour le réseau routier et les usagés. Il aide à garder notre roches sur nos chemins, préviens les nids de poule et préviens le nivelage des routes. Il est aussi très important pour la sécurité des usagés car il améliore considérablement la visibilité des utilisateurs.
25	Gravel resurfacing	Niveau de service/Service level	200,000.00	Retour a \$325,000. Il en coûte \$75,000/km pour faire l'épandage de 300mm (12 pouces) de roche. 4.5kmde rechargement granulaire peux être fait avec \$325,000. une somme minimum de \$225,000 pour 3 km et \$25,000 pour réparation urgence et pousseaux ect...total \$250,000.
26	Snow contribution reserve	Discrétionnaire/Discretionary	50,000.00	2018 Budget : \$10,000 Reestablish contribution
27	Snow removal	Niveau de service/Service level	75,000.00	Budget 2018: 115 000\$ Snow removal cost, City force and truck rental for snow hauling; \$8,500 per shift. To clear the whole municipality it takes 4 to 4.5 shift. \$40,000 per event. Historically we have an average of 5 events per winter (\$160,000) we should add a 20% safety factor for a total of \$190,000 per winter.
28	Diesel	Non discrétionnaire/Non-discretionary	15,000.00	Budget 2018: 150 000\$ Les données que nous avons, indique qu'il y a eu une augmentation de 20% sur le prix du diesel entre 2017 et 2018 en date de mars 2018. L'augmentation demandé est seulement de 5% puisque les prix d'essence sont très volatile. Ceci sera révisé sur une base continue.
29	Gasoline	Non discrétionnaire/Non-discretionary	4,500.00	Budget 2018: 90,000\$ Les données que nous avons, indique qu'il y a eu une augmentation de 10% sur le prix de la gasoline entre 2017 et 2018 en date de mars 2018. L'augmentation demandé est seulement de 5% puisque les prix d'essence sont très volatile. Ceci sera révisé sur une base continue.
Services communautaires/Community Services				
1	Mileage	Non discrétionnaire/Non-discretionary	1,500.00	More training, conferences, meetings, etc.
2	Hydro	Non discrétionnaire/Non-discretionary	- 5,000.00	The electrical furnace was changed from electric to natural gas
3	Natural Gas	Non discrétionnaire/Non-discretionary	4,000.00	The electrical furnace was changed from electric to natural gas

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
4	Snow removal	Non discrétionnaire/Non-discretionary	1,500.00	More frequent ice storms - More salt applications needed
5	Snow removal	Non discrétionnaire/Non-discretionary	1,500.00	More frequent ice storms - More salt applications needed
6	Rent	Discrétionnaire/Discretionary	1,200.00	The 1st floor hall is not available for any rent anymore as TVC 22 occupies the whole floor
7	Rent	Discrétionnaire/Discretionary	- 5,040.00	420\$ per month will be charged to TVC 22 starting January 1st 2019
8	Overtime - Administration	Non discrétionnaire/Non-discretionary	5,000.00	The department runs between 5 to 8 committee. All meetings are in the evening.
9	Part time Wages	Non discrétionnaire/Non-discretionary	- 1,055.00	No more part time employee is required as TVC 22 takes care of their own cleaning
10	Hydro	Non discrétionnaire/Non-discretionary	- 2,500.00	The electrical furnace was changed from electric to natural gas
11	Natural Gas	Non discrétionnaire/Non-discretionary	2,000.00	The electrical furnace was changed from electric to natural gas
12	Hydro	Non discrétionnaire/Non-discretionary	- 4,000.00	The electrical furnace was changed from electric to natural gas
13	Natural Gas	Non discrétionnaire/Non-discretionary	3,200.00	The electrical furnace was changed from electric to natural gas
14	Part time Wages	Non discrétionnaire/Non-discretionary	800.00	The budget for the cleaner at the museum was removed from budget
15	Snow removal	Non discrétionnaire/Non-discretionary	1,500.00	More frequent ice storms - More salt applications needed
16	Restaurant Revenues	Discrétionnaire/Discretionary	3,000.00	To remove rent fees
17	Public Skating	Discrétionnaire/Discretionary	1,300.00	To remove 2\$ skating fees at the Clarence-Creek Arena
18	Part time Wages	Discrétionnaire/Discretionary	- 1,000.00	Savings from not having to collect the 2\$ fees
19	Grants to organization	Discrétionnaire/Discretionary	7,500.00	Council decided to subsidize any community tournaments that takes place in March - Their is more ice time request from Associations
20	Grants to organization	Discrétionnaire/Discretionary	7,500.00	Council decided to subsidize any community tournaments that takes place in March - Their is more ice time request from Associations
21	Grass Mowing	Non discrétionnaire/Non-discretionary	3,000.00	The city added the long trail alongside Village Morris park to the lawn mowing contract
22	Hall rental	Non discrétionnaire/Non-discretionary	5,000.00	Adjust to actual, less hall revenues at the JML arena

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
23	Building maintenance	Non discrétionnaire/Non-discretionary	6,000.00	Due to health and safety issues at the Community Services Garage we had to rent a portable office to have a proper lunch and meeting room for employees.
24	Hydro	Non discrétionnaire/Non-discretionary	2,000.00	Electricity consumption for the new Morris Village Park
25	Water	Non discrétionnaire/Non-discretionary	1,500.00	Water consumption for the new park in Morris Village Park
26	Contract - Maintenance	Non discrétionnaire/Non-discretionary	8,000.00	New contract for outdoor rink and ice trail maintenance for the new Morris Village Park
27	Clarence-Rockland Arena Operations	Non discrétionnaire/Non-discretionary	350,000.00	The City to take back the Clarence-Rockland Arena operation
28	Advertising	Transfert interne/Internal transfer	- 1,000.00	Merging two accounts together
29	Advertising	Transfert interne/Internal transfer	1,000.00	Merging two accounts together
30	Grants	Transfert interne/Internal transfer	5,000.00	Merging two accounts together
31	Others	Transfert interne/Internal transfer	- 5,000.00	Merging two accounts together
32	Info-Cité	Discrétionnaire/Discretionary	6,000.00	Info-Cité 1x year (8 pages)
33	Free public skating holiday and March break - CR & CC Arenas	Discrétionnaire/Discretionary	5,000.00	Free skating, child and youth shinny hockey for residents over 8 days (Holiday and March break) - reduce spending to Mayor's golf tournamant account
34	Cultural and Artistic Activities Financial Assistance Program	Niveau de service/Service level	3,000.00	8 applications totalling \$13,125 in 2018 and applications to program is expected to grow
35	Debit machine: iWL255 3G long range wireless terminal	Niveau de service/Service level	600.00	Second debit machine for Client Service Centre as demand for debit card payments is growing. This will permit agents to serve more than one client at a time.
Services de la protection/Protective Services				
1	Uniforms	Transfert interne/Internal transfer	6,000.00	Per CLAC negotiations
2	Protective Clothing	Transfert interne/Internal transfer	8,000.00	Per CLAC negotiations
3	Fire Training - Part-time Wages	Transfert interne/Internal transfer	6,000.00	Per CLAC negotiations

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
4	Training materials	Transfert interne/Internal transfer	6,000.00	Per CLAC negotiations
5	Prevention/Education Part-Time Wages	Transfert interne/Internal transfer	4,000.00	Per CLAC negotiations
6	Training & Courses	Non discrétionnaire/Non-discretionary	12,000.00	New legislated training
7	Medical Supplies	Discrétionnaire/Discretionary	2,500.00	To match actual expenses
8	Part time Wages	Niveau de service/Service level	40,000.00	To maintain the 5 volunteer firefighters added in 2017 (Maintain 75)
9	Uniforms	Niveau de service/Service level	3,000.00	To add 5 new volunteer firefighters (75 to 80)
10	Protective Clothing	Niveau de service/Service level	6,000.00	To add 5 new volunteer firefighters (75 to 80)
11	Training materials	Niveau de service/Service level	4,000.00	To add 5 new volunteer firefighters (75 to 80)
Transport en commun / Transit				
1	Bus contract	Non discrétionnaire/Non-discretionary	55,000.00	Annual increase per bus contract (3% - estimated)
2	Transit - User fees	Discrétionnaire/Discretionary	- 15,000.00	3% increase in fees
Garderies/Daycare Services				
1	Membership	Non discrétionnaire/Non-discretionary	300.00	Membership needs to adjusted to actual budget
2	Food supplies	Transfert interne/Internal transfer	- 2,000.00	Food supplies needs to be adjusted to reflect users needs
3	Food supplies	Transfert interne/Internal transfer	- 5,000.00	Food supplies needs to be adjusted to reflect users needs
4	Food supplies	Transfert interne/Internal transfer	2,000.00	Food supplies needs to be adjusted to reflect users needs
5	Rent	Non discrétionnaire/Non-discretionary	2,000.00	Rent has been higher then budgeted in the previous years
6	Telephone	Non discrétionnaire/Non-discretionary	500.00	Telephone has been higher then budgeted in the previous years
7	Food supplies	Transfert interne/Internal transfer	5,000.00	Food supplies needs to be adjusted to reflect users needs

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
8	Rent	Non discrétionnaire/Non-discretionary	1,100.00	Rent has been higher then budgeted in the previous years
9	Admin. charge new account	Non discrétionnaire/Non-discretionary	400.00	The admin. charge in this account has been over estimated in the budget
10	Food supplies	Transfert interne/Internal transfer	- 5,000.00	Food supplies needs to be adjusted to reflect users needs
11	Rent	Non discrétionnaire/Non-discretionary	800.00	Rent has been higher then budgeted in the previous years
12	Food supplies	Transfert interne/Internal transfer	2,500.00	Food supplies needs to be adjusted to reflect users needs
13	Internet Fees	Non discrétionnaire/Non-discretionary	50.00	Adjustment to actual budget
14	Telephone	Non discrétionnaire/Non-discretionary	800.00	Telephone has been higher then budgeted in the previous years
15	Food supplies	Transfert interne/Internal transfer	1,000.00	Food supplies needs to be adjusted to reflect users needs
16	Food supplies	Transfert interne/Internal transfer	1,500.00	Food supplies needs to be adjusted to reflect users needs
17	Rent	Non discrétionnaire/Non-discretionary	500.00	Rent has been higher then budgeted in the previous years
18	FGF	Non discrétionnaire/Non-discretionary	125,000.00	To remove budgeted third payment
19	Salaries & benefits	Non discrétionnaire/Non-discretionary	96,000.00	Cost of living increase
20		Non discrétionnaire/Non-discretionary	- 232,000.00	6 months of the 11% increase
Bibliothèque publique / Public Library				
1	Seasonal employees grant	Bibliothèque publique/Public Library	- 4,000.00	Increase from 2018
2	School board - Revenue	Bibliothèque publique/Public Library	- 2,000.00	Annual increase
3	Event fees	Bibliothèque publique/Public Library	- 1,500.00	To adjust to actual
4	Interest income	Bibliothèque publique/Public Library	- 500.00	To adjust to actual
5	Late charges	Bibliothèque publique/Public Library	2,700.00	To adjust to actual

2019 Pressions budgétaires / 2019 Budget Pressures

Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
6	Regular Salaries	Bibliothèque publique/Public Library	56,487.00	Cost increase due to collective agreement, minimum wage changes and additional hours
7	Books	Bibliothèque publique/Public Library	5,000.00	Increase in book purchasing
8	Audio Visual Collection	Bibliothèque publique/Public Library	2,000.00	To bring amount in line with what we actually require and cost increases
9	Periodicals	Bibliothèque publique/Public Library	500.00	To bring amount in line with what we actually require and cost increases
10	Advertising	Bibliothèque publique/Public Library	3,220.00	Ad campaign to increase awareness of Library in our community in order to increase Library use.
11	Bindery and repairs	Bibliothèque publique/Public Library	1,500.00	Hand in hand with new materials purchased - requirement to increase the life of each item
12	Cleaning Contract	Bibliothèque publique/Public Library	724.00	2% contract increase
13	Hardware	Bibliothèque publique/Public Library	2,000.00	To bring amount in line with what we actually require and cost increases
14	Computers - Software Lic & Renewals	Bibliothèque publique/Public Library	8,500.00	Increase in costs, change in 2018 of Integrated Library Software (ILS) comes with a higher rate, resources purchased in 2017 no longer covered by grant
15	Computers Maintenance - Contract	Bibliothèque publique/Public Library	2,000.00	To bring amount in line with what we actually require and cost increases
16	Furniture	Bibliothèque publique/Public Library	1,500.00	Require replacement of various chairs, etc.
17	Hydro	Bibliothèque publique/Public Library	443.00	Cost increase
18	Internet Service Fees	Bibliothèque publique/Public Library	400.00	To bring amount in line with what we actually require and cost increases
19	Lease Photocopier	Bibliothèque publique/Public Library	200.00	To bring amount in line with what we actually require and cost increases
20	Mileage/travel	Bibliothèque publique/Public Library	3,000.00	Increase due gas cost increase and book mobile service extended to St. Pascal and Clarence Creek
21	Miscellaneous	Bibliothèque publique/Public Library	500.00	To bring amount in line with what we actually require and cost increases
22	Office supplies	Bibliothèque publique/Public Library	2,000.00	To bring amount in line with what we actually require and cost increases
23	Program expenses	Bibliothèque publique/Public Library	5,580.00	Increasing programs offered to children and adults as per Library Board's vision for the Library

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Item	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
24	Rent- Bourget	Bibliothèque publique/Public Library	158.00	Per contract
25	Telephone	Bibliothèque publique/Public Library	200.00	To bring amount in line with what we actually require and cost increases
26	Admin cost increase	Bibliothèque publique/Public Library	200.00	Cost of life increase
27	Increase in operational grant revenue?	Bibliothèque publique/Public Library	???	No amount has been confirmed and will depend on election results