



Clarence-Rockland

CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING

November 19, 2018, 6:30 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting

The meeting is scheduled to begin at 6:30 pm in order to allow for a closed session.

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

2. Prayer

1

3. Adoption of the agenda

4. Disclosure of pecuniary interests

3

5. Closed Meeting

5.1 I.T. Services Staffing

6. Closed Meeting report

7. Announcements

8. Comment/Question Period

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

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

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

| | | |
|--|---|-----|
| 9. | Council Members' Items | |
| 9.1 | Member's Resolution presented by Councillor Michel Levert with regard to ATVs | |
| 10. | Consent Items | |
| <p>Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these items, he or she is required to ask for the item to be considered separately before a vote is taken.</p> | | |
| 10.1 | Adoption of the minutes of the following meetings: | |
| a. | Regular meeting of November 5, 2018 | 5 |
| b. | Committee of the Whole of November 5, 2018 | 23 |
| 10.2 | The following recommendations from Committee of the Whole of November 5, 2018 | |
| a. | Resolution to approve the payment of the additional fees of 19 050 \$ to BDO Canada for the CIH Academy audit | 39 |
| b. | Resolution to authorize the write-off of 23 accounts receivable for a total of \$20,955.21 | 55 |
| c. | Resolution to adopt the revised Human Resources policies | 59 |
| d. | Resolution to reject the Rockland Field Archers request | 101 |
| 10.3 | Resolution to adopt the salaries paid from October 7, 2018, to November 3, 2018, in the gross amount of \$814,799.36 and net amount of \$586,049.40 | |
| 11. | Committee/Staff Reports | |
| 11.1 | Accounts Paid | 107 |
| 11.2 | Grant application - Celebrate Canada Day 2019 | 111 |
| 11.3 | Water looping financing | 115 |

12. By-laws

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

| | | |
|------------|---|------------|
| 12.1 | 2018-150 - Lifting of Part-Lot Control - 1148-1164 Docteur Corbeil Blvd | 123 |
| 12.2 | 2018-152 - Lifting of Part-Lot Control - Spacebuilders - Solara | 129 |
| 13. | Confirmatory By-law | 135 |
| 14. | Adjournment | |



Clarence-Rockland

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

le 19 novembre 2018, 18 h 30

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Ouverture de la réunion

La réunion débute à 18h30 afin de permettre une session à huis clos.

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

2. Prière

1

3. Adoption de l'ordre du jour

4. Déclarations d'intérêts pécuniaires

3

5. Réunion à huis clos

5.1 Effectifs - Département de l'informatique

6. Rapport de la réunion à huis clos

7. Annonces

8. Période de Questions/Commentaires

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

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

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

| | | |
|--|---|-----|
| 9. | Items des membres du Conseil | |
| 9.1 | Résolution de membre présentée par le conseiller Michel Levert concernant la circulation des VTT | |
| 10. | Items par consentement | |
| Note : Les items énumérés dans cette section de l'ordre du jour seront sujet à être considéré pour approbation sous une résolution qui n'est pas sujette au débat et non-modifiable. Si un membre du conseil désire engager une discussion ou un débat par rapport à un de ces items, il/elle doit demander que l'item soit considéré séparément avant que le vote ait lieu. | | |
| 10.1 | Adoption des procès-verbaux des réunions suivantes: | |
| a. | Réunion régulière du 5 novembre 2018 | 5 |
| b. | Comité plénier du 5 novembre 2018 | 23 |
| 10.2 | Les recommandations suivantes du comité plénier du 5 novembre 2018 | |
| a. | Résolution pour autoriser le paiement des frais supplémentaires de 19 050\$ à BDO Canada pour le mandat de vérification de l'Académie CIH | 39 |
| b. | Résolution pour autoriser la radiation de 23 comptes client pour un total de \$20,955.21 | 55 |
| c. | Résolution pour adopter les politiques de ressources humaines révisées | 59 |
| d. | Résolution pour rejeter la demande du Club de tir à l'arc de Rockland | 101 |
| 10.3 | Résolution pour adopter les salaires payés pour la période du 7 octobre 2018 au 3 novembre 2018, au montant brut de 814 799,36 \$ et montant net de 586 049,40 \$ | |
| 11. | Rapports des Comités/Services | |
| 11.1 | Comptes payés | 107 |
| 11.2 | Demande de subvention - Canada en fête 2019 | 111 |
| 11.3 | Financement du bouclage de l'eau | 115 |

12. Règlements municipaux

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

| | | |
|------|---|-----|
| 12.1 | 2018-150 - Levée de la règlementation de partie de lot - 1148-1164 boulevard Docteur Corbeil | 123 |
| 12.2 | 2018-152 - Levée de la règlementation de partie de lot - Spacebuilders - Solara | 129 |
| 13. | Règlement de confirmation | 135 |
| 14. | Ajournement | |

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

Notre Père

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

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

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

May your name be glorified through our efforts.

Amen



Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

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

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

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| |
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| |
| |

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

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| |
| |
| |

| Name (print) | Signature | Date |
|--------------|-----------|------|
| | | |

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

Excerpt from the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

DUTY OF MEMBER

When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

Extrait de la Loi sur les conflits d'intérêts municipaux, L.R.O. 1990, chap. M.50

OBLIGATIONS DU MEMBRE

Participation à une réunion où l'affaire est discutée

5 (1) Le membre qui, soit pour son propre compte soit pour le compte d'autrui ou par personne interposée, seul ou avec d'autres, a un intérêt pécuniaire direct ou indirect dans une affaire et participe à une réunion du conseil ou du conseil local où l'affaire est discutée, est tenu aux obligations suivantes :

- a) avant toute discussion de l'affaire, déclarer son intérêt et en préciser la nature en termes généraux;
- b) ne pas prendre part à la discussion ni voter sur une question relative à l'affaire;
- c) ne pas tenter, avant, pendant ni après la réunion, d'influencer de quelque façon le vote sur une question relative à l'affaire. L.R.O. 1990, chap. M.50, par. 5 (1).

Exclusion de la réunion à huis clos

(2) Si la réunion visée au paragraphe (1) se tient à huis clos, outre les obligations que lui impose ce paragraphe, le membre est tenu de quitter immédiatement la réunion ou la partie de la réunion où l'affaire est discutée. L.R.O. 1990, chap. M.50, par. 5 (2).



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

November 5, 2018

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

PRESENT:

- Guy Desjardins, Mayor
- Jean-Marc Lalonde, Councillor Ward 1
- Mario Zanth, Councillor Ward 2
- Carl Grimard, Councillor Ward 3
- André J. Lalonde, Councillor Ward 5
- Krysta Simard, Councillor Ward 6
- Michel Levert, Councillor Ward 7
- Diane Choinière, Councillor Ward 8
- Helen Collier, Chief Administrative Officer
- Monique Ouellet, Clerk
- Maryse St-Pierre, Deputy Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 6:30 p.m.

2. Prayer

Councillor Carl Grimard recites the prayer.

3. Adoption of the agenda

RESOLUTION 2018-245

Moved by Mario Zanth

Seconded by Carl Grimard

BE IT RESOLVED THAT the agenda be adopted with the addition of item 12.2.
Amendment to Zoning By-Law -2164 Landry.

CARRIED

4. Disclosure of pecuniary interests

Councillor Michel Levert declares a pecuniary interest for item 11.3, because he is a family member of the individual being nominated.

5. Closed Meeting

RESOLUTION 2018-246

Moved by Carl Grimard

Seconded by Mario Zanth

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

Item 5.1 - I.T. Services Staffing

CARRIED

Members of Council move to the conference room adjacent to the Council Chambers at 6:36 p.m. and return to the Council Chambers at 7:23 p.m.

RESOLUTION 2018-247

Moved by Carl Grimard

Seconded by Mario Zanth

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

CARRIED

6. Closed Meeting report

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

7. Announcements

Councillor Diane Choinière announces that registration is open for the Épelle-moi Canada Competition until December 31. She explains that this competition is for youth between 6 and 14 and helps for the development of French-language learning. She adds that organizers are also seeking for volunteers.

Councillor André J. Lalonde announces that a spaghetti and baked beans dinner will be held on November 23 in Clarence Creek in order to collect funds for Gavin Shaw's family, young hockey player diagnosed with cancer.

Mayor Desjardins announces that Sunday the celebrations for the Remembrance Day will be held at 10:00 am at the Knights of Columbus Hall and at 11:00 at the Rockland City Hall.

8. Comment/Question Period

Mrs. Suzanne Perron, 464 du Ruisseau, asks that the solar panels matter be considered in three months in order to allow her to complete her own search.

Mr. Rolland Labonté asks for an update regarding his daughter's property. Mayor Desjardins explains that the work is completed. Mayor Desjardins confirms that he will contact Mr. Labonté when the Director of Infrastructure returns.

Mrs. Monique Halloran, who represents Mrs. Hotte 2164 Landry Road, asks that Council refuse the zoning amendment request which reduces MDS. She explains that this request goes against many recommendations of the Province, City experts and the United Counties of Prescott and Russell. Mayor Desjardins explains that there is already a property located 60 metres from there. Mrs. Halloran adds that further to this zoning amendment, fees and burden are transferred to her.

9. Council Members' Items

9.1 Member's resolution presented by Councillor Diane Choinière for the verification of speed limit legislation

RESOLUTION 2018-248

Moved by Diane Choinière

Seconded by Carl Grimard

WHEREAS the speed limit has been limited to 50 km/h everywhere in the City, which includes the rural;

BE IT RESOLVED THAT the City verifies which provincial legislation limits the speed to 50 km/h and that a copy be provided to the members of Council; and

BE IT RESOLVED THAT the City compare the other rural areas located within the municipalities of Prescott and Russell.

CARRIED

10. Consent Items

RESOLUTION 2018-249

Moved by Michel Levert

Seconded by Krysta Simard

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

10.1. Adoption of the minutes of the following meetings:

a. Regular meeting of October 10, 2018

b. Committee of the Whole of October 10, 2018

10.2. Receipt of the minutes of the following meetings:

- a. Public Transit Advisory Committee - April 19, 2018
- b. Library Board - August 18, 2018
- c. Committee of Adjustment - September 19, 2018
- d. Planning Committee - September 5, 2018

10.3. The following recommendations from Committee of the Whole of October 10, 2018:

- a. Resolution to increase the contribution to the fleet reserve

10.4. Resolution to adopt the salaries paid from September 9, 2018, to October 6, 2018, in the gross amount of \$825,613.68 and net amount of \$592,658.33

CARRIED

Text of the resolutions adopted by consent under Resolution No 2018-249

10.3a. *WHEREAS Council has approved an Asset Management Strategy further detailed in its Corporate Asset Management Plan INF2017-044; and*

WHEREAS a primary principle of asset management includes a sustainable funding model; and

WHEREAS Municipalities have few options in addressing the financing of capital assets; and

WHEREAS The City's existing contribution to the fleet reserve is \$260,000;

BE IT RESOLVED THAT *Council authorizes that the contribution to the Fleet reserve be increased annually for the next 5 years by \$50,000 to ensure the cost effectiveness and sustainability of the City's fleet assets; and*

BE IT RESOLVED THAT *Council endorse option 1 of the financing section of Report 2018-025 that the City build its vehicle reserve contribution over the next few years with the goal of financing vehicles with 20 years or less useful life from reserves and those greater than 20 years using debt.*

10.4 ***BE IT RESOLVED THAT*** *the salaries paid from September 9, 2018, to October 6, 2018, in the gross amount of \$825,613.68 and net amount of \$592,658.33 be adopted as recommended.*

10.3b. Resolution to remove from the City's property the solar panels, being the property of the owner of 464 du Ruisseau Street

RESOLUTION 2018-250

Moved by Jean-Marc Lalonde
Seconded by Diane Choinière

WHEREAS Committee of the Whole received on May 7, 2018, a letter from Mr. Jacques Taillefer, owner of 464 du Ruisseau, regarding the encroachment of his solar panels on a municipal property; and

WHEREAS during this meeting, the Committee of the Whole mandated the administration to obtain a legal advice from the City's legal counsel in order to evaluate Mr. Taillefer's proposal; and

WHEREAS the legal counsel and insurance company advices demonstrates that an agreement with the owner should require many criteria, which could be an issue due to the situation;

BE IT RESOLVED THAT Council ask that the solar panels, being the property of the owner of 464 du Ruisseau, be removed from City property, as recommended in Report AME-18-08-R.

DEFERRED

10.3c. Resolution to accept the request for a complete reimbursement of application fees for a Zoning by-law amendment and Site Plan approval

RESOLUTION 2018-251

Moved by Jean-Marc Lalonde
Seconded by Mario Zanth

BE IT RESOLVED THAT Municipal Council accepts the request for a complete reimbursement of application fees for a Zoning by-law amendment and Site Plan approval for the amount of \$4,790.00 made by Mrs. Lise Saumure, Mr. Sylvain Drouin, and Mrs. Nathalie Drouin, on the condition that the Site Plan Agreement be signed before the reimbursement of the fees.

CARRIED

11. Committee/Staff Reports

11.1 Accounts Paid

RESOLUTION 2018-252

Moved by Jean-Marc Lalonde
Seconded by Krysta Simard

BE IT RESOLVED THAT the accounts paid from September 15, 2018, to October 14, 2018, in the amount of \$8,428,632.99 be adopted as recommended.

CARRIED

11.2 Purchase of two rink boards – Hammond & Laviolette parks

Further to comments, Mr. Pierre Boucher confirms that the work order for the rink boards at Richelieu Park has been issued to employees.

RESOLUTION 2018-253

Moved by Diane Choinière
Seconded by Mario Zanth

WHEREAS the 2018 capital budget for the purchase and installation of the rink boards at Hammond Park and Laviolette Park is \$ 60,000; and

WHEREAS the bids for the purchase and installation of the ice rink boards are much higher than anticipated due to the substantial increase in metal prices; and

BE IT RESOLVED THAT Council authorize the transfer of \$25,000 from the "Park in Lieu" deferred revenue to the Hammond and Laviolette park rink board purchase and installation budget; and

BE IT RESOLVED THAT Council adopts By-Law 2018-148 to authorize the Mayor and the Clerk to sign the contract with Permafib Inc. for the Hammond and Laviolette park rink board purchase and installation, for an amount of 80 623.64\$, plus the HST, as recommended.

CARRIED

11.3 Exception to section 5.5 of Policy No. RH-HR 2016-11

Councillor Michel Levert leaves his seat further to his declaration of pecuniary interest.

RESOLUTION 2018-254

Moved by Carl Grimard
Seconded by André J. Lalonde

BE IT RESOLVED that an exception to section 5.5 of Policy No. RH-HR 2016-11, be granted in order to allow the hiring of Councillor's family member, being Mélie Levert; and

BE IT RESOLVED that the salary of Mélie Levert is established at Level 1, Class 16, of the current part-time employee's salary grid, as recommended.

CARRIED

Councillor Michel Levert returns to his seat.

12. By-laws

- 12.1 2018-141 - to authorize the signature of a one-year contract with Ghyslain Lalonde Entreprise for the rental of a grader including one operator**

RESOLUTION 2018-255

Moved by Mario Zanth

Seconded by Diane Choinière

WHEREAS the rental of a grader with an operator is required in order to properly clear the snow and the spring maintenance to adequately maintain the gravel roads in the rural sector of the municipality in order to reach an acceptable level or roads;

BE IT RESOLVED THAT Council adopts By-Law 2018-141 to authorize the Mayor and the City Clerk to sign a one-year contract with Ghyslain Lalonde Entreprise for the rental of a grader including one (1) operator to clear snow from gravel roads in the rural area of the municipality and the spring maintenance of these roads for \$186.95 per hour.

CARRIED

- 12.2 2018-147 - Amendment to Zoning By-Law – 2164 Landry**

RESOLUTION 2018-256

Moved by Diane Choinière

Seconded by Carl Grimard

WHEREAS the Infrastructure and Planning Department has recommended to the Planning Committee to change the zoning category for the severed parcel of the severance B-CR-009-2019 (Part of 2164 Landry Road) from, "Rural (RU) Zone" to "Rural Residential (RR) Zone", but has not recommended to reduce the Minimum Distance Separation (MDS I);

BE IT RESOLVED THAT Municipal Council adopts By-law 2018-147 amending Zoning By-law 2016-10 in order to change the zoning category for the severed parcel of the severance B-CR-009-2019 (Part of 2164 Landry Road) from, "Rural (RU) Zone" to "Rural Residential – exception 6 (RR-6) Zone", in order to approve

a reduction of the MDS I to 60 metres, as recommended by the Planning Committee.

CARRIED

13. Confirmatory By-law

RESOLUTION 2018-257

Moved by Mario Zanth

Seconded by Diane Choinière

BE IT RESOLVED THAT By-law no. 2018-149, being a confirmatory by-law for the regular meeting of November 5, 2018, be adopted.

CARRIED

14. Adjournment

Mayor Desjardins adjourns the meeting at 8:53 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

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

PRÉSENT: Guy Desjardins, maire
 Jean-Marc Lalonde, conseiller du quartier 1
 Mario Zanth, conseiller du quartier 2
 Carl Grimard, conseiller du quartier 3
 André J. Lalonde, conseiller du quartier 5
 Krysta Simard, conseillère du quartier 6
 Michel Levert, conseiller du quartier 7
 Diane Choinière, conseillère du quartier 8
 Helen Collier, directrice générale
 Monique Ouellet, greffière
 Maryse St-Pierre, greffière adjointe

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 18h30.

2. Prière

Le conseiller Carl Grimard fait la lecture de la prière.

3. Adoption de l'ordre du jour

RÉSOLUTION 2018-245

Proposée par Mario Zanth
Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté avec l'ajout de l'item 12.2.
 Modification au règlement de zonage - 2164 Landry.

ADOPTÉE

4. Déclarations d'intérêts pécuniaires

Le conseiller Michel Levert déclare un intérêt pécuniaire à l'item 11.3, car il est apparenté avec la personne nommée.

5. Réunion à huis clos

RÉSOLUTION 2018-246

Proposée par Carl Grimard

Appuyée par Mario Zanth

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

Item 5.1 - Effectifs - Département de l'informatique

ADOPTÉE

Les membres du conseil se retirent dans la salle de conférence adjacente à la salle du conseil à 18h36 et retournent dans la salle du conseil à 19h23.

RÉSOLUTION 2018-247

Proposée par Carl Grimard

Appuyée par Mario Zanth

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

ADOPTÉE

5.1 Effectifs - Département de l'informatique

6. Rapport de la réunion à huis clos

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

7. Annonces

La conseillère Diane Choinière annonce que les inscriptions pour le concours Épelle-moi Canada sont jusqu'au 31 décembre. Elle explique que ce concours s'adressant aux jeunes entre 6 et 14 ans permet le développement de l'apprentissage de la langue française. Elle ajoute que les organisateurs sont également à la recherche de bénévoles.

Le conseiller André J. Lalonde annonce que le 23 novembre à Clarence Creek aura lieu un souper spaghetti et fèves au lard afin d'amasser des fonds pour la famille de Gavin Shaw, jeune hockeyeur de la région atteint d'un cancer.

Le maire Desjardins annonce que dimanche les cérémonies pour le jour du Souvenir débutent à 10h à la salle des Chevaliers de Colomb et se dérouleront ensuite à l'hôtel de ville de Rockland à 11h.

8. Période de Questions/Commentaires

Mme Suzanne Perron, 464 du Ruisseau, demande que le dossier des panneaux solaires de sa propriété soit considéré dans trois mois afin de lui permettre de faire ses propres recherches.

M. Rolland Labonté demande une mise à jour concernant la propriété de sa fille. Le maire Desjardins explique que les travaux sont terminés. Le maire Desjardins confirme qu'il va contacter M. Labonté lorsque le directeur d'infrastructure sera de retour.

Mme Monique Halloran, représentant Mme Hotte du 2164 rue Landry, demande de rejeter la demande de changement de zonage qui a pour but de réduire les DMS. Elle explique que ce changement va à l'encontre de plusieurs recommandations de la province, des experts de la Cité et des Comtés unis de Prescott et Russell. Le maire Desjardins explique qu'il y a déjà une propriété à 60 mètres. Mme Halloran ajoute que suite à ce changement de zonage, les frais et le fardeau lui seront transférés.

9. Items des membres du Conseil

9.1 Résolution de membre de la conseillère Diane Choinière pour la vérification de la législation en matière de limite de vitesse

RÉSOLUTION 2018-248

Proposée par Diane Choinière

Appuyée par Carl Grimard

ATTENDU QUE la limite de vitesse a été limitée à 50 km/h partout dans la Cité incluant le rural;

QU'IL SOIT RÉSOLU QUE la Cité vérifie quelle loi provinciale limite la vitesse dans le rural à 50 km/h et qu'une copie soit remise aux membres du conseil; et

QU'IL SOIT RÉSOLU QUE la Cité fasse une comparaison des secteurs ruraux avec les autres municipalités de Prescott et Russell.

ADOPTÉE

10. Items par consentement

RÉSOLUTION 2018-249

Proposée par Michel Levert
Appuyée par Krysta Simard

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

10.1. Adoption des procès-verbaux des réunions suivantes:

- a. Réunion régulière du 10 octobre 2018
- b. Comité plénier du 10 octobre 2018

10.2. Réception des procès-verbaux des réunions suivantes:

- a. Comité consultatif du transport en commun - 19 avril 2018
- b. Conseil d'administration de la bibliothèque publique - 18 août 2018
- c. Comité de dérogation - 19 septembre 2018
- d. Comité d'aménagement - 5 septembre 2018

10.3. Les recommandations suivantes du comité plénier du 10 octobre 2018:

- a. Résolution pour augmenter la contribution à la réserve de la flotte

10.4. Résolution pour adopter les salaires payés pour la période du 9 septembre 2018 au 6 octobre 2018, au montant brut de 825 613,68\$ et montant net de 592 658,33\$

ADOPTÉE

Texte des résolutions adoptées par consentement, telles qu'identifiées dans la résolution 2018-249

10.3a. ATTENDU QUE le conseil a approuvé une stratégie de gestion des actifs telle que décrite dans le plan corporatif de gestion des actifs INF2017-044; et

ATTENDU QUE le principe primaire de gestion des actifs inclut un modèle durable de financement; et

ATTENDU QUE les municipalités ont quelques options relativement au financement des actifs en capital; et

ATTENDU QUE la contribution actuelle de la Cité à la réserve de la flotte correspond à 260 000\$;

QU'IL SOIT RÉSOLU QUE le conseil autorise que la contribution à la réserve de la flotte soit augmentée annuellement de 50 000\$ pour les cinq (5) prochaines

années pour assurer une rentabilité et durabilité aux actifs de la flotte de la Cité; et

QU'IL SOIT RÉSOLU QUE le conseil accepte l'option 1 de la section du financement du rapport FIN2018-025 afin que la Cité construise sa contribution à la réserve des véhicules pour les prochaines années, en ayant pour but de financer les véhicules ayant une durée de vie inférieure à 20 ans à partir des réserves et ceux ayant une durée de vie supérieure à 20 ans à partir de la dette.

10.4 QU'IL SOIT RÉSOLU QUE les salaires payés pour la période du 9 septembre 2018, au 6 octobre 2018, au montant brut de 825 613,68 \$, et montant net de 592 658,33 \$, soient adoptés tel que recommandé.

10.3b. Résolution pour retirer du terrain de la Cité les panneaux solaires appartenant au propriétaire du 464 du Ruisseau

RÉSOLUTION 2018-250

Proposée par Jean-Marc Lalonde

Appuyée par Diane Choinière

ATTENDU QUE le comité plénier a reçu le 7 mai dernier la lettre de M. Jacques Taillefer, propriétaire du 464 du Ruisseau, relativement à l'empiètement de ses panneaux solaires sur la propriété municipale; et

ATTENDU QUE lors de cette réunion le comité plénier a mandaté l'administration de demander l'avis du conseiller juridique de la Cité afin d'évaluer la solution proposée par M. Taillefer; et

ATTENDU QUE les avis du conseiller juridique et l'assureur de la Cité démontrent qu'une entente avec le propriétaire doit être assortie de nombreux critères, lesquels peuvent être difficiles à rencontrer vu la situation actuelle;

QU'IL SOIT RÉSOLU QUE le conseil demande que les panneaux solaires appartenant au propriétaire du 464 du Ruisseau soient retirés du terrain de la Cité, tel que recommandé au rapport AMÉ-18-08-R.

DIFFÉRÉE

10.3c. Résolution pour accepter une demande de remboursement des frais de demande de modification au règlement de zonage et d'approbation d'un plan d'implantation

RÉSOLUTION 2018-251

Proposée par Jean-Marc Lalonde
Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE le conseil municipal accepte la demande de remboursement complète des frais de demande de modification au Règlement de Zonage et d'approbation d'un plan d'implantation pour un montant de 4 790,00 \$ fait par Mme Lise Saumure, M. Sylvain Drouin et Mme Nathalie Drouin, à condition que l'entente de plan d'implantation soit signée avant le remboursement des frais.

ADOPTÉE

11. Rapports des Comités/Services**11.1 Comptes payés****RÉSOLUTION 2018-252**

Proposée par Jean-Marc Lalonde
Appuyée par Krysta Simard

QU'IL SOIT RÉSOLU QUE les comptes payés pour la période du 15 septembre 2018, au 14 octobre 2018, au montant de 8 428 632,99 \$ soient adoptés tel que recommandé.

ADOPTÉE

11.2 Achat de deux systèmes de bande de patinoire – Parc Hammond & Laviolette

Suite aux questions, M. Pierre Boucher confirme que la demande de travaux pour les bandes du parc Richelieu a été transmise aux employés.

RÉSOLUTION 2018-253

Proposée par Diane Choinière
Appuyée par Mario Zanth

ATTENDU QUE le budget capital 2018 pour l'achat et l'installation des bandes de patinoires au parc de Hammond et au parc Laviolette est de 60 000\$; et

ATTENDU QUE les soumissions obtenues pour l'achat et l'installation des bandes de patinoires sont beaucoup plus élevées qu'anticipées dû à l'augmentation substantielle des prix des métaux; et

QU'IL SOIT RÉSOLU QUE le conseil autorise le transfert de 25 000\$ des fonds de « du revenu différé des frais relatifs aux terrains à vocation de parc » vers le

budget d'achat et d'installation des bandes de patinoires du parc de Hammond et du parc Laviolette; et

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2018-148 pour autoriser le maire et la greffière à signer l'entente d'achat et d'installation de deux systèmes de bande de patinoires pour les parcs de Hammond et le parc Laviolette avec Permafib Inc. pour un montant total de 80 623.64\$, plus la TVH, tel que recommandé.

ADOPTÉE

11.3 Exception à la section 5.5. de la politique RH-HR 2016-11

Le conseiller Michel Levert quitte son siège suite à sa déclaration d'intérêt pécuniaire.

RÉSOLUTION 2018-254

Proposée par Carl Grimard

Appuyée par André J. Lalonde

QU'IL SOIT RÉSOLU qu'une exception à l'article 5.5 de la politique RH-HR 2016-11 soit accordée, afin de permettre l'embauche d'une personne apparentée à un membre du conseil, soit Mélie Levert; et

QU'IL SOIT RÉSOLU que le salaire de Mélie Levert soit établi au niveau 1 de la Classe 16 de la grille salariale en vigueur des employés à temps partiel, tel que recommandé.

ADOPTÉE

Le conseiller Michel Levert retourne à son siège.

12. Règlements municipaux

12.1 2018-141 - pour autoriser la signature d'un contrat d'une durée d'un an avec Ghyslain Lalonde Entreprise Inc. pour la location d'une niveleuse incluant un opérateur

RÉSOLUTION 2018-255

Proposée par Mario Zanth

Appuyée par Diane Choinière

ATTENDU QUE la location d'une niveleuse avec un opérateur est nécessaire afin de faire le déblaiement adéquat de la neige et l'entretien printanier des routes en gravier dans le secteur rural de la municipalité afin d'atteindre un niveau acceptable des routes;

QU'IL SOIT RÉSOLU QUE le Conseil municipal adopte le règlement 2018-141 pour autoriser le maire et la greffière à signer un contrat d'une durée d'un (1) an avec Ghyslain Lalonde Entreprise Inc. pour la location d'une niveleuse incluant un (1) opérateur pour effectuer le déblaiement de la neige des routes en gravier dans le secteur rural de la municipalité ainsi que l'entretien printanier de ces mêmes routes pour une somme de \$186.95 de l'heure.

ADOPTÉE

12.2 2018-147 - Modification au règlement zonage – 2164 Landry

RÉSOLUTION 2018-256

Proposée par Diane Choinière

Appuyée par Carl Grimard

ATTENDU QUE le département d'infrastructure et aménagement du territoire a recommandé au comité d'aménagement l'approbation de l'amendement au règlement de zonage pour la parcelle détachée du morcellement B-CR-009-2018 (partie du 2164 chemin Landry) de, « Zone rurale (RU) » à « Zone résidentielle rurale (RR) », mais n'a pas recommandé la réduction de la distance minimale de séparation (DMS I);

QU'IL SOIT RÉSOLU QUE le conseil municipal adopte le règlement 2018-147 concernant l'amendement au règlement de zonage pour la parcelle détachée du morcellement B-CR-009-2018 (partie du 2164 chemin Landry) de, « Zone rurale (RU) » à « Zone résidentielle rurale – exception 6 (RR-6) », afin d'approuver une réduction au DMS I à 60 mètres, tel que recommandé par le comité d'aménagement.

ADOPTÉE

13. Règlement de confirmation

RÉSOLUTION 2018-257

Proposée par Mario Zanth

Appuyée par Diane Choinière

QU'IL SOIT RÉSOLU QUE le règlement no. 2018-149, étant un règlement de confirmation pour la réunion régulière du 5 novembre 2018, soit adopté.

ADOPTÉE

14. Ajournement

Le maire Desjardins lève l'assemblée à 20h53.

Guy Desjardins, maire

Maryse St-Pierre, greffière adjointe



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

November 5, 2018

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

PRESENT:

- Guy Desjardins, Mayor
- Jean-Marc Lalonde, Councillor Ward 1
- Mario Zanth, Councillor Ward 2
- Carl Grimard, Councillor Ward 3
- André J. Lalonde, Councillor Ward 5
- Krysta Simard, Councillor Ward 6
- Michel Levert, Councillor Ward 7
- Diane Choinière, Councillor Ward 8
- Helen Collier, Chief Administrative Officer
- Monique Ouellet, Clerk
- Maryse St-Pierre, Deputy Clerk

1. Opening of the meeting

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

2. Adoption of the agenda

RECOMMENDATION COW2018-161

Moved by Carl Grimard

Seconded by Mario Zanth

THAT the agenda be adopted with the following amendments:

- Withdrawal of item 9.2. Zoning By-Law Amendment - 2164 Landry
- Addition of item 6.2. Notice of motion presented by Councillor Michel Levert regarding the use of ATVs
- Addition of item 6.3. Notice of motion presented by Councillor Jean-Marc Lalonde regarding the Clarence Country Festival.

CARRIED

3. **Disclosure of pecuniary interests** (none)
 4. **Delegations / Presentations** (none)
 5. **Petitions / Correspondence** (none)
 6. **Notice of Motion**
- 6.1 Notice of motion presented by Councillor Jean-Marc Lalonde regarding the sale of cannabis in the City of Clarence-Rockland**

The notice of motion is presented.

Further to questions, Mr. Helen Collier confirms that a presentation will be made to council on this matter.

Councillor Jean-Marc Lalonde withdraws his notice of motion.

- 6.2 Notice of motion presented by Councillor Michel Levert with regard to ATVs**

The notice of motion is presented:

WHEREAS the United Counties of Prescott and Russell authorizes the use of ATVs from 457 Russell Road to the intersection of Drouin Road;

BE IT RESOLVED THAT Council hereby mandates the Administration to prepare an amendment to By-Law 2005-12, as amended, for Council's consideration, with the intent to authorize the use of ATVs on Drouin Road from Russell Road to the Larose Forest.

- 6.3 Notice of motion presented by Councillor Jean-Marc Lalonde in regard to the Clarence Country Festival**

The notice of motion is presented:

WHEREAS the 2019 Edition of the Clarence Western Festival will not be held due to issues with the availability of facilities and premises; and

WHEREAS this festival generates economic benefits for Clarence-Rockland community every year; and

WHEREAS the City has some of those facilities in the Rockland area;

BE IT RESOLVED THAT the City offers to the organizers of the Clarence Western Festival, the opportunity to use the Simon Park and Jean-Marc Lalonde Arena premises in order to organize the 2019 Edition of their festival.

Further to questions, Mr. Pierre Boucher explains that Community Services may not recommend to hold the festival due to indications that might not be respected in addition to the creation of budget pressure.

Councillor Jean-Marc Lalonde withdraws his notice of motion.

7. Comment/Question Period (none)

8. Report from the United Counties of Prescott and Russell (none)

9. Committee/Staff Reports

9.1 2017 CIH Academy Financial Statements (presentation)

The financial statements are presented by Ms. Annik Blanchard, partner at BDO.

Further to questions, Mr. Robert Kehoe explains that the original agreement with CIHA requires a financial statement audit.

Further to questions, Mr. Kehoe explains that there is no agreement with regard to the payment of deficits; CIHA is in charge to cover the deficit and not the City.

RECOMMENDATION COW2018-162

Moved by Mario Zanth

Seconded by Jean-Marc Lalonde

THAT the CIH Academy financial statements for the period ending August 31, 2017, be received as information; and

THAT the Committee of the Whole recommends that the City Council approves the payment of the additional fees of 19 050 \$ to BDO Canada for the CIH Academy audit mandate from the contingency 2018 operational budget.

CARRIED

9.3 Accounts Receivable Write-Off

RECOMMENDATION COW2018-163

Moved by Jean-Marc Lalonde

Seconded by Krysta Simard

THAT Committee of the Whole recommends that Council authorizes the write-off of 23 accounts receivable for a total of \$20,955.21 listed in appendix A from the provision for bad debts account.

CARRIED

9.4 Update #2 watermain looping - Landry and Russell roads

Further to questions, Mr. Richard Campeau explains that the rock has been found between two samples taken.

Further to questions, Mr. Campeau explains that the design has been redone in order to move the aqueduct at the right level.

Further to questions, Mr. Campeau explains that connections for Bourget will be available in December.

RECOMMENDATION COW2018-164

Moved by Diane Choinière

Seconded by André J. Lalonde

THAT Report No. INF2018-048, be received as information.

CARRIED

9.5 Information report - Jean-Marc Lalonde Arena rental – Rockland Field Archers

Further to questions, Mr. Pierre Boucher explains that with a prime rate, members will have to pay around 20\$ each for the year.

RECOMMENDATION COW2018-165

Moved by Carl Grimard

Seconded by Krysta Simard

THAT report no. LOI2018-11-01 be received as information; and

THAT the Committee of the Whole recommends that Council refuses the Rockland Field Archers request for a reduced fee for the rental of Jean-Marc Lalonde Arena.

CARRIED, as modified

9.6 Wastewater Treatment Works 2017 Annual report

RECOMMENDATION COW2018-166

Moved by Carl Grimard

Seconded by Mario Zanth

THAT Report titled “Rockland Wastewater Pollution Control Plant – 2017 Annual Report” be received as information.

CARRIED

9.7 Rockland Water System – Annual Report

RECOMMENDATION COW2018-167**Moved by** Mario Zanth**Seconded by** Michel Levert

THAT Report titled "Summary Report for Rockland Water Treatment Plant" be received as information.

CARRIED**9.8 Protective Services – Monthly Report (August 2018)****RECOMMENDATION COW2018-168****Moved by** Carl Grimard**Seconded by** Mario Zanth

THAT Report No. PRO2018-022 in regards to monthly statistics, be received as information.

CARRIED**9.9 Protective Services – Monthly Report (September 2018)****RECOMMENDATION COW2018-169****Moved by** Carl Grimard**Seconded by** Mario Zanth

THAT Report No. PRO2018-023 in regards to monthly statistics, be received as information.

CARRIED**9.10 Fire Station Construction Update (October 2018)****RECOMMENDATION COW2018-170****Moved by** Jean-Marc Lalonde**Seconded by** Mario Zanth

THAT Report No. PRO2018-024 related to current progress of the new fire stations, be received as information.

CARRIED**9.11 Monthly statistics - Construction - October 2018****RECOMMENDATION COW2018-171****Moved by** Michel Levert**Seconded by** Krysta Simard

THAT the Construction monthly report be received as information.

CARRIED

9.12 Capital Project List Update

RECOMMENDATION COW2018-172

Moved by Krysta Simard

Seconded by Michel Levert

THAT Report ADMIN2018-024 be received as information.

CARRIED

9.13 Biosolids lagoons – Annual Report

RECOMMENDATION COW2018-173

Moved by André J. Lalonde

Seconded by Krysta Simard

THAT the report titled “2017 Monitoring Program Annual Report – Biosolids Storage Lagoons”, be received as information.

CARRIED

9.14 Human Resources Policy Revision

RECOMMENDATION COW2018-174

Moved by Jean-Marc Lalonde

Seconded by Diane Choinière

THAT the Committee of the Whole recommends that Council adopts the revised human resources policies attached to Report No. HR2018-005.

CARRIED

10. Other items

Councillor Jean-Marc Lalonde explains that some curbs on Docteur Corbeil Boulevard are not aligned. Mr. Richard Campeau confirms that the curbs will be corrected.

Councillor Jean-Marc Lalonde explains that Mc Teer Road is in really bad condition. Mr. Campeau replies that this road will be discussed in the 2019 budget.

Councillor Mario Zanth asks for an update on the installation of LED lights. Mr. Campeau replies that the company indicated that it will be in mid-November.

11. Adjournment

The Mayor adjourns the meeting at 9:45 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 5 novembre 2018

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, maire
 Jean-Marc Lalonde, conseiller du quartier 1
 Mario Zanth, conseiller du quartier 2
 Carl Grimard, conseiller du quartier 3
 André J. Lalonde, conseiller du quartier 5
 Krysta Simard, conseillère du quartier 6
 Michel Levert, conseiller du quartier 7
 Diane Choinière, conseillère du quartier 8
 Helen Collier, directrice générale
 Monique Ouellet, greffière
 Maryse St-Pierre, greffière adjointe

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 20h18.

2. Adoption de l'ordre du jour

RECOMMANDATION COW2018-161

Proposée par Carl Grimard

Appuyée par Mario Zanth

QUE l'ordre du jour soit adopté avec les modifications suivantes:

- retrait de l'item 9.2. Modification au règlement de zonage - 2164 Landry
- ajout de l'item 6.2. Avis de motion présenté par le conseiller Michel Levert concernant la circulation des VTT
- ajoute de l'item 6.2. Avis de motion présenté par le conseiller Jean-Marc Lalonde au sujet du festival western de Clarence.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires (aucune)

- 4. **Délégations / Présentations** (aucune)
- 5. **Pétitions / Correspondance** (aucune)
- 6. **Avis de motion**
- 6.1 **Avis de motion présenté par le conseiller Jean-Marc Lalonde concernant la vente de cannabis à Clarence-Rockland**

L'avis de motion est présenté.

Suite aux questions, Mme Helen Collier confirme qu'une présentation sera faite au conseil à ce sujet.

Le conseiller Jean-Marc Lalonde retire son avis de motion.

- 6.2 **Avis de motion présenté par le conseiller Michel Levert concernant la circulation des VTT**

L'avis de motion est présenté :

ATTENDU QUE les Comtés unis de Prescott et Russell autorisent la circulation des VTT du 457 chemin Russell jusqu'à l'intersection du chemin Drouin;

QU'IL SOIT RÉSOLU QUE le conseil mandate l'administration de préparer un amendement au règlement 2005-152, tel qu'amendé, pour la considération du conseil avec l'intention de permettre la circulation des VTT sur le chemin Drouin, à partir du chemin Russell jusqu'à la forêt Larose.

- 6.3 **Avis de motion présenté par le conseiller Jean-Marc Lalonde au sujet du festival country de Clarence**

L'avis de motion est présenté:

ATTENDU QUE l'édition 2019 du Festival western de Clarence n'aura pas lieu suite à des problématiques avec la disponibilité des installations et locaux; et

ATTENDU QUE le festival génère chaque année des retombées économiques pour la communauté de Clarence-Rockland; et

ATTENDU QUE la Cité dispose de certaines de ces installations dans le secteur de Rockland;

QU'IL SOIT RÉSOLU QUE la Cité offre aux organisateurs du Festival western de Clarence l'opportunité d'utiliser le parc Simon et les locaux de l'aréna Jean-Marc Lalonde afin d'être en mesure d'organiser l'édition 2019 de leur festival.

Suite aux questions, M. Pierre Boucher explique que les services communautaires ne peuvent pas recommander la tenue de ce festival, car

plusieurs critères ne peuvent pas être respectés et qu'en plus cela crée des pressions budgétaires.

Le conseiller Jean-Marc Lalonde retire son avis de motion.

- 7. Période de Questions/Commentaires** (aucune)
- 8. Rapport des Comités unis de Prescott et Russell** (aucun)
- 9. Rapports des Comités/Services**
- 9.1 États financiers 2017 de l'Académie CIH (présentation)**

Les états financiers sont présentés par Mme Annik Blanchard, associée chez BDO.

Suite aux questions, M. Robert Kehoe explique que l'entente originale avec le CIHA demandait de faire une vérification des états financiers.

Suite aux questions, M. Kehoe explique qu'il n'y a aucune entente sur le paiement des déficits; c'est le CIHA qui couvre le déficit et non la Cité.

RECOMMANDATION COW2018-162

Proposée par Mario Zanth

Appuyée par Jean-Marc Lalonde

QUE les états financiers de l'Académie CIH pour la période se terminant le 31 août 2017 soient reçus à titre d'information; et

QUE le comité plénier recommande au conseil municipal d'autoriser le paiement des frais supplémentaires de 19 050\$ à BDO Canada pour le mandat d'audit de l'Académie CIH à partir du budget opérationnel de contingence 2018.

ADOPTÉE

- 9.3 Radiation de comptes recevables**

RECOMMANDATION COW2018-163

Proposée par Jean-Marc Lalonde

Appuyée par Krysta Simard

QUE le comité plénier recommande au Conseil d'autoriser la radiation de 23 comptes client pour un total de \$20,955.21 tel que présenté dans l'annexe A à partir de la provision pour mauvaises créances

ADOPTÉE

- 9.4 Mise-à-jour #2 sur le bouclage d'aqueduc - chemins Landry et Russell**

Suite aux questions, M. Richard Campeau explique que le roc a été trouvé entre les deux échantillons prélevés.

Suite aux questions, M. Campeau explique que le design a été refait dans le but de mettre l'aqueduc à la bonne profondeur.

Suite aux questions, M. Campeau explique que les connexions pour Bourget seront disponibles au mois de décembre.

RECOMMANDATION COW2018-164

Proposée par Diane Choinière

Appuyée par André J. Lalonde

QUE le rapport No. INF2018-048, soit reçu à titre d'information.

ADOPTÉE

9.5 Rapport d'information - Location de l'aréna Jean-Marc Lalonde – Club de tir à l'arc de Rockland

Suite aux questions, M. Pierre Boucher explique qu'avec le taux préférentiel, les membres auront à dépenser environ 20\$ pour l'année.

RECOMMANDATION COW2018-165

Proposée par Carl Grimard

Appuyée par Krysta Simard

QUE le rapport LOI2018–11-01 soit reçu à titre d'information; et

QUE le comité plénier recommande que le conseil refuse la demande du Club de Tir à l'arc de Rockland demandant d'avoir un tarif réduit pour la location de l'aréna Jean-Marc Lalonde.

ADOPTÉE, telle que modifiée

9.6 Rapport annuel du traitement des eaux usées 2017

RECOMMANDATION COW2018-166

Proposée par Carl Grimard

Appuyée par Mario Zanth

QUE le rapport intitulé “ Rockland Wastewater Pollution Control Plant – 2017 Annual Report ” soit reçu à titre d'information.

ADOPTÉE

9.7 Système d'eau de Rockland – rapport annuel

RECOMMANDATION COW2018-167**Proposée par** Mario Zanth**Appuyée par** Michel Levert

QUE le rapport intitulé « Summary Report for Rockland Water Treatment Plant » soit reçu à titre d'information.

ADOPTÉE**9.8 Services de la protection – Rapport mensuel (Août 2018)****RECOMMANDATION COW2018-168****Proposée par** Carl Grimard**Appuyée par** Mario Zanth

QUE le rapport No. PRO2018-022 au sujet des statistiques mensuelles soit reçu à titre d'information.

ADOPTÉE**9.9 Services de la protection – rapport mensuel (Septembre 2018)****RECOMMANDATION COW2018-169****Proposée par** Carl Grimard**Appuyée par** Mario Zanth

QUE le rapport No. PRO2018-023 au sujet des statistiques mensuelles soit reçu à titre d'information.

ADOPTÉE**9.10 Mise à jour concernant la construction des casernes (octobre 2018)****RECOMMANDATION COW2018-170****Proposée par** Jean-Marc Lalonde**Appuyée par** Mario Zanth

QUE le rapport PRO2018-024 relié à l'état d'avancement des nouvelles casernes soit reçu à titre d'information.

ADOPTÉE**9.11 Statistiques mensuelles - construction - octobre 2018****RECOMMANDATION COW2018-171****Proposée par** Michel Levert**Appuyée par** Krysta Simard

QUE le rapport mensuel de la Construction soit reçu à titre d'information.

ADOPTÉE

9.12 Liste des projets d'immobilisation - mise à jour

RECOMMANDATION COW2018-172

Proposée par Krysta Simard

Appuyée par Michel Levert

QUE le rapport ADMIN2018-024 soit reçu à titre d'information.

ADOPTÉE

9.13 Rapport annuel des lagunes

RECOMMANDATION COW2018-173

Proposée par André J. Lalonde

Appuyée par Krysta Simard

QUE le rapport intitulé “2017 Monitoring Program Annual Report – Biosolids Storage Lagoons” soit reçu à titre d'information.

ADOPTÉE

9.14 Révision des politiques de ressources humaines

RECOMMANDATION COW2018-174

Proposée par Jean-Marc Lalonde

Appuyée par Diane Choinière

QUE le Comité plénier recommande que le Conseil adopte les politiques de ressources humaines révisées, annexés au rapport no. HR2018-005.

ADOPTÉE

10. Autres items

Le conseiller Jean-Marc Lalonde explique que certaines bordures du boulevard Docteur Corbeil ne sont pas alignées. M. Richard Campeau confirme que la bordure sera refaite.

Le conseiller Jean-Marc Lalonde explique que le chemin Mc Teer est en très mauvais état. M. Campeau répond que ce chemin doit être discuté au budget de 2019.

Le conseiller Mario Zanth demande une mise à jour concernant l'installation des lumières DEL. M. Campeau répond que la compagnie a indiqué que cela devrait être en mi-novembre.

11. Ajournement

Le maire lève l'assemblée à 21h45.

Guy Desjardins, maire

Maryse St-Pierre, greffière adjointe



REPORT N° FIN2018-039

| | |
|---------------------|---------------------------------------|
| Date | 12/10/2018 |
| Submitted by | Frédéric Desnoyers |
| Subject | 2017 CIH Academy Financial Statements |
| File N° | F10 Financial Statements |

1) **NATURE/GOAL :**

Le but de ce rapport est de présenter les états financiers de l'Académie CIH du 31 août 2017 et de faire approuver la facture supplémentaire de BDO Canada.

2) **DIRECTIVE/PREVIOUS POLICY :**

Le 5 février 2018, lors de la réunion à huis clos, le conseil municipal a mandaté l'administration d'obtenir des états financiers audités pour l'Académie CIH par la firme BDO Canada avec un budget de 26 000 \$.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the CIH Academy financial statements for the period ending August 31, 2017 be received as information.

THAT the Committee of the Whole recommends that the City Council approves the payment of the additional fees of 19 050 \$ to BDO Canada for the CIH Academy audit mandate from the contingency 2018 operational budget.

QUE les états financiers de l'Académie CIH pour la période se terminant le 31 août 2017 soient reçus à titre d'information

QUE le comité plénier recommande au conseil municipal d'autoriser le paiement des frais supplémentaires de 19 050 \$ à BDO Canada pour le mandat d'audit de l'Académie CIH à partir du budget opérationnel de contingence 2018.

4) **BACKGROUND :**

N/A

5) **DISCUSSION :**

À l'annexe A on retrouve les états financiers audités de l'Académie CIH. L'état des résultats des opérations de l'aréna à la page 6, présente un déficit de 193 942 \$ en 2017 et un déficit de 334 623 \$ en 2016, avant les autres revenus.

Un budget initial de 26 000 \$ a été approuvé pour l'audit des états financiers. La facture finale de BDO s'élève à 45 050 \$.

Plusieurs éléments peuvent expliquer les frais additionnels de 19 050 \$.

- 1- Lors de du mandat, plusieurs erreurs et écarts ont été soulevés, environ 40 écritures d'ajustements ont été nécessaires en plus des erreurs non matérielles au sommaire des inexactitudes non corrigées.
- 2- Le CIH n'était pas nécessairement préparé pour un audit et n'avait pas tous les documents de support facilement accessibles.
- 3- Il y a eu plusieurs questions de suivis qui ont été nécessaires qui à la suite soulevait souvent d'autres questions additionnelles.
- 4- Il y a eu beaucoup d'inefficacités puisque le comptable du CIH ne travaille pas 5 jours semaine.

6) CONSULTATION:

N/A

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

La facturation additionnelle de 19 050 \$ sera financée par le budget de contingence ainsi ce coût supplémentaire ne causera pas de déficit.

9) LEGAL IMPLICATIONS :

N/A

10) RISK MANAGEMENT :

N/A

11) STRATEGIC IMPLICATIONS :

N/A

12) SUPPORTING DOCUMENTS:

Annexe A : États financiers de l'Académie CIH au 31 août 2017

**CIH Academy
Financial Statements**
For the year ended
August 31, 2017

**Académie CIH
États financiers**
Pour l'exercice terminé le
31 août 2017

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Independent Auditor's Report

Rapport de l'auditeur indépendant

To the Board of Directors of CIH Academy

We have audited the accompanying financial statements of CIH Academy, which comprise the statements of financial position as at August 31, 2017, August 31, 2016 and September 1, 2015, and the statements of operations - Arena & School, changes in net assets and cash flows for the years ended August 31, 2017 and August 31, 2016, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Au Conseil d'administration de l'Académie CIH

Nous avons effectué l'audit des états financiers ci-joints de l'Académie CIH, qui comprennent les états de la situation financière au 31 août 2017, au 31 août 2016 et au 1 septembre 2015, et les états des résultats - Aréna et École, de l'évolution de l'actif net et des flux de trésorerie pour les exercices terminés le 31 août 2017 et le 31 août 2016, ainsi qu'un résumé des principales méthodes comptables et d'autres informations explicatives.

Responsabilité de la direction pour les états financiers

La direction est responsable de la préparation et de la présentation fidèle de ces états financiers conformément aux Normes comptables canadiennes pour les organismes sans but lucratif, ainsi que du contrôle interne qu'elle considère comme nécessaire pour permettre la préparation d'états financiers exempts d'anomalies significatives, que celles-ci résultent de fraudes ou d'erreurs.

Responsabilité de l'auditeur

Notre responsabilité consiste à exprimer une opinion sur les états financiers, sur la base de nos audits. Nous avons effectué nos audits selon les normes d'audit généralement reconnues du Canada. Ces normes requièrent que nous nous conformions aux règles de déontologie et que nous planifions et réalisions l'audit de façon à obtenir l'assurance raisonnable que les états financiers ne comportent pas d'anomalies significatives.

Un audit implique la mise en œuvre de procédures en vue de recueillir des éléments probants concernant les montants et les informations fournis dans les états financiers. Le choix des procédures relève du jugement de l'auditeur, et notamment de son évaluation des risques que les états financiers comportent des anomalies significatives, que celles-ci résultent de fraudes ou d'erreurs. Dans l'évaluation de ces risques, l'auditeur prend en considération le contrôle interne de l'entité portant sur la préparation et la présentation fidèle des états financiers afin de concevoir des procédures d'audit appropriées aux circonstances, et non dans le but d'exprimer une opinion sur l'efficacité du contrôle interne de l'entité. Un audit comporte également l'appréciation du caractère approprié des méthodes comptables retenues et du caractère raisonnable des estimations comptables faites par la direction, de même que l'appréciation de la présentation d'ensemble des états financiers.



We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of CIH Academy as at August 31, 2017, August 31, 2016 and September 1, 2015, and the results of its operations and its cash flows for the years ended August 31, 2017 and August 31, 2016 in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that CIH Academy adopted Canadian accounting standards for not-for-profit organizations on September 1, 2016 with a transition date of September 1, 2015. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at August 31, 2016 and September 1, 2015, and the statements of operations - Arena & School, changes in net assets and cash flows for the year ended August 31, 2016 and related disclosures.

Nous estimons que les éléments probants que nous avons obtenus dans le cadre de nos audits sont suffisants et appropriés pour fonder notre opinion d'audit.

Opinion

À notre avis, les états financiers donnent, dans tous leurs aspects significatifs, une image fidèle de la situation financière de l'Académie CIH au 31 août 2017, au 31 août 2016 et au 1 septembre 2015, ainsi que des résultats de ses activités et de ses flux de trésorerie pour les exercices terminés le 31 août 2017 et le 31 août 2016, conformément aux Normes comptables canadiennes pour les organismes sans but lucratif.

Informations comparatives

Sans pour autant modifier notre opinion, nous attirons l'attention sur la note 2 des états financiers qui indique que l'Académie CIH a adopté les Normes comptables canadiennes pour les organismes sans but lucratif le 1 septembre 2016 et que sa date de transition était le 1 septembre 2015. Ces normes ont été appliquées rétrospectivement par la direction aux informations comparatives contenues dans ces états financiers, y compris les états de la situation financière au 31 août 2016 et au 1 septembre 2015, et les états des résultats - Aréna et École, de l'évolution de l'actif net et des flux de trésorerie pour l'exercice terminé le 31 août 2016 ainsi que les informations connexes.

BDO Canada LLP

Chartered Professional Accountants,
Licensed Public Accountants

Ottawa, Ontario
October 1, 2018

BDO Canada s.r.l. / LLP

Comptables professionnels agréés,
experts-comptables autorisés

Ottawa (Ontario)
le 1er octobre 2018

CIH Academy
Statement of Financial Position

Académie CIH
État de la situation financière

| | August 31 / 31 août 2017 | August 31 / 31 août 2016 | September 1 / 1 septembre 2015 | |
|--|---------------------------------|--------------------------------|--------------------------------------|--|
| Assets | Actif | | | |
| Current | Court terme | | | |
| Cash | \$ 157,974 | \$ 238,862 | \$ 86,652 | Encaisse |
| Accounts receivable | 70,081 | 50,016 | 49,078 | Débiteurs |
| Inventories | 17,348 | 17,348 | 17,348 | Stocks |
| Prepaid expenses | 24,125 | 11,445 | 44,742 | Frais payés d'avance |
| | 269,528 | 317,671 | 197,820 | |
| Tangible capital assets (Note 3) | 4,809,829 | 5,073,278 | 5,347,958 | Immobilisations corporelles (Note 3) |
| | \$ 5,079,357 | \$ 5,390,949 | \$ 5,545,778 | |
| Liabilities and Net Assets | Passif et actif net | | | |
| Current | Court terme | | | |
| Accounts payable and accrued liabilities (Note 4) | \$ 146,774 | \$ 135,584 | \$ 193,630 | Créditeurs et frais courus (Note 4) |
| Deferred revenues | 97,500 | 122,933 | 191,965 | Produits reportés |
| Current portion of long-term debt (Note 7) | 81,019 | 79,412 | 91,588 | Tranche de la dette à long terme échéant à moins d'un an (Note 7) |
| | 325,293 | 337,929 | 477,183 | |
| Deferred contributions related to tangible capital assets (Note 5) | 2,391,667 | 2,491,667 | 2,591,667 | Apports reportés afférents aux immobilisations corporelles (Note 5) |
| Due to 1278800 Ontario Inc. (Note 6) | 5,392,387 | 5,192,387 | 4,342,387 | Dû à 1278800 Ontario Inc. (Note 6) |
| Due to Rockland Academy (Note 6) | 326,325 | 335,155 | 549,826 | Dû à l'Académie de Rockland (Note 6) |
| Long-term debt (Note 7) | 2,371,676 | 2,471,674 | 3,087,910 | Dette à long terme (Note 7) |
| | 10,807,348 | 10,828,812 | 11,048,973 | |
| Guarantee (Note 8) | Garantie (Note 8) | | | |
| Net Assets (Deficiency) | Actif Net (insuffisance) | | | |
| Unrestricted | (5,727,991) | (5,437,863) | (5,503,195) | Non affecté |
| | \$ 5,079,357 | \$ 5,390,949 | \$ 5,545,778 | |

On behalf of the Board:

Au nom du Conseil d'administration:

Director _____ Directeur

Director _____ Directeur

CIH Academy **Académie CIH**
Statement of Changes in Net Assets **État de l'évolution de l'actif net**

| <u>For the year ended August 31</u> | <u>2017</u> | <u>2016</u> | <u>Pour l'exercice terminé le 31 août</u> |
|---|-----------------------|-----------------------|--|
| Balance, beginning of the year | \$ (5,437,863) | \$ (5,503,195) | Solde, début de l'exercice |
| (Deficiency) excess of revenues over expenses - Arena | (193,942) | 171,052 | (Insuffisance) excédent des produits sur les charges - Aréna |
| Deficiency of revenues over expenses - School | (96,186) | (105,720) | Insuffisance des produits sur les charges - École |
| Balance, end of the year | \$ (5,727,991) | \$ (5,437,863) | Solde, fin de l'exercice |

CIH Academy
Statement of Operations - Arena

Académie CIH
État des résultats - Aréna

| <u>For the year ended August 31</u> | 2017 | 2016 | <u>Pour l'exercice terminé le 31 août</u> |
|--|---------------------|-------------------|--|
| Revenues | | | Produits |
| Ice rental (Note 6) | \$ 853,893 | \$ 889,056 | Location de la glace (Note 6) |
| Merchandise sales | 43,854 | 27,072 | Vente de marchandises |
| Rent (Note 6) | 63,745 | 70,249 | Loyer (Note 6) |
| Advertising | 39,045 | 38,300 | Publicité |
| | 1,000,537 | 1,024,677 | |
| Expenses | | | Charges |
| Advertising and promotion | 8,879 | 10,491 | Publicité et promotion |
| Amortization of tangible capital assets | 19,759 | 23,583 | Amortissement des immobilisations corporelles |
| Insurance | 54,076 | 53,048 | Assurance |
| Interest and bank charges | 9,466 | 16,723 | Intérêts et frais bancaires |
| Interest on long-term debt | 51,608 | 85,373 | Intérêts sur dette à long terme |
| Light, heat and power | 412,696 | 437,658 | Électricité et chauffage |
| Memberships and licenses | 5,596 | 9,670 | Frais d'adhésion et licences |
| Miscellaneous | 7,197 | - | Divers |
| Office | 7,649 | 8,992 | Frais de bureau |
| Professional fees | 45,500 | 115,273 | Honoraires professionnels |
| Repairs and maintenance - buildings | 49,791 | 37,390 | Entretien et réparations - bâtiments |
| Repairs and maintenance - equipment | 72,829 | 62,321 | Entretien et réparations - équipement |
| Salaries and benefits | 397,345 | 452,897 | Salaires et avantages sociaux |
| Special events | 5,883 | 11,325 | Événements spéciaux |
| Supplies | 43,972 | 31,474 | Fournitures |
| Telephone | 2,178 | 2,024 | Téléphone |
| Travel | 55 | 1,058 | Voyagement |
| | 1,194,479 | 1,359,300 | |
| (Deficiency) of revenues over expenses before other income | (193,942) | (334,623) | (Insuffisance) des produits sur less charges avant autre produit |
| Other revenue | | | Autre produit |
| Debt forgiveness | | 505,675 | Pardon de dette |
| (Deficiency) excess of revenues over expenses | \$ (193,942) | \$ 171,052 | (Insuffisance) excédent des produits sur les charges |

CIH Academy
Statement of Operations - School

Académie CIH
État des résultats - École

| <u>For the year ended August 31</u> | <u>2017</u> | <u>2016</u> | <u>Pour l'exercice terminé le 31 août</u> |
|---|--------------------|---------------------|--|
| Revenues | | | Produits |
| Camps, clinics and other activities | \$ 207,059 | \$ 101,081 | Camps, cliniques et autres activités |
| Referral fees (Note 6) | 592,000 | 697,000 | Recrutement (Note 6) |
| Rent (Note 6) | 250,000 | 250,000 | Loyer (Note 6) |
| Merchandise sales | 69,289 | 85,628 | Vente de marchandises |
| Amortization of deferred contributions related to tangible capital assets | 100,000 | 100,000 | Amortissement des apports reportés afférents aux immobilisations corporelles |
| Interest income | 1,267 | 971 | Revenus d'intérêts |
| | 1,219,615 | 1,234,680 | |
| Expenses | | | Charges |
| Advertising and promotion | 13,952 | 6,557 | Publicité et promotion |
| Amortization of tangible capital assets | 243,690 | 258,523 | Amortissement des immobilisations corporelles |
| Bad debts | - | 300 | Créances douteuses |
| Camps | 102,298 | 82,840 | Camps |
| Interest and bank charges | 2,738 | 5,378 | Intérêts et frais bancaires |
| Merchandise | 123,699 | 79,523 | Marchandises |
| Office | 4,367 | 10,739 | Frais de bureau |
| Professional fees | 12,241 | 28,242 | Honoraires professionnels |
| Recruiting | 68,307 | 71,244 | Frais de recrutement |
| Repairs and maintenance | 8,200 | 6,207 | Entretien et réparations |
| Salaries and benefits | 422,771 | 354,765 | Salaires et avantages sociaux |
| Special events | 2,018 | 205 | Événements spéciaux |
| Sub-contracts | 49,480 | 59,660 | Sous-traitants |
| Team expenses | 256,309 | 371,849 | Dépenses d'équipe |
| Telephone | 911 | 1,994 | Téléphone |
| Training | 4,608 | 1,840 | Formation |
| Travel | 212 | 534 | Voyagement |
| | 1,315,801 | 1,340,400 | |
| Deficiency of revenues over expenses | \$ (96,186) | \$ (105,720) | Insuffisance des produits sur les charges |

**CIH Academy
Statement of Cash Flows**

**Académie CIH
État des flux de trésorerie**

| For the year ended August 31 | 2017 | 2016 | Pour l'exercice terminé le 31 août |
|---|-------------------|-------------------|--|
| Cash flows from operating activities | | | Flux de trésorerie liés aux activités de fonctionnement |
| (Deficiency) excess of revenues over expenses | \$ (290,128) | \$ 65,332 | (Insuffisance) excédent des produits sur les charges |
| Items not affecting cash: | | | Éléments sans effet sur la trésorerie: |
| Amortization of tangible capital assets | 263,449 | 282,106 | Amortissement des immobilisations corporelles |
| Amortization of deferred contributions related to tangible capital assets | <u>(100,000)</u> | <u>(100,000)</u> | Amortissement des apports reportés afférents aux immobilisations corporelles |
| | (126,679) | 247,438 | |
| Changes in non-cash working capital: | | | Variations des éléments hors caisse du fonds de roulement: |
| Accounts receivable | (20,065) | (938) | Débiteurs |
| Prepaid expenses | (12,680) | 33,297 | Frais payés d'avance |
| Accounts payable and accrued liabilities | 11,190 | (58,046) | Créditeurs et frais courus |
| Deferred revenues | <u>(25,433)</u> | <u>(69,032)</u> | Revenus reportés |
| | <u>(173,667)</u> | <u>152,719</u> | |
| Cash flows from investing activities | | | Flux de trésorerie liés aux activités d'investissement |
| Acquisition of tangible capital assets | - | (7,426) | Acquisitions d'immobilisations corporelles |
| Cash flows from financing activities | | | Flux de trésorerie liés aux activités de financement |
| Repayment of long-term debt | (98,391) | (628,412) | Remboursement de la dette à long terme |
| Advance from 1278800 Ontario Inc. | 200,000 | 850,000 | Avance de 1278800 Ontario Inc. |
| Repayment to Rockland Academy | <u>(8,830)</u> | <u>(214,671)</u> | Remboursement à l'Académie de Rockland |
| | <u>92,779</u> | <u>6,917</u> | |
| Net (decrease) increase in cash | (80,888) | 152,210 | (Diminution) augmentation nette de la trésorerie |
| Cash, beginning of the year | 238,862 | 86,652 | Encaisse, début de l'exercice |
| Cash, end of the year | \$ 157,974 | \$ 238,862 | Encaisse, fin de l'exercice |

CIH Academy
Notes to Financial Statements

August 31, 2017

Académie CIH
Notes complémentaires

31 août 2017

1. Accounting Policies

Status and Purpose of Organization

CIH Academy ("the Academy") is a non-profit organization incorporated under the Canadian Not-for-profit Corporations Act and operates a hockey school including arena facilities and dormitories. The Academy is non-profit organization under the Income Tax Act and, as such, is exempt from income taxes.

Basis of Accounting

The Academy applies the Canadian accounting standards for not-for-profit organizations.

Revenue Recognition

The Academy follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from ice rental, camps, clinics and other activities, referral fees, merchandise sales and advertising is accounted for when the significant risks and rewards of ownership have been completed and there are no significant obligations remaining, the price is fixed or determinable, persuasive evidence that an arrangement exists and collectibility is reasonably assured. This usually occurs at the time the services are provided or the goods have been received by the client.

Rental revenue is recognized on a straight-line basis over the lease term.

Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting year. Assumptions are used in estimating the useful life of tangible capital assets.

1. Méthodes comptables

Statut et objectif de l'organisme

L'Académie CIH («l'Académie») est un organisme sans but lucratif incorporé sous la loi canadiennes sur les organisations à but non lucratif et opère une école de hockey incluant un aréna et des dortoirs. L'Académie est un organisme sans but lucratif au sens de la loi sur le revenu et à ce titre, elle est exonérée d'impôt.

Référentiel comptable

L'Académie applique les Normes comptables canadiennes pour les organismes sans but lucratif.

Comptabilisation des produits

L'Académie applique la méthode du report pour comptabiliser les apports. Les apports affectés sont constatés à titre de produits de l'exercice au cours duquel les charges connexes sont engagées. Les apports non affectés sont constatés à titre de produits lorsqu'ils sont reçus ou à recevoir si le montant à recevoir peut faire l'objet d'une estimation raisonnable et que sa réception est raisonnablement assurée.

Les produits provenant de la location de la glace, des camps, cliniques et autres activités, de recrutement, de la vente de marchandises et de la publicité sont comptabilisés lorsque tous les risques et avantages importants inhérents à la propriété ont été transférés et qu'il n'existe plus d'engagement important, que le prix est déterminé ou déterminable, qu'il existe des preuves convaincantes d'un accord et que l'encaissement est raisonnablement assuré. Ceci survient habituellement lorsque les services sont rendus ou les marchandises sont reçues par le client.

Les produits de location sont comptabilisés selon une base linéaire sur la durée du bail.

Utilisation d'estimations

La préparation des états financiers conformément aux normes comptables canadiennes pour les organismes sans but lucratif exige que la direction procède à des estimations et pose des hypothèses qui ont une incidence sur le montant présenté au titre des actifs et des passifs à la date des états financiers et sur les montants comptabilisés au titre des produits et des charges au cours de l'exercice considéré. Les estimations sont utilisées pour établir la durée de vie utile estimative des immobilisations corporelles

CIH Academy
Notes to Financial Statements

August 31, 2017

Académie CIH
Notes complémentaires

31 août 2017

1. Accounting Policies (continued)

Financial Instruments

Initial and subsequent measurement

The Academy initially measures its financial assets and liabilities at fair value. The Academy subsequently measures all its financial assets and liabilities at amortized cost.

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indications of possible impairment.

Transaction costs

Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in the statement of operations over the life of the instrument using the straight-line method.

Tangible Capital Assets

Tangible capital assets are accounted for at cost and amortized on the basis of their useful life using the following methods and rates or duration:

| | |
|-------------------------|-------------------------------|
| Buildings | 30 years straight-line |
| Furniture and equipment | 20% diminishing balance basis |
| Vehicles | 30% diminishing balance basis |

Impairment of Tangible Capital Assets

When a tangible capital asset no longer has any long-term service potential to the Academy, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

Deferred Contributions Related to Tangible Capital Assets

Contributions relating to tangible capital assets are accounted for as deferred contributions and amortized on the same basis as the related tangible capital assets.

1. Méthodes comptables (suite)

Instruments financiers

Évaluation initiale et ultérieure

L'Académie évalue initialement ses actifs financiers et passifs financiers à la juste valeur. Elle évalue ultérieurement tous ses actifs financiers et passifs financiers au coût après amortissement.

Dépréciation

Les actifs financiers évalués au coût après amortissement sont soumis à un test de dépréciation s'il existe des indications d'une possible dépréciation.

Coûts de transaction

Les coûts de transaction relatifs à des instruments financiers évalués ultérieurement au coût après amortissement sont comptabilisés au coût initial de l'actif ou du passif financier et comptabilisés aux résultats sur la durée de l'instrument selon la méthode de l'amortissement linéaire.

Immobilisations corporelles

Les immobilisations corporelles sont comptabilisées au coût et sont amorties en fonction de leur durée de vie utile respective selon les méthodes et les taux ou durées indiqués ci-dessous :

| | |
|------------------------|--|
| Bâtiments | 30 ans méthode de l'amortissement linéaire |
| Équipement et mobilier | 20% méthode de l'amortissement dégressif |
| Véhicules | 30% méthode de l'amortissement dégressif |

Dépréciation des immobilisations corporelles

Lorsqu'une immobilisation corporelle n'a plus aucun potentiel de service à long terme pour l'Académie, l'excédent de sa valeur comptable nette sur sa valeur résiduelle est comptabilisé en charges dans l'état des résultats.

Apports reportés afférents aux immobilisations corporelles

Les subventions relatives aux immobilisations corporelles sont comptabilisées à titre d'apports reportés puis amortis de la même façon que les immobilisations corporelles auxquelles elles se rapportent.

CIH Academy
Notes to Financial Statements

August 31, 2017

Académie CIH
Notes complémentaires

31 août 2017

2. First-time Adoption of Accounting Standards for Not-for-Profit Organizations

Effective September 1, 2016, the Academy adopted the requirements of the accounting framework: Canadian accounting standards for not-for-profit organizations (ASNPO), which is Part III of the CPA Canada Handbook - Accounting. These are the Academy's first financial statements prepared in accordance with this framework and the transitional provisions of Section 1501, First-time adoption by not-for-profit organizations have been applied. Section 1501 requires retrospective application of the accounting standards with certain elective exemptions and mandatory exceptions. The accounting policies set out in Note 1 - Accounting Policies have been applied in preparing the financial statements for the year ended August 31, 2017, the comparative information presented in these financial statements for the year ended August 31, 2016 and in the preparation of an opening ASNPO statement of financial position at the date of transition of September 1, 2015.

The Academy issued financial statements for the years ended August 31, 2015 and 2016 under a Notice to Reader report. The adoption of ASNPO resulted in adjustments to previously reported assets, net assets and deficiency of revenues over expenses of the Academy. The adjustments decreased the net assets at the date of transition by \$2,814,769

2. Application initiale des Normes comptables pour les organismes sans but lucratif

En date du 1 septembre 2016, l'Académie a adopté les recommandations du référentiel comptable : Normes comptables canadiennes pour les organismes sans but lucratif (NCOSBL), soit la Partie III du Manuel de CPA Canada - Comptabilité. Ce sont les premiers états financiers préparés par l'Académie conformément à ce référentiel, et les dispositions prévues au chapitre 1501 - Application initiale des normes pour les organismes sans but lucratif ont été appliquées. Le chapitre 1501 exige l'application rétrospective des normes comptables avec des exemptions d'application et des exceptions obligatoires. Les méthodes comptables présentées à la note 1 - Méthodes comptables ont été appliquées dans la préparation des états financiers pour l'exercice terminé le 31 août 2017, les informations comparatives présentées dans ces états financiers pour l'exercice terminé le 31 août 2016 et dans la préparation de l'état de la situation financière d'ouverture selon les NCOSBL à la date de transition du 1 septembre 2015.

L'Académie a émis des états financiers pour les exercices terminé le 31 août 2015 et 2016 sous un Avis au lecteur. L'adoption des NCOSBL a entraîné des ajustements sur les montants présentés antérieurement à titre d'actif, d'actif net et de l'insuffisance des produits sur les charges de l'Académie. Les ajustements ont diminué l'actif net à la date de transition d'un montant de 2 814 769\$.

3. Tangible Capital Assets

3. Immobilisations corporelles

| | 2017 | | | 2016 | | |
|-------------------------|---------------------|--|---------------------|---------------------|--|------------------------|
| | Cost / Coût | Accumulated Amortization / Amortissement cumulé | | Cost / Coût | Accumulated Amortization / Amortissement cumulé | |
| | | | | | | |
| Buildings | \$ 5,675,735 | \$ 1,154,582 | \$ 5,675,735 | \$ 964,937 | | Bâtiments |
| Furniture and equipment | 1,028,902 | 749,375 | 1,028,902 | 679,492 | | Équipement et mobilier |
| Vehicles | 81,799 | 72,650 | 81,799 | 68,729 | | Véhicules |
| | \$ 6,786,436 | \$ 1,976,607 | \$ 6,786,436 | \$ 1,713,158 | | |
| Net carrying amount | | \$ 4,809,829 | | | \$ 5,073,278 | Valeur comptable nette |

CIH Academy
Notes to Financial Statements

August 31, 2017

Académie CIH
Notes complémentaires

31 août 2017

4. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$14,388 (2016 - \$25,904).

4. Créditeurs et frais courus

Le poste créditeurs et frais courus comprend des sommes à remettre à l'État de 14 388 \$ (2016 - 25 904 \$).

5. Deferred Contributions Related to Tangible Capital Assets

Deferred contributions related to tangible capital assets represent contributions received for the acquisition of tangible capital assets. The variations in the balance of deferred contributions is as follows:

5. Apports reportés afférents aux immobilisations corporelles

Les apports reportés afférents aux immobilisations corporelles représentent des apports reçus ayant servi à l'acquisition d'immobilisations corporelles. Les variations survenues dans le solde des apports reportés sont les suivantes :

| | 2017 | 2016 | |
|--------------------------------------|---------------------|---------------------|--|
| Balance, beginning of year | \$ 2,491,667 | \$ 2,591,667 | Solde, début de l'exercice |
| Less: amount amortized to operations | (100,000) | (100,000) | Moins: montants amortis dans les résultats |
| Balance, end of year | \$ 2,391,667 | \$ 2,491,667 | Solde, fin de l'exercice |

6. Due to Related Parties and Related Parties Transactions

Amounts due to related parties are unsecured, interest free and have no specified terms of repayment. The related parties have waived the right to demand repayment within the next fiscal year. Consequently, these amounts have been classified as a non-current liability.

6. Dû à des apparentés et opérations entre apparentés

Les montants à payer à des apparentés sont sans garantie, sans intérêt et sans modalité de remboursement fixe. Les apparentés ont renoncé à leur droit d'exiger le remboursement au cours du prochain exercice. Par conséquent, ces montants sont présentés comme passif à long terme.

The following table summarizes the Academy's related party transactions with Rockland Academy for the year:

Le tableau suivant présente les opérations entre apparentés de l'Académie avec l'Académie de Rockland pour l'exercice :

| | 2017 | 2016 | |
|--------------------------|-------------|-------------|-------------------------|
| Revenues - Arena | | | Produits - Aréna |
| Ice rental | \$ 140,750 | \$ 140,750 | Location de la glace |
| Rent | \$ 60,000 | \$ 60,000 | Loyer |
| Revenues - School | | | Produits - École |
| Referral fees | \$ 592,000 | \$ 697,000 | Recrutement |
| Rent | \$ 250,000 | \$ 250,000 | Loyer |

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Ces opérations ont eu lieu dans le cours normal des activités et sont mesurées à la valeur d'échange, ce qui est le montant de la contrepartie établie et acceptée par les apparentés.

CIH Academy
Notes to Financial Statements

August 31, 2017

Académie CIH
Notes complémentaires

31 août 2017

7. Long-term Debt

| | 2017 | 2016 |
|--|---------------------|---------------------|
| Loan, 2.023%, due August 2040, payable by annual instalments of \$131,021, principal and interest, secured by the tangible capital assets. | \$ 2,452,695 | \$ 2,551,086 |
| Less: current portion | 81,019 | 79,412 |
| | \$ 2,371,676 | \$ 2,471,674 |

The principal repayments to be made during the next five years are as follows: 2018, \$81,019; 2019, \$82,658; 2020, \$84,330; 2021, \$86,037; 2022, \$87,777.

7. Dette à long terme

Emprunt, 2,023%, échéant en août 2040, remboursable par versements annuels de 131 021 \$, capital et intérêts, garanti par les immobilisations corporelles.

Moins : tranche à court terme

Les versements en capital à effectuer au cours des cinq prochains exercices sont les suivants: 2018, 81 019 \$; 2019, 82 658 \$; 2020, 84 330 \$; 2021, 86 037 \$; 2022, 87 777 \$.

8. Guarantee

The Academy is a guarantor of contractual obligation ending in June 2018 of Rockland Academy for an amount of \$503,750.

8. Garantie

L'Académie s'est porté garant relativement à un engagement contractuel échéant en juin 2018 de l'Académie de Rockland pour un montant de 503 750\$.

9. Financial Instruments

Interest rate risk

The Academy is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed interest instruments subject the Academy to a fair value risk, since fair value fluctuates inversely to changes in market interest rates.

Liquidity risk

The Academy is exposed to liquidity risk mainly in respect of accounts payable and accrued liabilities and the long-term debt.

9. Instruments financiers

Risque de taux d'intérêt

L'Académie est exposé au risque de taux d'intérêt en ce qui concerne ses instruments financiers à taux d'intérêt fixe. Les instruments à taux d'intérêt fixe assujettissent l'Académie à un risque de juste valeur, puisque celle-ci varie de façon inverse par rapport aux variations des taux d'intérêt du marché.

Risque de liquidité

L'Académie est exposé au risque de liquidité principalement en regard aux créateurs et frais courus et la dette à long terme.



RAPPORT N° FIN2018-040

| | |
|---------------------|-------------------------------|
| Date | 24/10/2018 |
| Soumis par | Frédéric Desnoyers |
| Objet | Accounts Receivable Write-Off |
| # du dossier | F02 Accounts Receivable |

1) **NATURE / OBJECTIF :**

Obtenir l'autorisation du Conseil pour inscrire la radiation de 23 comptes client pour un total de \$20,955.21

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Les politiques FIN05-01 et GAR15-01 encadrent les comptes à client.

3) **RECOMMANDATION DU SERVICE:**

THAT the Council authorizes the write-off of 23 accounts receivable for a total of \$20,955.21 listed in appendix A from the provision for bad debts account.

QUE le Conseil autorise la radiation de 23 comptes client pour un total de \$20,955.21 tel que présenté dans l'annexe A à partir de la provision pour mauvaises créances

4) **HISTORIQUE :**

Vers la fin de chaque fin d'année, l'administration doit identifier tous les comptes clients jugés douteux. À ce moment, une provision pour mauvaises créances est inscrite.

5) **DISCUSSION :**

Les comptes clients à être radiés sont présentés dans l'annexe A. Ceux-ci ont été envoyés à une agence de recouvrement depuis plus de 2 ans. Après 2 ans, selon la Loi de 2002 sur la prescription des actions, une entité perd le droit sur ses comptes en souffrance. Puisqu'il n'y a eu aucune activité depuis plus de 2 ans, ceux-ci doivent être radiés. Lorsque les comptes clients sont envoyés à l'agence de recouvrement et que ceux-ci n'ont pas été en mesure de collecter les montants, une note est inscrite sur leur bureau de crédit.

6) **CONSULTATION :**

N/A

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

N/A

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

La radiation des comptes clients n'a aucun impact financier puisqu'une provision pour ceux-ci est déjà inscrite.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Annexe A / Appendix A : Accounts receivable Write-Off

Annexe 1 / Appendix 1
Cité de / City of Clarence Rockland
Listing Accounts receivable Write-Off

| Account # | Type | Amount |
|------------|-------------------------------|--------------|
| 1108781 | Daycare charges | 2,281.56 |
| 1108171 | Daycare charges | 1,984.02 |
| 1105943 | Daycare charges | 1,934.74 |
| 1108172 | Daycare charges | 1,901.62 |
| 1108991 | Daycare charges | 1,807.58 |
| 1110391 | Daycare charges | 1,254.91 |
| 1106721 | Daycare charges | 1,207.24 |
| 1109481 | Daycare charges | 1,112.74 |
| 1110162 | Daycare charges | 1,076.93 |
| 1106722 | Daycare charges | 1,064.75 |
| 1110161 | Daycare charges | 979.76 |
| 1106811 | Daycare charges | 671.25 |
| 1110111 | Daycare charges | 584.49 |
| 1109631 | Daycare charges | 514.60 |
| 1105762 | Daycare charges | 509.22 |
| 1106781 | Daycare charges | 464.95 |
| DIOVER | Rescue - Extrication Services | 445.91 |
| 1106782 | Daycare charges | 386.38 |
| EL-ZAMMAR | Fire - Inspection fees | 296.75 |
| HAMGER | Fire services | 293.85 |
| 1101211 | Daycare charges | 85.10 |
| CHENEYSTAR | Interests | 66.80 |
| 1108512 | Daycare charges | 30.06 |
| | | \$ 20,955.21 |



REPORT N° HR 2018-005

| | |
|---------------------|------------------|
| Date | 30/10/2018 |
| Submitted by | Gerry Lalonde |
| Subject | Policy Revisions |
| File N° | HR 2018-005 |

1) NATURE/GOAL :

To rescind policies that are no longer relevant and to implement new policies where needed.

The City of Clarence-Rockland is accountable to create a safe environment for council, employees, contractors, and members of the public. This duty includes ensuring there is no use of illegal substances in or affecting the workplace, or misuse of substances before or during work hours that may impair the ability to perform work functions responsibly and safely.

The new policies have been designed to ensure that the City's obligations and expectations continue to guide our workplace.

This policy shall become effective immediately upon approval by municipal Council.

2) DIRECTIVE/PREVIOUS POLICY :

The *Cannabis Act* received Royal Assent and beginning October 17, 2018, the sale of non-medical cannabis is now legal in Canada. Current policies do not address this new environment and require revision.

3) DEPARTMENT'S RECOMMENDATION :

THAT the Committee of the Whole recommends that Council adopts the revised human resources policies attached to Report No. HR2018-005.

QUE le Comité plénier recommande que le Conseil adopte les politiques de ressources humaines révisées, annexés au rapport no. HR2018-005.

4) BACKGROUND :

The City's Human Resource policies have been designed to create a culture of inclusion, fairness, transparency and consistency. They provide a description of the City's obligations and responsibilities to its

employees and serve to ensure that employees receive equal treatment regardless of where in the City they work. Policies provide guidance to managers and Human Resources staff in determining the appropriate course of action when dealing with specific issues. The City's policies also provide critical guidance to our employees on a myriad of workplace issues. These include expectations regarding professional conduct and responsibility for contributing to a safe and healthy workplace.

5) DISCUSSION :

As per occupational health and safety legislation across Canada, employers have a duty to provide a safe work environment and take all reasonable precautions to protect the health and safety of employees and others in the workplace.

All individuals working for the City of Clarence-Rockland, including mayor and council, employees, contractors, and volunteers, are expected to report "fit for work" and be able to perform assigned duties safely and acceptably without any limitations due to the use of, or the after effects of the usage of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance that may impair judgment or performance.

The City of Clarence-Rockland has taken the position that the use of any drug(s) causing impairment is not permitted in safety sensitive work environments and the use of such a drug and/or drugs must be disclosed. The City of Clarence-Rockland is firm on having zero tolerance for any recreational drug use in the workplace.

Any individual failing to adhere to these policies, including failure to disclose drug usage will be subject to discipline up to and including dismissal.

If an employee has a diagnosed medical condition or disability, employers have the duty to accommodate that individual.

First, as with any diagnosed medical condition or treatment plan, if an employee self-discloses or if it is determined that they are taking medications (including cannabis for therapeutic reasons) that may cause impairment or result in diminished functionality, the employer has a duty to accommodate.

Second, under the Canadian Human Rights Act dependence on drugs and or alcohol – referred to as substance dependence – is classified as

a disability. This disability means employers have a duty to accommodate employees with substance dependence or who have been prescribed medicinal cannabis to the point of undue hardship.

As there is not a standard definition of undue hardship, each case will be assessed independently.

6) CONSULTATION:

All policies have been reviewed, discussed with Legal Counsel and Directors

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

N/A

9) LEGAL IMPLICATIONS :

New policies reflect intent of new legislation.

10) RISK MANAGEMENT :

These policies will provide staff and managers clear rules to work within.

11) STRATEGIC IMPLICATIONS :

Click here to enter text.

12) SUPPORTING DOCUMENTS:

Attachment 1 – Policy RES2007-01 Alcohol and Drugs in the Workplace

Attachment 2 - Human Rights Policy – Ontario

Attachment 3 - Medical Cannabis Policy

Attachment 4 - Recreational Cannabis Policy

Attachment 5 - Substance Abuse (Drug and Alcohol) Policy

Attachment 6 - Suspected Employee Impairment Policy

Attachment 7 - Accommodation Policy - Ontario (1)

Attachment 8 - Code of Conduct - Company Events

Attachment 9 - Fit for Duty Policy

| | |
|---|---|
| CORPORATION de la Cité de / of the City of Clarence-Rockland | Politique/Policy no: RES2007-01 Objet : L'alcool et les drogues en milieu de travail Subject : Alcohol and Drugs in the Workplace |
| Date: Préparé par : Prepared by: | Règlement/By-Law No.: Résolution/Resolution No.: |

L'alcool et les drogues en milieu de travail

ÉNONCÉ

Si l'employé consomme de l'alcool ou des drogues avant ou pendant le travail, il peut y avoir des répercussions négatives graves sur la sécurité et le bien-être des collègues de travail, le rendement au travail et la collectivité. Tous les employés doivent donc se présenter au travail dans un état qui leur permet d'accomplir leurs tâches avec efficience et en toute sécurité et ils doivent être aptes pendant toute la journée de travail.

OBJET

Voici les principaux objectifs de cette politique :

- Énoncer la position de la Cité de Clarence-Rockland au sujet de la consommation d'alcool et de drogues en milieu de travail;
- Aider à empêcher le risque d'un rendement perturbé au travail en raison de la consommation ou de la consommation excessive d'alcool ou de drogues; et
- Respecter le *Code des droits de la personne de l'Ontario* et les autres lois pertinentes.

L'alcool et les drogues en milieu de travail

Alcohol and Drugs in the Workplace

POLICY STATEMENT

An employee's use of alcohol and/or drugs before or during work can have serious adverse effects on the safety and well being of co-workers, work performance and the community. Therefore, all employees are required to report for work in condition that allows them to perform their duties in a safe and efficient manner and to remain fit throughout the workday.

PURPOSE

The main objective of this policy are :

- To state the City of Clarence-Rockland's position with respect to the use of alcohol and drugs in the workplace;
- To help prevent the risk of impaired job performance due to substance use and/or abuse; and
- To comply with the *Ontario Human Rights Code* and other applicable legislation.

Alcohol and Drugs in the Workplace

CHAMP D'APPLICATION

La politique s'applique à tous les employés de la Cité de Clarence-Rockland.

EXIGEANCES DE LA POLITIQUE

Les employés doivent respecter les lois et règlements pertinents qui régissent la possession et la consommation d'alcool et de drogues.

Il est interdit aux employés d'exercer leurs fonctions et de s'acquitter des responsabilités de leur emploi s'ils ont consommé de l'alcool, s'ils ont les facultés affaiblies par des drogues ou des substances apparentées.

Si un médicament ou une drogue licite affaiblit la capacité de l'employé d'accomplir son travail en toute sécurité, l'employé doit consulter son directeur afin qu'il puisse déterminer s'il est possible d'appliquer une mesure d'adaptation.

Les employés ne doivent pas consommer d'alcool pendant une pause ou leur pause du midi s'ils conduisent un véhicule qui appartient à la Cité ou qu'elle a loué, s'ils opèrent de l'équipement de la Cité ou s'ils doivent conduire leur véhicule pour accomplir leur travail.

DÉFINITIONS

Alcool – boisson qui contient de l'alcool éthylique (éthanol), y compris, mais sans s'y limiter, la bière, le vin et les spiritueux distillés.

Drogue illicite – stupéfiant ou autre substance dont l'importation, l'exportation, la culture, la vente ou la possession est interdite en vertu de la *Loi réglementant certaines drogues et autres substances*.

Déficience – dysfonction découlant de la consommation d'alcool ou de drogues qui a des répercussions négatives sur la capacité de

L'alcool et les drogues en milieu de travail

APPLICATION

The policy applies to all City of Clarence-Rockland employees.

POLICY REQUIREMENTS

Employees must abide by applicable laws and regulations governing the possession or use of alcohol and drugs.

It is never permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be it influenced of drugs or other similar substances.

Where medication/legal drugs impair the ability of an employee to safely perform their job, the employee shall consult his/her director to determine if appropriate accommodation can be made

Employees shall not consume alcohol during a break or lunch period if they operate a City of Clarence-Rockland owned or leased vehicle or City of Clarence-Rockland equipment or are required to operate their own vehicle as a requirement of their position.

DEFINITIONS

Alcohol – any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

Illegal Drug – a narcotic drug or other substance whose import, export, cultivation, sale or possession is prohibited under the *Controlled Drugs and Substance Act*.

Impairment – dysfunction resulting from alcohol or other drug use which negatively affects an employee's ability to carry out the job functions in a

Alcohol and Drugs in the Workplace

l'employé d'accomplir les tâches de son poste avec efficience, compétence ou en toute sécurité. Le travail médiocre, les erreurs de jugement, l'inconduite, les relations personnelles insatisfaisantes ou qui se détériorent en milieu de travail et, dans certains cas, un taux élevé d'absentéisme sont souvent des signes manifestes de toxicomanie.

Medicament – drogue licite – médicament ou drogue légalement obtenu sur ordonnance d'un médecin ou médicament en vente libre consommé uniquement aux fins de l'ordonnance ou selon les instructions du fabricant.

Milieu de travail – terrain, lieu ou endroit où l'employé travaille, y compris le véhicule qu'il conduit ou le matériel qu'il fait fonctionner dans l'exercice de ses tâches.

RESPONSABILITÉS

Directeur général/Directeurs

Le Directeur général et les directeurs sont chargés de la conformité à cette politique et son application uniforme.

Directeurs

Les directeurs déterminent s'il y a de la consommation excessive soupçonnée en observant l'employé dont le rendement au travail est déficient ou affaibli. De plus, ils :

- Maintiennent un milieu de travail sûr, sécuritaire et productif;
- Évaluent le rendement au travail et en discutent avec les employés, les traitent avec équité et interviennent sans dénigrement ni préjugés;
- Appliquent les mesures correctives et disciplinaires nécessaires s'il y a un problème

L'alcool et les drogues en milieu de travail

safe, efficient or competent manner. Often manifested in the form of poor workmanship, errors in judgment, misconduct, unsatisfactory or deteriorating personal relationships in the workplace, and, in some cases, a high rate of absenteeism.

Medication/Legal Drug – any prescribed medication and/or drug which has been legally obtained with a physician's prescription or purchased as an over-the-counter medication and is being used solely for the purpose for which it is prescribed or manufactured.

Workplace – any land, premise or location where an employee works, including any vehicles operated by an employee in the course of his/her duties.

RESPONSIBILITIES

Director General/Directors

The Director General and Directors are responsible for ensuring adherence to this policy and consistency in its application.

Directors

Directors have the responsibility to identify suspected abuse by observing an employee whose work performance is impaired or defective. In addition, they are accountable for:

- Maintaining a safe, secure and productive work environment;
- Evaluating and discussing work performance with employees, treating them fairly and acting in a manner that does not demean or label individuals;
- Taking necessary corrective and disciplinary action when performance and conduct problems

Alcohol and Drugs in the Workplace

de conduite ou de rendement;

- Incitent l'employé dont le rendement au travail est affaibli ou déficient à cause de la consommation ou de la consommation excessive d'alcool ou de drogues à demander volontairement de l'aide par l'intermédiaire d'un programme de traitement approprié (p. ex., PAE);
- Considèrent ces questions avec discréction et en toute confidentialité, et maintiennent le caractère privé de leurs observations, et
- Veillent à ce que cette politique soit clairement communiquée à tous les employés.

Les employés

Les employés veillent à ce que le milieu de travail soit respectueux, comme suit:

- Ils se présentent au travail dans un état qui leur permet d'accomplir leurs tâches avec efficience et en toute sécurité;
- Ils vérifient, par l'intermédiaire d'un professionnel des soins de santé approprié, s'il est sécuritaire d'accomplir leurs tâches lorsqu'ils ont pris un médicament d'ordonnance;
- Ils demandent de l'aide pour régler un problème de consommation ou de consommation excessive d'alcool ou de drogues; et
- Ils informent leur directeur, sans crainte de représailles, s'ils soupçonnent qu'un collègue au travail a consommé de l'alcool ou des drogues.

SANCTIONS

L'alcool et les drogues en milieu de travail

occur;

- Encouraging employees with impaired or defective work performance due to substance use or abuse to voluntarily seek assistance through an appropriate treatment program (e.g. EAP);
- Addressing these issues in a discreet and confidential manner and maintaining the privacy of their observations; and
- Ensuring that this policy is clearly communicated to all their employees

Employees

Employees are responsible for ensuring a respectful workplace by:

- Reporting to work in a condition that allows them to perform their duties in a safe and efficient manner;
- Ensuring, through an appropriate health care professional, that it is safe to perform their work duties when under the influence of prescription drugs;
- Seeking help to resolve their substance use or abuse problem; and
- Notifying their supervisor, without fear of any reprisal, when they suspect a co-worker is working under the influence of alcohol or drugs.

CONTRAVENTIONS

Alcohol and Drugs in the Workplace

L'employé qui ne respecte pas cette politique peut être assujetti à une mesure disciplinaire qui peut aller jusqu'à la cessation d'emploi. Des infractions peuvent aussi avoir des répercussions en vertu de la loi.

SURVEILLANCE

Les directeurs rendent compte de la surveillance du rendement des employés et de la conformité à cette politique.

MESURES LÉGISLATIVE ET RÈGLEMENTS ADMINISTRATIFS HABILITANTS

Loi réglementant certaines drogues et autres substances

Code criminel du Canada

Code des droits de la personne de l'Ontario

Loi de l'Ontario sur la santé et sécurité au travail

DEMANDES DE RENSEIGNEMENTS

Pour de plus amples renseignements sur la présente politique, communiquez avec:

Cité de Clarence-Rockland
Directeur général
1560, rue Laurier
Rockland (Ontario)
K4K 1P7

L'alcool et les drogues en milieu de travail

An employee found to be in contravention of this policy may be subject to disciplinary action, up to and including termination of employment. Some violations may also have consequences under the law.

MONITORING

Managers and supervisors are accountable for monitoring employee performance and ensuring compliance with this policy.

LEGISLATED & ADMINISTRATIVE AUTHORITIES

Controlled Drugs & Substance Act

Criminal Code of Canada

Ontario Human Rights Code

Ontario Occupational Health and Safety Act

ENQUIRIES

For more information on this policy, contact :

City of Clarence-Rockland
Director General
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Alcohol and Drugs in the Workplace

| Procédures appliquées à l'alcool et les drogues en milieu de travail | Alcohol and Drugs in the Workplace Procedures |
|---|--|
| S'il a raisons de croire que l'alcool ou la drogue a affaibli les facultés de l'employé, le directeur le retire immédiatement de ses tâches et prend des dispositions pour qu'il retourne à domicile en toute sécurité. | Where there is a reason to believe that an employee is under the influence of alcohol or drugs, the manager/supervisor should immediately remove the employee from his/her duties and arrange for the employee's safe transportation home. |
| Le directeur communique à cette fin avec un membre de la famille ou la personne-ressource de l'employé en cas d'urgence, ou il prend des dispositions pour obtenir un taxi ou un autre mode de transport convenable aux frais de l'employé. Le directeur ne conduit jamais l'employé à domicile. Les frais de déplacement peuvent être réglés d'avance en remettant un coupon de taxi ou de l'argent directement au conducteur. | Safe transportation can be achieved by contacting a family member, the employee's emergency contact or by arranging for a taxi or other suitable transportation at the employee's expense. The manager or supervisor should never drive an employee home. The cost of transportation may be advanced either by giving a taxi chit or money directly to the driver. |
| Le directeur communique avec le directeur général pour l'informer de la situation. Celui-ci est disponible pour offrir aide et conseils. | The manager/supervisor is required to contact their Labour Relations Consultant to apprise them of the situation. The Labour Relations Consultant is available to offer advice and assistance. |
| Le directeur documente les faits qui l'a incité à envoyer l'employé à domicile (consultez le Rapport sur l'alcool et les drogues en Annexe 1). | The manager/supervisor is required to document the events that led to sending the employee home (refer to the Alcohol and Drugs Report at Appendix 1). The Report will be placed on the employee's Health File unless it results in discipline. |

RAPPORT SUR L'ALCOOL ET LES DROGUES

RENSEIGNEMENTS SUR L'EMPLOYÉ

Nom de l'employé: _____

Service/Direction/Division: _____

Nom du Directeur: _____

RENSEIGNEMENTS SUR L'INCIDENT

Date et heure de l'incident: _____

Endroit (soyez le plus précis possible): _____

DESCRIPTION DE L'INCIDENT

Éléments supplémentaires qui ont indiqué que les facultés de l'employé semblaient affaiblies

| Observations | Comportement | Réactions inhab. | Élocution | Équilibre |
|-----------------------------|--------------|------------------|--------------------|-------------------|
| Haleine imprégnée d'alcool | Nerveux | Insultant | Sueur | Empâtée |
| Odeur de marijuana | Endormi | Belliqueux | Larmes | Confuse |
| Yeux injectés de sang | Confus | Querelleur | Bagarre | Divagation |
| Congés de maladie excessifs | Stimulé | Récalcitrant | Réactions lentes | Lente |
| Délais ratés | Fatigué | Bavard | Tremblements | Bafouiller |
| Travail négligé | Léthargique | Violent | Déplacement rapide | Injures |
| | | | | Chute |
| | | | | Incertain |
| | | | | Tituber |
| | | | | Besoin de soutien |
| | | | | Normal |

TÉMOINS (témoin oculaires ou autres employés impliqués)

Nom(s): _____

PRÉSENTS (inscrivez le nom et la fonction de toutes les personnes-ressources engagés dans la réunion)

Nom(s): _____

Date/heure de la communication avec le syndicat/association du personnel: _____

DIRECTEUR (signature et date) _____

(Continuez au verso ou ajoutez des pages au besoin pour donner le plus de détails possibles.)

ALCOHOL AND DRUGS REPORT

EMPLOYEE DETAILS INFORMATION

Employee Name: _____

Dept/Branch/Division: _____

Director Name: _____

INCIDENT DETAILS INFORMATION

Date and time the incident took place: _____

Location (be as specific as possible): _____

INCIDENT DESCRIPTION

Additional factors that indicated the employee appeared to be under the influence

| Observations | Behaviour | | | Unusual Actions | | | Speech | | Balance |
|--------------------|--------------------------|----------|--------------------------|-----------------|--------------------------|-----------|--------------------------|--------------|--------------------------|
| Alcohol breath | <input type="checkbox"/> | Nervous | <input type="checkbox"/> | Insulting | <input type="checkbox"/> | Sweating | <input type="checkbox"/> | Slurred | <input type="checkbox"/> |
| Odour of marijuana | <input type="checkbox"/> | Sleepy | <input type="checkbox"/> | Combative | <input type="checkbox"/> | Crying | <input type="checkbox"/> | Confused | <input type="checkbox"/> |
| Bloodshot eyes | <input type="checkbox"/> | Confused | <input type="checkbox"/> | Quarrelsome | <input type="checkbox"/> | Fighting | <input type="checkbox"/> | Rambling | <input type="checkbox"/> |
| Frequent tardiness | <input type="checkbox"/> | Excited | <input type="checkbox"/> | Uncooperative | <input type="checkbox"/> | Slow | <input type="checkbox"/> | Slow | <input type="checkbox"/> |
| Excess sick leave | <input type="checkbox"/> | Fatigued | <input type="checkbox"/> | Overly | <input type="checkbox"/> | Reactions | <input type="checkbox"/> | Thick | <input type="checkbox"/> |
| Missed deadlines | <input type="checkbox"/> | Sluggish | <input type="checkbox"/> | Talkative | <input type="checkbox"/> | Tremors | <input type="checkbox"/> | Verbal Abuse | <input type="checkbox"/> |
| Sloppy work | <input type="checkbox"/> | | | Violence | <input type="checkbox"/> | Quick | <input type="checkbox"/> | | <input type="checkbox"/> |
| | | | | | | Moving | <input type="checkbox"/> | | |

WITNESSES (eye witnesses or other employees involved)

Name(s): _____

ATTENDEES (list names and occupation of all resource individuals involved in the meeting)

Name(s): _____

Date/Time contact was made with the union/staff association: _____

MANAGER/SUPERVISOR (signature and date) _____
(Continue on back of page and/or add pages as necessary to provide as much detail as possible.)



Human Rights Policy

Intent

The City of Clarence-Rockland is committed to providing equal treatment with respect to employment according to the protected grounds established under the *Ontario Human Rights Code*. The City has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment, and human rights legislation.

Definitions

Discrimination: any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

Guidelines

Our Human Rights Policy is in place to ensure we provide a working environment for all employees that fosters openness and tolerance. This policy is intended to ensure that the City's practices and the practices of all our employees are free from direct and indirect discrimination. Under the Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

Prohibited Grounds of Discrimination

The following is a list of the prohibited grounds of discrimination in Ontario:

- Age
- Ancestry
- Citizenship
- Colour
- Creed
- Disability (mental or physical)
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race/colour
- Record of offences
- Sex
- Sexual orientation



Accessibility in Employment

The City is committed to providing accessibility across all stages of the employment cycle, by removing barriers and creating a workplace that is accessible to all job candidates and employees. Any applicant to the City that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations.

Accommodation

The City will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for the City. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

The City shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process. The City will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. The City encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue.

Accommodation may be temporary, or permanent, based on the requirements of the individual.

Accommodation Plans

Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for any employee.

The City shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, the City shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

Investment in Materials

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to the Director.



Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

Complaint

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint. The complaint must be submitted to the Chief Administrative Officer.

Religious Accommodation

The City is committed to respecting the religious beliefs and practices of all employees. The City will strive to accommodate employees who must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.

The City employees who require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

Dress Code

The City shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies, or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Break Policy

The City recognizes that some religions require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, the City shall work to accommodate the employee's needs, short of undue hardship. Where possible, the City shall allow for a modified schedule for breaks.

Inability to Accommodate

In the event an employee cannot be accommodated in their current position it will be reasonable to accommodate an individual in another position. Management will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, the City shall ensure that the employee:

- Has the requisite qualifications and skill-sets necessary for success in the position;
- Is capable of performing the tasks associated with the position; and
- Agrees that the alternate work is acceptable.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to management.



Undue Hardship

The City shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship on the organization, the City shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Reporting a Human Rights Issue

While the City will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. In the event that any employee feels they are being discriminated against or that the City is in violation of the Code, they may make a written complaint to the Chief Administrative Officer. The written complaint must include the following information:

- The date and time of each incident you wish to report;
- The name of the person(s) involved in the incident(s);
- The name of any person or persons who witnessed the incident(s); and
- A full description of what occurred.

Investigation

Once a written complaint has been received, the City will complete a thorough investigation. If it is determined discrimination (or another violation of the Code) has occurred, appropriate disciplinary measures will be taken immediately.

Confidentiality

All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

False or Frivolous Complaints

It is important to realize that unfounded/frivolous allegations of discrimination may cause both the accused person and the City significant damage. If it is determined by the City that any employee has knowingly made false statements regarding an allegation of discrimination, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.



Acknowledgment and Agreement

I acknowledge that I have read and understand the Human Rights Policy of the City of Clarence-Rockland. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Medical Cannabis Policy

Intent

The employees of the City of Clarence-Rockland are our most valuable resource, and for that reason their health and safety is of paramount concern. Medical cannabis will be treated the same as all other regularly prescribed medication. The City of Clarence-Rockland has the same expectations from employees who use medical cannabis as those who use all other types of medication and will accommodate individuals up to the point of undue hardship.

Guidelines

- Employees may only use medical cannabis with appropriate documentation in their names from a qualified health care practitioner as defined by the *Access to Cannabis for Medical Purposes Regulations*.
- If an employee must use medical cannabis while at work and requires accommodation to do so, they must inform Human Resources. An employee does not have to disclose their specific medical diagnosis; however, they must provide a note from their doctor and a copy of the appropriate documentation if accommodation is required.
- All information provided in regard to medical cannabis use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.
- Employees who have a medical condition which requires additional accommodation can discuss their cannabis use schedule in the context of the general accommodation plan with the City and their qualified health care practitioner.
- Employees may be required to work with the City's service provider, who will provide direction and support for the use of medical cannabis.
- The City will work with the individual who requests accommodation to ensure that the measures taken are both effective and mutually agreeable.

Use of Medical Cannabis While at Work

- If an employee takes medical cannabis during regular working hours, they shall do so only at the recommended dosage and frequency of the doses.
- The City asks that, where possible, employees who require medical cannabis use a method of consumption other than smoking.
- Employees who choose to smoke medical cannabis must abide by all provincial smoking regulations.
- Employees who choose to smoke medical cannabis are not permitted to smoke in the presence of other employees.
- The City will determine an appropriate smoking area for the employee, with the goal of maintaining the confidentiality of the employee's medical situation.

Employee Expectations

Management must:

- Treat employees who use medical cannabis the same as all other employees using prescription medication.



- Provide accommodation up to the point of undue hardship.
- Be aware of the effects of cannabis use and ensure employees are not placed in any safety-sensitive situations.
- Assess the effects of the use of cannabis on an employee's performance on the job.
- Ensure that the use of medical cannabis does not adversely affect the safety of the employee or their co-workers.
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so.
- Respond to any employee queries regarding the use of medical cannabis, while maintaining the privacy of an employee's specific situation at all times.

Employees must:

- Work with the City to develop accommodation plans that are mutually agreeable.
- Follow the agreed-upon accommodation plan and the guidelines of this policy.
- Never share their medication with any other employee, even those who may have a similar prescription.
- Maintain ongoing communication with management regarding the effects of cannabis on their ability to perform their job duties.
- Never participate in activities which could cause a safety risk, such as driving while under the influence of cannabis.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Medical Cannabis Policy of the City of Clarence-Rockland, and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Recreational Cannabis Policy

Intent

The employees of the City of Clarence-Rockland are our most valuable resource, and for that reason their health and safety is of paramount concern. Cannabis will be treated the same as all other recreational substances. The City has adopted this policy to communicate its expectations and guidelines surrounding cannabis use, misuse, and abuse.

Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, and subject to very narrow exceptions, the City reserves the right to prohibit certain items and substances from being brought on to or being present on City premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Roles and Responsibilities

The City will clearly communicate all expectations surrounding cannabis use, misuse, and abuse. To help enforce this policy, management and employees are expected to adhere to the following:

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:



- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with City-established safe work practices;
- Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on City property, and during working hours even if off City property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved cannabis use;
- Report unfit co-workers to management;
- Seek advice or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Follow the after-care program, where established; and
- Abide by all governing legislation pertaining to the possession and use of cannabis.

Medical Cannabis

Where an employee uses medical cannabis, it is expected they will provide a copy of their medical documentation to use cannabis to the City of Clarence-Rockland and abide by the City's accommodation policy.

Disciplinary Action

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, the City may also take legal action in accordance with the law.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Recreational Cannabis Policy of the City of Clarence-Rockland. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Substance Abuse Policy (Drug and Alcohol)

Intent

The City of Clarence-Rockland is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, the City of Clarence-Rockland reserves the right to prohibit certain items and substances from being brought on to or present on City premises.

Definitions

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis, cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the City, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of the company's policies and all applicable legislation;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and



- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Roles and Responsibilities

The City of Clarence-Rockland will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy regularly.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on City property and during working hours (even if off City property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management or human resources; and
- Follow the after-care program, where established.

Suspicion of Impairment

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the employee's status.
2. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.



3. If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management and DOES NOT require a breathalyser or blood test. The employee may be advised that the City has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse the City organized transportation and decide to drive their personal vehicle, the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Possession at Work

Possession of alcohol, drugs, and drug paraphernalia on City property is prohibited. City property encompasses all City owned or leased property used by employees, including without limitation parking lots, vehicles, lockers, desks, and closets.

Possession of alcohol, drugs, and drug paraphernalia is also prohibited while employees are acting on behalf of the organization off of City premises. This includes attending events as a company representative.

Substance Dependency

The City understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The City promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

The City will work with the individual who requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable, up to the point of undue hardship. Employees are encouraged to communicate any need for accommodation to their immediate supervisor, and to work with them in addressing the concern.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information will be kept confidential by the City, unless otherwise authorized by law.

Medical Cannabis

Where an employee uses medical cannabis, it is expected they provide a copy of their medical documentation for use and abide by the City's accommodation policy.

Agreement for the Continuation of Employment



The City of Clarence-Rockland reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol-and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

Disciplinary Action

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on company premises).

Acknowledgement and Agreement

I acknowledge that I have read and understand the Substance Abuse Policy (Drug and Alcohol) of the City of Clarence-Rockland. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Suspected Employee Impairment Policy

Intent

The City of Clarence-Rockland seeks to create a safe and healthy work environment. Impairment on the job can lead to serious accidents, and interfere with the accuracy and efficiency of work. Impairment may be due to alcohol use or other substance or drug use. Impairment could also be due to other medical or psychological conditions.

All employees are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This includes refraining from using alcohol, drugs, or other substances that cause impairment.

This policy outlines the procedures to follow when dealing with an employee who appears to be impaired while at work. All employees will be treated following the same procedure if they are suspected of impairment in the workplace.

Procedures

Managers are expected to observe changes in an employee's behaviour, attendance, or performance if they suspect the employee of impairment. Managers should assess each situation on a case-by-case basis to determine whether emergency action is required.

At the time of suspected impairment

In the event an employee suspected of impairment becomes violent, verbally abusive, or otherwise threatening, the City managers should:

- Seek immediate assistance by calling the police (911);
- Make reasonable efforts to keep themselves and other employees safe; and
- Contact Human Resources as soon as is reasonably possible to inform them of the situation.

In the event an employee suspected of impairment requires medical assistance, the City managers should:

- Seek immediate medical assistance by requesting emergency services (911);
- Either go with the impaired employee, or appoint a responsible representative from the City to travel with the impaired employee to the appropriate healthcare facility. The person appointed to travel with the impaired employee must remain with that employee while seeking medical assistance; and
- Contact Human Resources as soon as is reasonably possible to inform them of the situation.

In a non-emergency case of suspected impairment, the City managers should:

- Meet with the employee privately to assess whether the employee is impaired.
- Indicate to the employee that they must leave the worksite immediately for the safety of the impaired employee and the safety of others;



- Inform the employee they are being placed on administrative leave with pay for the remainder of the workday due to suspected impairment;
- Arrange for appropriate transportation home, such as providing a ride home, arranging for the employee's emergency contact to pick up the employee, or calling a taxi. Note that riding a bicycle home while impaired is also unsafe; and
- Contact Human Resources as soon as is reasonably possible to inform them of the situation.

In all situations, the City managers should:

- Remain calm, respectful, and firm during all interactions with the employee;
- Ask the employee if they are under the influence in a non-accusatory way; and
- Treat the employee in a fair and equitable manner while following this policy.

Follow-up

Employees are expected to return to work for their next scheduled workday or shift, unless they are medically unable to do so. If the employee fails to report to work the next day or for their next scheduled shift without medical documentation, appropriate corrective or disciplinary action should be followed in accordance with the City's practices.

Any performance or disciplinary follow-up should take place following the employee's return to work either the following day, or at their next scheduled shift. The City managers should not discuss performance or administer discipline while the employee is impaired. Managers shall:

- Refer and encourage the employee to contact the City's Employee Assistance Program for support;
- Discuss with the employee possible consequences and expectations;
- Administer appropriate corrective or disciplinary action in accordance with The City's practices; and
- Document all communication and action in the employee's personnel file.

Management may contact Human Resources to request that a mediator be present, or as a witness, to disciplinary and performance meetings.

Privacy

The City managers are expected to maintain the privacy of any employee suspected of impairment on the job. Details of incidents shall remain confidential and be shared only with relevant City representatives, including senior management and the Human Resources department.

In the event it is revealed that the impaired employee has a substance dependency, management shall adhere to the City's policies and practices regarding accommodation, including respecting the privacy and confidentiality of the employee throughout the accommodation process.

It is not the City's job to diagnose an employee with a dependency, but instead, it is the responsibility of a medical professional. Employees suspected of a substance dependency should be directed to the appropriate health care professionals for assistance.

Acknowledgement and Agreement



I acknowledge that I have read and understand the Suspected Employee Impairment Policy of the City of Clarence-Rockland. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Accommodation Policy

Intent

The City of Clarence-Rockland is committed to providing equal treatment with respect to employment without discrimination because of a prohibited ground as described by Ontario's *Human Rights Code* (the Code).

The City of Clarence-Rockland has adopted this policy to ensure that our staff are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation. All employment services provided by the City shall follow the principles of dignity, independence, integration, and equal opportunity.

Guidelines

The approach taken by the City in the provision of reasonable accommodation shall include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the person to be accommodated, and medical professionals; and
- An approach that ensures confidentiality and dignity.

Purpose

The City will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Code.

The City will work to achieve a workplace free from barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for the City. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Duty to Accommodate

The City will work to ensure that individuals protected under the Code are able to work effectively by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

The City will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. The City encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s).

Accommodation

Accommodation shall be provided for individuals where the work must be modified or adjusted to address the needs of the individual based on protected grounds of discrimination under human rights legislation.



The City shall provide accommodation as appropriate using a consultative approach that involves the City, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary or permanent, based on the requirements of the individual.

Responsibility

The process of accommodating individuals is a shared obligation of the City, the employee, and any applicable unions representing employees. Management staff should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with Human Resources, and, where appropriate, healthcare practitioners and other required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the individual.

Creating the Accommodation Plan

Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for the employee.

The City shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, The City shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

If an Employee Cannot be Accommodated in Their Current Position

In some cases, it will be reasonable to accommodate an individual in another position. The Human Resources department, working with appropriate City officers, the employee, and the union if applicable, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, the City shall ensure that the employee has the requisite qualifications and skillset necessary for success in the position, is capable of performing the tasks associated with the position, and that the employee agrees that the alternate work is acceptable.



Appropriate Accommodations

Appropriate accommodations may include:

- Work station adjustments;
- Changes to organizational policies and practices;
- Technical aids;
- Human support;
- Providing materials in alternative formats;
- Building modifications;
- Counselling and referral services;
- Temporary or permanent alternative work;
- Changes to performance standards;
- Leaves of absence; and
- Changes to work uniforms.

This list is not exhaustive.

Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

Financing the Accommodation

Where the required accommodation necessitates an investment in materials, equipment, or increased budget for the position, requests for financing must be directed to the Manager of Human Resources.

Accommodating Job Applicants

Any applicant to the City that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations. The City will notify employees and the public about the availability of accommodation for job applicants who have disabilities in compliance with the [Accessibility for Ontarians with Disabilities Act, 2005](#).

Applicants will be informed that accommodations are available, upon request, for the interview process, and for other candidate selection methods. Where an accommodation is requested, the City will consult with the applicant and provide or arrange for suitable accommodation.

Undue Hardship

The City shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs for the organization, or where the accommodation would create a health and safety hazard.

Responsive Dispute Resolution



In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint through the Human Resources department.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Accommodation Policy of the City of Clarence-Rockland. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Code of Conduct – City Events

Intent

The City of Clarence-Rockland is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to conduct themselves in an ethical and professional manner, at all times, including while attending City events. This policy will establish the expectations for employees who attend City events.

Guidelines

The City reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates the Code of Conduct standards set out in this policy.

Unacceptable Actions/Behaviours

Unacceptable behaviours at City events shall include, but not be limited to, the following:

- Causing physical harm to another person;
- Threats or harassing behaviour, including verbal, physical, or sexual harassment;
- Wilful damage or destruction of property;
- Possession of a weapon while in attendance at a company event;
- Disorderly, immoral, or indecent conduct;
- Violation of any health and safety practices, policies, or procedures that may be in effect;
- The use, possession, sale, or dispensation of any illegal drug;
- Theft;
- Any behaviour that adversely affects the employer's reputation.

Alcohol

While alcohol may be served at City events, it is expected that attendees drink responsibly and are prohibited from drinking and driving. When attending City events where alcohol is being served, employees must:

- Arrive to the event sober;
- Refrain from bringing outside alcohol into the event;
- Only consume alcohol where it is allowed, and in appropriate areas;
- Monitor their guests for signs of intoxication; and
- Refrain from abusing any system used to limit alcohol consumption (i.e. stealing drink tickets).

Cannabis

Employees who consume legalized recreational cannabis are expected to do so in a responsible manner and are prohibited from driving while under the influence of cannabis.

In regards to legalized cannabis at City events, employees must:



- Arrive to the event sober and not under the influence of cannabis;
- Refrain from consuming cannabis at the event, or;
- If allowed by law, only consume cannabis in legally established areas;
- Only consume cannabis that has been purchased at a legal dispensary; and
- Only consume cannabis in methods prescribed by law.

Any employee who consumes cannabis while in attendance at a City party will automatically be considered under the influence and unfit to drive, regardless of amount consumed. Any employee who plans on consuming cannabis should plan for their transportation home from the event.

Respectful Conduct

City events can be an opportunity for co-workers to socialize and celebrate the City's success. As such, company events must remain a respectful environment free of harassment and behaviour detrimental to the company.

While in attendance at City events, employees are expected to:

- Act in a respectful manner at all times;
- Refrain from making derogatory comments towards other attendees or individuals involved with the event;
- Report to the appropriate authority any witnessed misconduct or concerns regarding the behaviour of attendees;
- Refrain from participating in gossip or rumour spreading;
- Respect any rules or standards established by the venue or event coordinators; and
- Act in a manner that positively represents the organization and its interests.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Code of Conduct – City Events of the City of Clarence-Rockland. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Fit for Duty Policy

Intent

The intent of the City of Clarence-Rockland Fit for Duty Policy is to support our mission of creating and maintain an effective safety culture, remain in compliance with all government and regulatory requirements, and ensure the health, safety and wellness of all employees.

Definition

Competent – having the necessary ability, knowledge and skills to do something successfully (Oxford University Press).

Fit for Duty, also referred to as "Fit to Work", is defined by the Canadian Centre for Occupational Health and Safety as a "medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task".

Guidelines

In pursuit of our commitment to promoting a safe and healthy workplace for all employees, contractors, customers and visitors, the City will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment.

The City understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and accidents through the attentiveness of employee capabilities and fit for duty status.

The City managers and supervisors shall monitor all employees' abilities and behaviours to ensure they are performing and conducting themselves in a safe and healthy manner.

If a manager or supervisor is notified of change in an employee's health, the City will take the necessary measures to accommodate the individual's needs.

If an employee is conducting him/herself in an unsafe manner, the City will remove the employee from the situation, so as to prevent further dangers associated with the unsafe actions/behaviours.

Physical Demands Analysis

All the City employees must be physically capable of performing their assigned job and tasks. The City will conduct a Physical Demands Analysis (PDA) for each job duty and will assign job duties in alignment with workers' physical capabilities.

Competent

The City will ensure that all employees possess the necessary education, skills and abilities to perform their assigned job and related tasks.

Prescription Drugs and Over-the-Counter Medication



The City of Clarence-Rockland requires all employees to report, to their supervisor, if they are taking prescription or over-the-counter drugs. Some examples of medications or over-the-counter drugs, which may prevent the safe operation of machinery and vehicles include, but are not limited to, allergy and cold and flu medications.

Alcohol and Illicit Drugs

The City employees are strictly prohibited to be under the influence, or in possession, of alcohol or illicit drugs while:

- On the City property;
- Operating City heavy machinery or vehicles;
- Representing the City at client locations.

Fit for Duty

The purpose of a Fit to Work medical assessment is to ascertain if an employee is medically fit to perform the job or tasks required by the organization and based on the standard working conditions.

In accordance with the Canadian Centre for Occupational Health and Safety, a Fit for Duty request shall be made by an employer in any or all of the following situations:

- A significant change in working conditions has occurred;
- The job has been modified and the returning worker is still receiving physiotherapy or rehabilitation, or both;
- There has been a change in the employee's health (i.e. returning to work after recovering from a serious illness or injury);
- A medical condition may limit, reduce or prevent the employee from performing a new or current job or task effectively (i.e. musculoskeletal conditions which may limit mobility);
- A medical condition is likely to make it unsafe to perform the job (i.e. a person may unpredictably become unconscious in a hazardous situation);
- A medical condition may make it unsafe for themselves, co-workers, or the public (i.e. where driving is essential to a job but the person is subject to unpredictable and sudden unconsciousness);
- A medical condition may be made worse by the job (i.e. excessive physical exertion by a person with a heart condition).

Fit for Duty Assessment Procedure

1. Employer requests a medical assessment/examination for an employee.
2. Employee takes the request to a qualified medical practitioner.
3. The medical practitioner will perform a medical assessment, including some or all of the following:
 - a. Eyes and ears;
 - b. Respiratory system;
 - c. Heart and other organs;



d. Blood pressure and pulse;

e. Musculoskeletal system;

f. Neurological system.

4. Upon completion, the medical practitioner will report one of three conditions to the employer:

a. Fit;

b. Unfit;

c. Fit subject to work modifications.

5. Where an employee has been reported "Fit subject to work modifications", the City of will take the necessary measures to accommodate and modify his/her job, job duties and responsibilities (i.e. transferring the worker to another role; providing a leave of absence to assist in recovery; providing Employee Assistance Program information).

Acknowledgement and Agreement

I acknowledge that I have read and understand the Fit for Duty Policy of the City of Clarence-Rockland. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



RAPPORT N° LOI2018-11-01

| | |
|---------------------|---|
| Date | 05/11/2018 |
| Soumis par | Jean-Luc Jubinville |
| Objet | Rapport d'information - Location de l'aréna Jean-Marc Lalonde – Club de tir à l'arc de Rockland |
| # du dossier | Cliquez ici pour entrer du texte. |

1) NATURE / OBJECTIF :

Le but de ce rapport est de donner au conseil municipal l'information nécessaire concernant la demande du Club de tir à l'arc de Rockland.

2) DIRECTIVE/POLITIQUE ANTÉCÉDENTE :

Le Club de tir à l'arc de Rockland a soumis une demande afin d'obtenir la location de la surface de béton de l'aréna JML à prix réduit. Cette demande a été remise directement au Maire Guy Desjardins le 6 septembre 2018.

La lettre fût présentée au conseil municipal lors de la réunion du 10 octobre 2018. Lors de cette rencontre, le conseil municipal a demandé aux Services communautaires de préparer un rapport à titre informatif concernant les impacts de la demande.

3) RECOMMANDATION DU SERVICE:

QUE le rapport LOI2018-11-01 soit reçu à titre d'information.

THAT report no. LOI2018-11-01 be received as information.

4) HISTORIQUE :

Tel qu'indiqué dans la lettre en attachement, le Club de tir à l'arc de Rockland tenais ses activités directement dans le gymnase d'une école élémentaire de la région. Pour des raisons logistique le Club ne peux plus utiliser le gymnase et se cherche un nouvel endroit afin de tenir leurs activités.

Le Club de tir à l'arc croit que l'aréna JML serait un endroit propice à leurs activités. Toutefois, les frais de location demandés pour l'aréna JML sont beaucoup plus élevés que ce que le Club payait pour le gymnase. Le Club demande donc un taux préférentiel de location afin de diminuer les coûts associés à la location et donc pouvoir continuer leurs activités avec leur budget actuel.

5) DISCUSSION :

Taux de location – Organisme sans but lucratif : La Cité de Clarence-Rockland offre des taux préférentiels de location pour toutes les organismes sans but lucratif (OSBL) de la région. Ces taux préférentiels s'appliquent sur toutes les locations de salle ou d'installation sportive. Le but de ces taux préférentiels est d'aider et d'appuyer les OSBL de la région afin de leur permettre d'organiser des activités pour la communauté. Voir la section « 8) Impact financier » pour tous les détails concernant les taux préférentiels en place.

Création de précédents : Les Services communautaires recommandent de ne pas modifier les taux préférentiels ou d'annuler des frais de location et ce pour toutes les demandes des OSBL afin de ne pas créer de précédent. Tous les OSBL de la municipalité devraient être traités également et donc payer les mêmes tarifs pour les mêmes services. En modifiant les taux préférentiels ou en annulant des frais de location, le conseil s'expose à devoir accepter toutes les futures demandes afin d'être équitable.

Respect des budgets : Le conseil municipal demande à chaque département de respecter les budgets alloués. En modifiant les taux ou en annulant les frais de location, le conseil met une pression sur le département afin de combler la perte de revenu à l'intérieur du budget alloué.

Options : Plusieurs options s'offrent au conseil municipal. Voici les options possibles :

- 1- **Refuser la demande :** Le Club de tir à l'arc devra débourser le taux préférentiel établi dans la politique de location soit un taux de 45\$/h.
- 2- **Diminuer le taux :** Le conseil peut décider de créer un taux de location spécifique au Club de tir à l'arc. Le Club devra débourser le taux établit.
- 3- **Éliminer les frais :** Le conseil peut décider de laisser la location de la surface de béton sans frais. Le Club n'aura donc rien à débourser.
- 4- **Diminuer ou éliminer les frais pour une période :** Le conseil peut éliminer ou diminuer les frais de location pour une période prédéterminée (p.ex., un an à moitié prix, 6 premiers mois gratuit, etc.)

6) CONSULTATION :

N/A

7) RECOMMANDATION OU COMMENTAIRES DU COMITÉ :

N/A

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

Les taux préférentiels de location de la surface de béton de l'aréna de Rockland pour un OSBL est de 45\$/h + TVH.

Le Club a réservé 17 soirs entre le mois de novembre 2018 et le mois de mars 2019 pour une période de 2h par soir. Le coût total pour le Club sera de 1530\$ + TVH pour un total de 34 heures d'utilisation.

Une telle location engendre plusieurs dépenses pour la municipalité tel que l'électricité, le chauffage, l'eau, les salaires, etc. Le seul coût direct pouvant être calculé est le salaire de l'employé qui doit ouvrir l'édifice, faire le nettoyage et fermer l'édifice par la suite. L'évaluation des coûts d'employé pour cette location est d'environ **55.38\$** incluant les bénéfices.

9) IMPLICATIONS LÉGALES :

N/A

10) GESTION DU RISQUE (RISK MANAGEMENT) :

N/A

11) IMPLICATIONS STRATÉGIQUES :

Le plan directeur des parcs et loisirs indique que :

Recommendation 50 : *La Cité devrait adopter un rôle de facilitateur, aidant les groupes communautaires qui souhaitent organiser des événements.*

Justification : *Bien qu'une pénurie de ressources signifie que la Cité ne peut pas appuyer chaque événement qui demande du financement ou d'autres formes d'aide, le présent plan directeur indique que les Services communautaires ont un rôle clé à jouer pour aider les groupes communautaires qui assument la majorité de la responsabilité pour les événements.*

Ceci dit, les Services communautaires sont d'avis que les taux préférentiels déjà en place encourage beaucoup les organismes locaux à organiser des activités.

12) DOCUMENTS D'APPUI:

- Lettre de demande de la part du Club de tir à l'arc de Rockland

Cite de Clarence-Rockland

6 Septembre, 2018

Attention :

Mr Guy Desjardins.

Suite à notre conversation téléphonique de ce matin...

Le club de tir à l'arc de Rockland est à la recherche d'une salle de tir a chaque semaine pour l'hiver.

Depuis environ 35 ans le club tirait a l'école Sainte Trinité de Rockland mais le gymnase a été recouvert d'un nouveau plancher type « cushion floor » et la direction a décidé de ne plus laisser le tir à l'arc ou le « ball hockey » se servir du gymnase.

Nous avions accès au gymnase de Sainte Trinité tout l'hiver pour la somme de \$300.00.

Bien entendue, nos moyens sont limités car nous sommes un club à but non lucratif qui a pour but d'introduire et faire tirer les membres à cout réduit. Biens des familles viennent au club et participent au tir. Nous avons des membres de 6 à 85 ans !

Je vous demande donc si ça seraient possible de nous laisser tirer à l'aréna Jean-Marc Lalonde sur la surface de glace à cout réduit un soir par semaine durant l'hiver affins que le club puisse continuer de fonctionner comme avant ?

Je vous remercie de considérer notre demande.

A bientôt!

Martin Lacasse - President

Rockland Field Archers.

Address courriel: lacasmmt@hotmail.com

Cell: 613-808-8961

| City of Clarence-Rockland Council/Board Accounts Payable Report by Department October 15th, 2018 to November 12th, 2018 | | | | | | | |
|--|----------|---|--------------------------------|----------------|--|---------------|--|
| | DPT Code | Department Name | Vendor Name | Invoice Number | Invoice Description | GL Account | GL Account Name |
| 81 | 9124 | Water Distribution - Contracts | AQUA DATA INC. | 18392 | PP #5 MISE A JOUR & VALIDATION DU MODELE HYDRAULIQUE | 1-4-9124-4201 | Contracts - Others |
| 82 | 9124 | Water Distribution - Contracts | ONTARIO CLEAN WATER AGENCY | INV000106350 | OPERATIONS & MAINT. SEPT/18 | 1-4-9124-4610 | Contract - OCWA - Basic Maintenance |
| 83 | 9124 | Water Distribution - Contracts | P.B. PAVING & LANDSCAPING LTD. | 7147 | ASPHALT REPAIRS,ADJUST CB (WATER REPAIR) | 1-4-9124-4620 | Contract - Repairs & Maintenance |
| 84 | 9300 | Sewers | R.V. ANDERSON ASSOCIATES LIMIT | 65172 | PP #26 SEWAGE PLANT UPGRADES SEPT1-28/18 | 2-4-9300-9271 | Pre Screening Bar System |
| 85 | 9314 | Sewers Collection - Contracted Services | ONTARIO CLEAN WATER AGENCY | INV000106350 | OPERATIONS & MAINT. SEPT/18 | 1-4-9314-4610 | Contract - OCWA - Basic Maintenance |
| 86 | 9324 | Sewers Treatment - Contracted Services | ONTARIO CLEAN WATER AGENCY | INV000106350 | OPERATIONS & MAINT. SEPT/18 | 1-4-9324-4610 | Contract - OCWA - Basic Maintenance |
| 87 | 9513 | Garbage Collection - Materials | COOL CONTAINERS & RENTAL INC | 32180 | GARBAGE TRUCK RENTAL (AUTUMN PICK UP) | 1-4-9513-3750 | Truck Rental |
| 88 | 9514 | Garbage Collection - Contracts | TOMLINSON ENVIRONMENTAL SERVIC | 0000259709 | RESIDENTIAL CURBSIDE WASTE SEPT/18 | 1-4-9514-4200 | Contracts |
| 89 | 9514 | Garbage Collection - Contracts | TOMLINSON ENVIRONMENTAL SERVIC | 0000259712 | IC & I COMMERCIAL WASTE SEPT/18 | 1-4-9514-4200 | Contracts |
| 90 | 9534 | Recycling - Contracts | TOMLINSON ENVIRONMENTAL SERVIC | 0000259710 | RESIDENTIAL CURBSIDE RECYCLING SEPT/18 | 1-4-9534-4200 | Contracts |
| 91 | 9534 | Recycling - Contracts | TOMLINSON ENVIRONMENTAL SERVIC | 0000259713 | IC & I COMMERCIAL RECYCLING SEPT/18 | 1-4-9534-4200 | Contracts |
| | | | | | | | Invoices Paid Greater/Equal to \$5,000 |
| | | | | | | | 3,708,736.71 |
| | | | | | | | Invoices Paid Less/Equal to \$4,999 |
| | | | | | | | 386,004.24 |
| | | | | | | | MasterCards October/18 |
| | | | | | | | 10,509.33 |
| | | | | | | | Grand Total AP Council Report-November 19th, 2018 |
| | | | | | | | 4,105,250.28 |

Transactions de carte de crédit
octobre 2018

| # | Détenteur de carte | Date | Merchant | Description | GL | Montant | Sous total par carte |
|--------------|-----------------------|------------|------------------------|---|---------------|-------------|----------------------|
| 1 | BOUCHARD, ANNE MORRIS | 31/10/2018 | APL*ITUNES.COM/BILL | ICLOUD STORAGE PLAN MONTHLY SUBSCRIPTION-DAYCARES | 1-4-6113-3392 | \$1.46 | \$1.46 |
| 2 | BOUCHER, PIERRE | 31/10/2018 | FACEBK HMEHSHWDW2 | FACEBOOK POSTS-HAMMOND BARRIER FREE PARK AND BICYCLE PATH STUDY | 1-4-7113-3005 | \$116.52 | |
| 3 | BOUCHER, PIERRE | 12/10/2018 | MOBICO INC | PLASTIC HOOKS FOR CEILING AT CC ARENA HALL | 1-4-7423-3070 | \$36.72 | |
| 4 | BOUCHER, PIERRE | 18/10/2018 | WWW.ALIEXPRESS.COM | 3 CHIPMUNKS COSTUMES FOR THE CHRISTMAS PARADE | 1-4-7325-5530 | \$361.32 | \$514.56 |
| 5 | COLLIER, HELEN | 10/10/2018 | KNZ PIZZERIA | COUNCIL MEETING HUIS CLOS (START TIME 6:30 PM) | 1-4-1123-3440 | \$155.95 | |
| 6 | COLLIER, HELEN | 22/10/2018 | MCDONALD'S #16531 | ELECTION STAFF (COFFEE) | 1-4-1113-3440 | \$7.86 | |
| 7 | COLLIER, HELEN | 09/10/2018 | ROSALYNNS BISTRO CA | 2019 CAPITAL BUDGET WORKING LUNCH WITH DIRECTORS | 1-4-1223-3440 | \$133.76 | |
| 8 | COLLIER, HELEN | 26/10/2018 | ROSALYNNS BISTRO CA | SOCIAL COMMITTEE THANK YOU LUNCH | 1-4-1223-3440 | \$149.88 | \$447.45 |
| 9 | DESNoyERS, FREDERIC | 05/10/2018 | PAYPAL *BESTCAREERL | BUSINESS CASE WRITING WORKSHOP X2 | 1-4-3113-3160 | \$1,150.28 | \$1,150.28 |
| 10 | KEHOE, ROBERT | 31/10/2018 | BROADWAY BAR GRILL R | I.T. STAFF MEETING BREAKFAST | 1-4-1233-3440 | \$76.55 | |
| 11 | KEHOE, ROBERT | 01/10/2018 | CANADIAN PAYROLL ASSOC | CANADIAN PAYROLL ASSOCIATION RENEWAL FEES | 1-4-1233-3435 | \$485.90 | |
| 12 | KEHOE, ROBERT | 24/10/2018 | DISCOUNT CAR AND TRUCK | CONTESTING TRANSACTION-REQUEST IN PROCESS | 1-4-1233-3160 | \$55.92 | \$618.37 |
| 13 | LALONDE, GERALD | 29/10/2018 | MUNICIPAL WORLD | ASSET MANAGEMENT ANALYST-AD FOR JOB POSTING | 1-4-1363-3005 | \$484.77 | \$484.77 |
| 14 | OUELLET, MONIQUE | 17/10/2018 | FRIENDLY RESTAURANT | ELECTIONS | 1-4-1113-3440 | \$42.88 | |
| 15 | OUELLET, MONIQUE | 27/10/2018 | KOODO MOBILE PAC | TEMP PHONE-MARYSE | 1-4-1113-3710 | \$50.85 | |
| 16 | OUELLET, MONIQUE | 18/10/2018 | NIGHT OFF DELIVERY | ELECTIONS | 1-4-1113-3440 | \$83.24 | |
| 17 | OUELLET, MONIQUE | 20/10/2018 | NIGHT OFF DELIVERY | ELECTIONS | 1-4-1113-3440 | \$93.13 | |
| 18 | OUELLET, MONIQUE | 21/10/2018 | NIGHT OFF DELIVERY | ELECTIONS | 1-4-1113-3440 | \$81.09 | |
| 19 | OUELLET, MONIQUE | 18/10/2018 | RAMIGAB | ELECTIONS | 1-4-1113-3440 | \$34.27 | |
| 20 | OUELLET, MONIQUE | 19/10/2018 | ROSALYNNS BISTRO CA | ELECTIONS | 1-4-1113-3440 | \$53.45 | |
| 21 | OUELLET, MONIQUE | 16/10/2018 | SPARTAS | ELECTIONS | 1-4-1113-3440 | \$50.64 | \$489.55 |
| 22 | PETRILLO, DANNY | 05/10/2018 | NLI*SHAREFILE | 12X ANNUAL BILLING CYCLE SHAREFILE OCT1/18-SEPT30/19 | 1-4-1323-3651 | \$3,514.29 | \$3,514.29 |
| 23 | ROUSSELLE, YVES | 30/10/2018 | FRESKO S RESTAURANT | HEALTH & SAFETY TRAINING LUNCH | 1-4-1383-3440 | \$19.11 | |
| 24 | ROUSSELLE, YVES | 01/10/2018 | MOE-HWIN WEB | MANIFEST FOR HAZARDOUS WASTE PICK UP | 1-4-3143-3270 | \$5.00 | |
| 25 | ROUSSELLE, YVES | 11/10/2018 | TIM HORTONS 2125 QTH | PW STAFF MEETING | 1-4-3123-3175 | \$70.03 | \$94.14 |
| 26 | ROY, YVES | 26/10/2018 | BROADWAY BAR GRILL R | ENFORCEMENT BREAKFAST MEETING | 1-4-2413-3440 | \$54.64 | |
| 27 | ROY, YVES | 29/10/2018 | CDN TIRE STORE #00623 | TOOLS | 1-4-2413-3675 | \$225.94 | \$280.58 |
| 28 | VILLENEUVE, MARIO | 25/10/2018 | LEE VALLEY TOOLS | 1/4" ROPE RATCHET - M3 | 1-4-2123-3675 | \$47.30 | |
| 29 | VILLENEUVE, MARIO | 01/10/2018 | MTO RUS DRIVER CERT PR | DRIVER CERTIFICATION PROGRAM FEE | 1-4-2113-3670 | \$180.00 | |
| 30 | VILLENEUVE, MARIO | 10/10/2018 | SUBWAY CATERING | FIREFIGHTER GENERAL MEETING | 1-4-2113-3440 | \$284.76 | |
| 31 | VILLENEUVE, MARIO | 13/10/2018 | TIM HORTONS 1492 QTH | RTC COURSE - FO1 | 1-4-2223-3440 | \$26.86 | |
| 32 | VILLENEUVE, MARIO | 26/10/2018 | TIM HORTONS 1492 QTH | RTC COURSE ISO | 1-4-2223-3440 | \$35.01 | |
| 33 | VILLENEUVE, MARIO | 27/10/2018 | TIM HORTONS 1492 QTH | RTC COURSE - ISO | 1-4-2223-3440 | \$35.01 | |
| 34 | VILLENEUVE, MARIO | 28/10/2018 | TIM HORTONS 1492 QTH | RTC COURSE - ISO | 1-4-2223-3440 | \$22.02 | \$630.96 |
| 35 | WILSON, BRIAN | 12/10/2018 | #8312 2749 LAURIER ST | CAR WASH - CARI | 1-4-2123-3675 | \$24.58 | |
| 36 | WILSON, BRIAN | 27/10/2018 | CAFE LAROCHE | BREAKFAST MEETING - B.WILSON M.VILLENEUVE M.SAUMURE | 1-4-2113-3440 | \$39.47 | |
| 37 | WILSON, BRIAN | 14/10/2018 | CANADIAN RED CROSS | EMR INSTRUCTOR REGISTRATION | 1-4-2113-3175 | \$200.00 | |
| 38 | WILSON, BRIAN | 28/09/2018 | CDN TIRE STORE #00623 | NEW BOAT SUPPLIES | 1-4-2123-3675 | \$290.57 | |
| 39 | WILSON, BRIAN | 02/10/2018 | CDN TIRE STORE #00623 | NEW BOAT SUPPLIES | 1-4-2123-3675 | \$240.64 | |
| 40 | WILSON, BRIAN | 29/10/2018 | COLD FIRE CANADA LTD. | EXTINGUISHER FOAM | 1-4-2123-3110 | \$438.54 | |
| 41 | WILSON, BRIAN | 02/10/2018 | GILMORE | CAN/ULC-EMERGENCY RESCUE ROPES & EQUIPMENT | 1-4-2113-3675 | \$270.43 | |
| 42 | WILSON, BRIAN | 12/10/2018 | IMPARK00110063U | EM - PARKING | 1-4-2213-3160 | \$6.00 | |
| 43 | WILSON, BRIAN | 02/10/2018 | MCDONALD'S #16531 | ST- ALBERT STREET FIRE | 1-4-2113-3440 | \$192.55 | |
| 44 | WILSON, BRIAN | 23/10/2018 | MR. GAS #67 | M3 | 1-4-2153-3250 | \$54.28 | |
| 45 | WILSON, BRIAN | 17/10/2018 | SP * TOUGHCASES.CA | M3-NANUK 933 PLUCK FOAM KITS | 1-4-2123-3675 | \$501.70 | |
| 46 | WILSON, BRIAN | 14/10/2018 | TIM HORTONS 2125 QTH | EM TRAINING - COUNCIL CHAMBERS | 1-4-2213-3440 | \$24.16 | \$2,282.92 |
| Total | | | | | | \$10,509.33 | \$10,509.33 |



RAPPORT N° LOI2018-11-04

| | |
|---------------------|--------------------------------------|
| Date | 07/11/2018 |
| Soumis par | Martin Irwin |
| Objet | Demande de subvention Canada en fête |
| # du dossier | Cliquez ici pour entrer du texte. |

1) NATURE / OBJECTIF :

L'objectif de ce rapport est de recommander au Conseil municipal d'autoriser les Services communautaires à soumettre une demande de subvention dans le cadre du programme Canada en Fête de Patrimoine canadien.

2) DIRECTIVE/POLITIQUE ANTÉCÉDENTE :

N/A

3) RECOMMANDATION DU SERVICE :

QU'IL SOIT RÉSOLU QUE le Conseil municipal autorise les Services communautaires à soumettre une demande de subvention dans le cadre du programme Canada en fête de Patrimoine canadien pour aider à financer les activités de la Fête du Canada dans le cadre de l'édition 2019 du Festival de la rivière des Outaouais.

BE IT RESOLVED THAT Municipal Council hereby authorizes the Community Services to submit a grant application to Canadian Heritage's Celebrate Canada program to help fund the Canada Day Celebration activities as part of the 2019 edition of the Ottawa River Festival.

4) HISTORIQUE :

La célébration de la Fête du Canada est une classique à Clarence-Rockland et a comme avantage de poursuivre le succès qu'ont eu les dernières éditions. Il s'agit d'un évènement fort convoité qui permet aux citoyens de se rassembler, de se divertir et de fêter. Les multiples activités et spectacles gratuits contribuent aussi à l'essor et au bien-être de notre communauté.

5) DISCUSSION :

Le programme de financement Canada en fête de Patrimoine canadien vise à financer des activités organisées pendant la Journée nationale des Autochtones, la Saint-Jean-Baptiste, la Journée canadienne du multiculturalisme et la fête du Canada. L'activité financée doit créer des occasions de participer à une célébration qui contribue à susciter un sentiment de fierté envers le Canada et d'appartenance au pays.

Depuis 2016, la Cité de Clarence-Rockland a profité de 33 000 \$ (9 000 \$ en 2016, 12 000 \$ en 2017 et 12 000 \$ en 2018) afin de financer des spectacles, des activités ainsi que les feux d'artifice lors des célébrations des Fêtes du Canada dans le cadre du Festival de la rivière des Outaouais.

6) CONSULTATION :

N/A

7) RECOMMANDATION OU COMMENTAIRES DU COMITÉ :

N/A

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

Si la demande au programme Canada en fête est approuvée, le montant financé par Patrimoine canadien permettra d'augmenter la qualité des activités et des spectacles ainsi que de limiter les fonds demandés de la communauté en commandites et en dons.

9) IMPLICATIONS LÉGALES :

Si la Cité de Clarence-Rockland reçoit un financement, les Services communautaires seront tenus de soumettre un rapport final incluant un rapport financier. La municipalité devra aussi reconnaître publiquement l'aide financière reçue du gouvernement du Canada dans tous les documents de communication et toutes les activités promotionnelles.

10) GESTION DU RISQUE (RISK MANAGEMENT) :

N/A

11) IMPLICATIONS STRATÉGIQUES :

La section 2.8 – Événements du Plan directeur des parcs et loisirs de la Cité de Clarence-Rockland (p. 45) cite que « La Cité ... considère que la fourniture d'événements à l'échelle communautaire est un mandat important des Services communautaires. »

12) DOCUMENTS D'APPUI:

N/A



RAPPORT N° FIN2018-041

| | |
|---------------------|----------------------------------|
| Date | 06/11/2018 |
| Soumis par | Frédéric Desnoyers |
| Objet | Water looping cost and financing |
| # du dossier | F11 Grants and Loans |

1) **NATURE / OBJECTIF :**

Ce rapport a pour but d'obtenir l'autorité du Conseil afin de refacturer les frais aux résidents pour lesquels un service de latéral a été installé lors du projet de bouclage d'aqueduc sur les rues Landry et Russell.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Le budget du projet de bouclage d'aqueduc a été approuvé en 2017 lors de l'approbation du rapport INF2017-066.

3) **RECOMMANDATION DU SERVICE:**

THAT Council approve the attached By-Law 2018-XX, being a By-Law to back charge fees of the water looping project and to establish financing conditions.

QUE le Règlement 2018-XX soit accepté par le Conseil, étant un règlement pour établir les frais à refacturer pour le projet du bouclage d'eau et établir les conditions de financement disponibles.

4) **HISTORIQUE :**

Une réunion publique a eu lieu le 8 mars 2018 afin d'informer les résidents affectés par ce projet de bouclage d'eau.

Lors de la réunion préliminaire, quelques informations financières ont été partagées, mais les résidents ont été avertis que ceux-ci étaient des estimations seulement.

Parmi ces informations on retrouvait :

- Un frais de latéral résidentiel (19mm) de 2 250 \$
- Un financement offert sur 20 ans à 3,20 %.

5) **DISCUSSION :**

Lors du projet de bouclage d'eau, les résidents situés dans la portée du projet sur la rue Landry et Russell ont eu l'option de faire installer le service latéral sur leurs propriétés.

Puisque le projet a été initié pour des raisons d'entretien interne du système d'eau une approche non traditionnelle a été utilisée pour refacturer une partie des coûts à ceux-ci.

Les résidents voulant se connectés ont eu comme proposition de défrayés les frais supplémentaires reliés à l'installation du latéral sur leur propriété en plus de payé le frais de connexion présentement

établis à 3 288\$ et tous autres frais habituels de connexion telle que le permis de plomberie et le compteur d'eau. Afin d'encourager les connexions et éventuellement créer un revenu de la vente d'eau, un financement sur 20 ans a été proposé pour le frais du latéral et le frais de connexion.

Un total de 27 latéraux sur Russell et 41 sur Landry ont été installés. Les coûts des services latéraux ont été trouvés par moyenne par grosseur de service afin d'uniformiser les coûts entre les propriétés. Ceux-ci sont présentés dans l'annexe A du règlement.

Afin de déterminer le taux d'intérêt pour le financement offert pour les résidents, 3 banques ont été contactées afin d'obtenir les taux d'intérêt en vigueur. Des taux entre 3,6% et 4 % ont été obtenus. L'administration propose donc un financement disponible au taux de 3,6%.

Parmi les propriétés, environ 321 513 \$ de financement aux résidents sera requis, le restant sera payé comptant par ceux-ci. Ci-dessous est présenté le paiement annuel sur 20 ans en fonction de la grosseur du latéral installé.

| | Coût | Paiement annuel |
|------|-------------|-----------------|
| 19mm | 5 686,41 \$ | 403,73 \$ |
| 25mm | 6 523,90 \$ | 463,19 \$ |
| 38mm | 7 210,64 \$ | 511,95 \$ |
| 50mm | 7 897,37 \$ | 560,71 \$ |

Afin d'obtenir le financement au résident, l'administration recommande aussi l'établissement d'un financement interne pour ce projet.

Essentiellement, un financement interne est un emprunt d'argent du fonds général. Afin de ne pas avoir d'impact budgétaire, le département recommande que ce financement interne soit aussi établi à 3,6%, amortis sur 20 ans avec un terme de 5 ans. Le montant de cette dette interne correspondra toujours au montant à recouvrir des résidents.

6) CONSULTATION :

N/A

7) RECOMMANDATION OU COMMENTAIRES DU COMITÉ :

N/A

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

L'offre de financement aux résidents n'a aucun impact financier pour le fond d'eau puisque les charges d'intérêts seront égales aux revenus d'intérêts. Cependant, étant donné le financement interne, le fonds général générera un revenu d'intérêts supplémentaire d'environ

\$11 500 par année. Ce montant sera ajouté lors du processus budgétaire 2019.

9) IMPLICATIONS LÉGALES :

N/A

10) GESTION DU RISQUE (RISK MANAGEMENT) :

Afin de mitiger les risques de taux d'intérêt, le département recommande que les prêts aux résidents soient amortis sur 20 ans, mais avec un terme de 5 ans. Ainsi, chaque 5 ans le taux d'intérêt sera renégocié. De plus, si pour des raisons de trésorerie la municipalité a besoin d'émettre une dette externe, cette option sera toujours possible.

11) IMPLICATIONS STRATÉGIQUES :

Le département recommande un financement interne pour des raisons stratégiques. Puisque le montant à financer pour les résidents n'est pas significativement élevé, le département recommande de financer celui-ci à l'interne. Ainsi, ceci évite un impact sur la limite de remboursement annuelle. Contrairement à une dette externe, une dette interne n'est pas incluse dans le calcul de la limite de remboursement annuelle.

12) DOCUMENTS D'APPUI:

By-Law 2018-XX

Schedule A of By-Law 2018-XX

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NUMBER 2018-154****BEING A BY-LAW WITH RESPECT TO A WATER RATE UNDER SECTION 326 AND SECTION 401 OF THE MUNICIPAL ACT, 2001 FOR THE CAPITAL COST OF WATER WORKS AND FINANCING.**

WHEREAS The Corporation of The City of Clarence-Rockland proposes to provide water works for supplying water service as part of a water looping project on Landry Street & Russell Street;

WHEREAS the Section 401 (1) Municipal Act 2001, as amended permits a municipality to incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt.

AND WHEREAS it is deemed desirable by the Municipality to pay for a portion of the capital cost of the water works by imposing a frontage rate per foot or a distribution rate and a common charge as a water rate upon owners of land who derive or will or may derive a benefit from the water works;

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

1.
 - a) A distribution rate is hereby imposed pursuant to sub-section 326(1),(2) of the Municipal Act, upon the owners of land who derive or will or may derive a benefit therefrom to pay all or such portion of the capital costs of the work.
 - b) The lands in respect of which such owners are deemed to derive benefit from this project are all lands who opted to have installed the lateral service to their land on Landry & Russell street.
 - c) The distribution rate shall be the lateral actual averaged cost presented in schedule "A" from the project contractor plus the connection fee set in By-Law 2017-159 of \$3,288.
 2. In the case of a land where there is no existing lateral at the main pipe for the immediate connection to an existing building or structure it is to be constructed at the owner's expense by means of which an immediate benefit from the existing works accrues to the owners of such land. The Municipality requires that the construction be done to the established standards and that the work be supervised by the agency or the employees recommended at that time. The connection fee set in By-Law 2017-159 will also apply.

3. It is the owner's responsibility to obtain a plumbing permit to connect from the water lateral to the building or structure. This connection requires an inspection by the City of Clarence-Rockland's staff. All costs of said connection, including permit, deposit and the water meter are the owner's responsibility and shall be paid in cash.
4. The landowners shall pay the amount mentioned in Paragraph 1 that applies to the date of the water main connection in cash or may, by agreement with the City of Clarence-Rockland, have the amount amortized to their taxes as a local improvement over 20 years. The amount will be amortized over 20 years at a fix rate of 3.6% with a 5-year term from the date of the water main connection.
5. Any new connection that was not part of the initial project looping project shall be paid in cash.
6. The plumbing permit as mentioned in paragraph 3. is required and the fee is set out in By-Law 2015-176
7. The Treasurer is hereby authorized to internally borrow a maximum of \$442,951.71 for the water looping project amortized over a 20-year period. Repayment of said loan shall be determined for a period of 5 years at the annual interest rate of 3.6%.
8. That this By-law shall come into force and effect on the day it is enacted.

**READ A FIRST AND SECOND TIME AND PASSED IN OPEN COUNCIL
THIS 19TH DAY OF NOVEMBER 2018.**

Guy Desjardins, Mayor

Monique Ouellet, Clerk

Schedule A / Annexe A
City of Clarence-Rockland
2018 Water looping project
Installed water lateral service

| Address | Roll# | Diameter | Lateral Cost | Connection fees | Total |
|--------------------|---------------|-----------------|---------------------|------------------------|--------------|
| 1 1982 Landry St. | 016-006-04120 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 2 1989 Landry St. | 016-005-03475 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 3 2001 Landry St. | 016-005-03478 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 4 2011 Landry St. | 016-005-03485 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 5 2048 Landry St. | 016-006-04205 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 6 2049 Landry St. | 016-005-03500 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 7 2058 Landry St. | 016-006-04200 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 8 2065 Landry St. | 016-005-03715 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 9 2071 Landry St. | 016-005-03710 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 10 2075 Landry St | 016-005-03550 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 11 2081 Landry St. | 016-005-03600 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 12 2097 Landry St. | 016-005-03748 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 13 2115 Landry St. | 016-005-03650 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 14 2128 Landry St. | 016-006-04230 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 15 2132 Landry St. | 016-006-04402 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 16 2133 Landry St. | 016-005-03656 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 17 2134 Landry St. | 016-006-04404 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 18 2139 Landry St. | 016-005-03655 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 19 2141 Landry St. | 016-005-03733 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 20 2153 Landry St. | 016-005-03730 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 21 2153 Landry St. | 016-005-03730 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 22 2159 Landry St. | 016-005-03740 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 23 2159 Landry St. | 016-005-03740 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 24 2164 Landry St. | 016-006-04500 | 25 mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 25 2164 Landry St. | 016-006-04500 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 26 2164 Landry St. | 016-006-04500 | 25 mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 27 2185 Landry St. | 016-005-04101 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 28 2187 Landry St. | 016-005-04102 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 29 2188 Landry St | 016-006-04515 | 50mm | \$4,609.37 | \$3,288.00 | \$7,897.37 |
| 30 2189 Landry St. | 016-005-04104 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 31 2196 Landry St. | 016-006-04520 | 19mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 32 2246 Landry St. | 016-006-04700 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 33 2254 Landry St. | 016-006-04710 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 34 2266 Landry St. | 016-006-04901 | 25 mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 35 2282 Landry St. | 016-006-04900 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 36 2285 Landry St. | 016-005-04100 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 37 2300 Landry St. | 016-006-04808 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 38 2308 Landry St. | 016-006-04810 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 39 2320 Landry St. | 016-006-05000 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 40 2378 Landry St. | 016-006-05100 | 19mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 41 2389 Landry St. | 016-005-04190 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |

Schedule A / Annexe A
City of Clarence-Rockland
2018 Water looping project
Installed water lateral service

| | | | | | |
|---------------------|---------------|-------|---------------------|---------------------|---------------------|
| 42 960 Russell Rd. | 016-008-06705 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 43 1149 Russell Rd. | 016-008-06500 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 44 1196 Russell Rd. | 016-008-06680 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 45 1230 Russel Rd. | 016-008-06600 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 46 1282 Russell Rd. | 016-008-06590 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 47 1362 Russell Rd. | 016-007-07201 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 48 1374 Russell Rd. | 016-007-07001 | 25 mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 49 1377 Russell Rd. | 016-007-07014 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 50 1417 Russell Rd. | 016-007-07028 | 25 mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 51 1425 Russell Rd. | 016-007-07032 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 52 1447 Russell Rd. | 016-007-07031 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 53 1497 Russell Rd. | 016-007-07011 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 54 1583 Russell Rd. | 016-007-07013 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 55 1591 Russell Rd. | 016-007-07035 | 50 mm | \$4,609.37 | \$3,288.00 | \$7,897.37 |
| 56 1601 Russell Rd. | 016-007-07005 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 57 1669 Russell Rd. | 016-006-08900 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 58 1677 Russell Rd. | 016-006-08905 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 59 1719 Russell Rd. | 016-006-08970 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 60 1749 Russell Rd. | 016-006-08995 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 61 1750 Russell Rd. | 016-006-09200 | 19 mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 62 1909 Russell Rd. | 016-006-08800 | 25mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 63 1819 Russell Rd. | 016-006-08850 | 200mm | \$19,128.22 | \$3,288.00 | \$22,416.22 |
| 64 1891 Russell Rd. | 016-006-08837 | 25mm | \$3,235.90 | \$3,288.00 | \$6,523.90 |
| 65 1925 Russel Rd. | 016-006-08798 | 19mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| 66 1928 Russell Rd. | 016-006-09000 | 38 mm | \$3,922.64 | \$3,288.00 | \$7,210.64 |
| 67 3818 Legault Rd. | 016-008-06550 | 200mm | \$30,135.85 | \$3,288.00 | \$33,423.85 |
| 68 3808 Bouvier Rd. | 016-007-07008 | 19mm | \$2,398.41 | \$3,288.00 | \$5,686.41 |
| | | | \$219,367.71 | \$223,584.00 | \$442,951.71 |

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-150

BEING A BY-LAW TO PROVIDE THAT SUB-SECTION 5 OF SECTION 50 OF THE PLANNING ACT, R.S.O. 1990, CHAPTER P.13, AS AMENDED, DOES NOT APPLY TO PART OF BLOCK 282, REGISTERED PLAN 50M-308, IN THE CITY OF CLARENCE-ROCKLAND, IN THE COUNTY OF RUSSELL, DESIGNATED AS PARTS 1 TO 23, BOTH INCLUSIVE, ON PLAN 50R-10758.

WHEREAS Sub-Section 5 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, provides that all lands within a Plan of Subdivision are subject to part-lot control; and

WHEREAS the Council of a municipality may, under Sub-Section 7 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, enact a by-law to provide that Sub-Section 5 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, does not apply to such lands as are designated in the by-law; and

WHEREAS a five-unit street row-house is under construction on part of Block 282 of Registered Plan 50M-308 where it is desired that individual ownerships be created and designated as Parts 1, 2, 3, 4, 5 and 6, Parts 7, 8, 9 and 10, Parts 11, 12 and 13, Parts 14, 15 and 16, and Parts 17, 18, 19, 20, 21, 22 and 23 on Plan 50R-10758, and that Parts 3, 4, 10, 11, 16, 17 and 23 on Plan 50R-10758 are and will be subject to additional reciprocal water main easements, and that Parts 1, 6, 7, 8, 13, 14, 19, 20 and 21 are and will be subject to additional reciprocal storm and sanitary sewer easements, and that Parts 1, 2, 3, 7, 20, 21, 22 and 23 on Plan 50R-10758 will be subject to pedestrian access right-of-ways to the rear yards of some of the street row-houses; and

WHEREAS Parts 1, 2, 3, 4, 5 and 6 of Plan 50R-10758 are municipally known as 1164 Boulevard Docteur Corbeil Boulevard; and

WHEREAS Parts 7, 8, 9 and 10 of Plan 50R-10758 are municipally known as 1160 Boulevard Docteur Corbeil Boulevard; and

WHEREAS Parts 11, 12 and 13 of Plan 50R-10758 are municipally known as 1156 Boulevard Docteur Corbeil Boulevard; and

WHEREAS Parts 14, 15 and 16 of Plan 50R-10758 are municipally known as 1152 Boulevard Docteur Corbeil Boulevard; and

WHEREAS Parts 17, 18, 19, 20, 21, 22 and 23 of Plan 50R-10758 are municipally known as 1148 Boulevard Docteur Corbeil Boulevard; and

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

1. **THAT** subject to section 3 hereof, Sub-Section 5 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, does not apply to the following lands:
 - a) Part of P.I.N. 69060-1694, being those portions of Block 282, Registered Plan 50M-308, designated as Parts 1, 2, 3, 4, 5 and 6 on Plan 50R-10758 and further designated as Parcel 'A' for the purpose of this by-law;
 - b) Part of P.I.N. 69060-1694, being those portions of Block 282, Registered Plan 50M-308, designated as Parts 7, 8, 9 and 10 on Plan 50R-10758 and further designated as Parcel 'B' for the purpose of this by-law;
 - c) Part of P.I.N. 69060-1694, being those portions of Block 282, Registered Plan 50M-308, designated as Parts 11, 12 and 13 on Plan 50R-10758 and further designated as Parcel 'C' for the purpose of this by-law;
 - d) Part of P.I.N. 69060-1694, being those portions of Block 282, Registered Plan 50M-308, designated as Parts 14, 15 and 16 on Plan

50R-10758 and further designated as Parcel 'D' for the purpose of this by-law;

- e) Part of P.I.N. 69060-1694, being those portions of Block 282, Registered Plan 50M-308, designated as Parts 17, 18, 19, 20, 21, 22 and 23 on Plan 50R-10758 and further designated as Parcel 'E' for the purpose of this by-law;

all in the City of Clarence-Rockland, in the County of Russell and registered in the Land Titles Office for the Land Titles Division of Russell (No. 50).

2. **THAT** this By-law shall take effect upon approval thereof by the Council of the Corporation of the City of Clarence-Rockland and in compliance with the requirements of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended.
3. **THAT** further subdivision or severance of the aforementioned Parcels 'A', 'B', 'C', 'D' and 'E' beyond that permitted by paragraph 1 is prohibited.
4. This By-law shall expire and be of no further force and effect, if not registered on title, as of the 19th day of November, 2020.

READ, PASSED AND ADOPTED BY COUNCIL, THIS 19TH DAY OF NOVEMBER, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



REPORT N° AMÉ-18-98-R

| | |
|---------------------|--|
| Date | 01/11/2018 |
| Submitted by | Claire Lemay |
| Subject | Lifting of Part-Lot Control - CH Clément Construction Inc. - 1148-1164 Boulevard Docteur Corbeil |
| File N° | D-11-257-02 |

1) NATURE/GOAL :

André P. Barrette, agent for C.H. Clément Construction Inc. has submitted a request to the City of Clarence-Rockland to remove Part-Lot Control to allow for the creation of five new lots on part of block 282, plan 50M-308 on Docteur Corbeil Boulevard in Rockland, where townhouse dwellings are currently under construction.

2) DIRECTIVE/PREVIOUS POLICY :

N/A

3) DEPARTMENT'S RECOMMENDATION :

WHEREAS the construction of the planned townhouse dwellings located on a portion of Block 282 of Plan 50M-308 is currently underway in conformity with the approved plans to create five residential units with civic addresses 1148, 1152, 1156, 1160, and 1164 Docteur Corbeil Boulevard, which will be available to be sold individually in December,

THAT Council adopts By-Law 2018-150, being a by-law for the designation of lands not subject to part lot control, for a part of Block 282, plan 50M-308, Parts 1 to 23 on Plan 50R-10758, located within the residential project of Morris Village, Rockland.

ATTENDUE QUE la construction des maisons en rangées planifiés sur une partie du Bloc 282 du Plan 50M-308 est en construction et en conformité avec les plans approuvés afin de créer cinq unités résidentiels avec les adresses civiques 1148, 1152, 1156, 1160, et 1164 Boulevard Docteur Corbeil qui seront disponibles à être vendus individuellement en décembre,

QUE le Conseil adopte le règlement 2018-150, étant un règlement de désignation de terrains non assujettis à la réglementation des parties de lots pour une partie du bloc 282 du Plan 50M-308, parties 1 à 23 sur le Plan 50R-10758, situé à l'intérieur du projet résidentiel de Morris Village à Rockland.

4) BACKGROUND :

Block 282 of plan 50M-308 is the site of other multiple-unit residential buildings and townhouses. The property was originally owned by Minto, and subsequently sold to Spacebuilders, who signed a site plan agreement with the City for the construction of townhouse units. The property has since been sold to C.H. Clément Construction. A 5-unit street row house (TH3) is currently under construction and has frontage on Docteur Corbeil Boulevard. These units will be ready to be sold to the individual homeowners soon.

5) DISCUSSION :

The request is for the lifting of part lot control under subsection 50(7) of the Planning Act, R.S.O. 1990, Chapter P.13. This section allows a municipality to pass a by-law to approve the creation of 5 new lots on part of Block 282, Plan 50M-308, as illustrated in reference plan 50R-10758, prepared by Schultz Barrette Surveying, dated 11 September, 2018.

6) CONSULTATION:

N/A

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

N/A

9) LEGAL IMPLICATIONS :

N/A

10) RISK MANAGEMENT :

N/A

11) STRATEGIC IMPLICATIONS :

N/A

12) SUPPORTING DOCUMENTS:

By-law 2018-150

Plan 50R-10758

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW 2018-152**

BEING A BY-LAW TO PROVIDE THAT SUB-SECTION 5 OF SECTION 50 OF THE PLANNING ACT, R.S.O. 1990, CHAPTER P.13, AS AMENDED, DOES NOT APPLY TO PART OF BLOCK 288, REGISTERED PLAN 50M-308, IN THE CITY OF CLARENCE-ROCKLAND, IN THE COUNTY OF RUSSELL, DESIGNATED AS PARTS 1 TO 24, BOTH INCLUSIVE, ON PLAN 50R-10629.

WHEREAS Sub-Section 5 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, provides that all lands within a Plan of Subdivision are subject to part-lot control;

AND WHEREAS the Council of a municipality may, under Sub-Section 7 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, enact a by-law to provide that Sub-Section 5 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, does not apply to such lands as are designated in the by-law;

AND WHEREAS Council has previously passed similar by-laws as is contemplated by this by-law which together with this by-law allow the conveyances of 44 street row houses which are in various phases of construction on part of Block 288 of Registered Plan 50M-388 where it is desired that individual ownership with the required access easements for passage and maintenance be created and that these row houses have access to a private road, pathway, and park being Parts 24, 23 and 6 on Plan 50R-10629, respectively with the remaining townhouses which are not already subject to a similar exempting by-law being designated as Parts 1 to 9, both inclusive, and Parts 18 to 24, both inclusive, on Plan 50R-10629;

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

1. **THAT** subject to section 3 hereof, Sub-Section 5 of Section 50 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, does not apply to the following lands:
 - a. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Parts 1 and 2 on Plan 50R-10629 and further designated as Parcel 'A' for the purpose of this by-law;
 - b. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Parts 3, 4, and 5 on Plan 50R-10629 and further designated as Parcel 'B' for the purpose of this by-law;
 - c. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Parts 7, 8 and 9 on Plan 50R-10629 and further designated as Parcel 'C' for the purpose of this by-law;

- d. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Part 18 on Plan 50R-10629 and further designated as Parcel 'D' for the purpose of this by-law;
- e. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Parts 19 and 20 on Plan 50R-10629 and further designated as Parcel 'E' for the purpose of this by-law;
- f. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Parts 21 and 22 on Plan 50R-10629 and further designated as Parcel 'F' for the purpose of this by-law;
- g. Part of P.I.N. 69060-1635, being those portions of Block 288, Registered Plan 50M-308, designated as Parts 6, 23 and 24 on Plan 50R-10629 and further designated as Parcel 'G' for the purpose of this by-law;

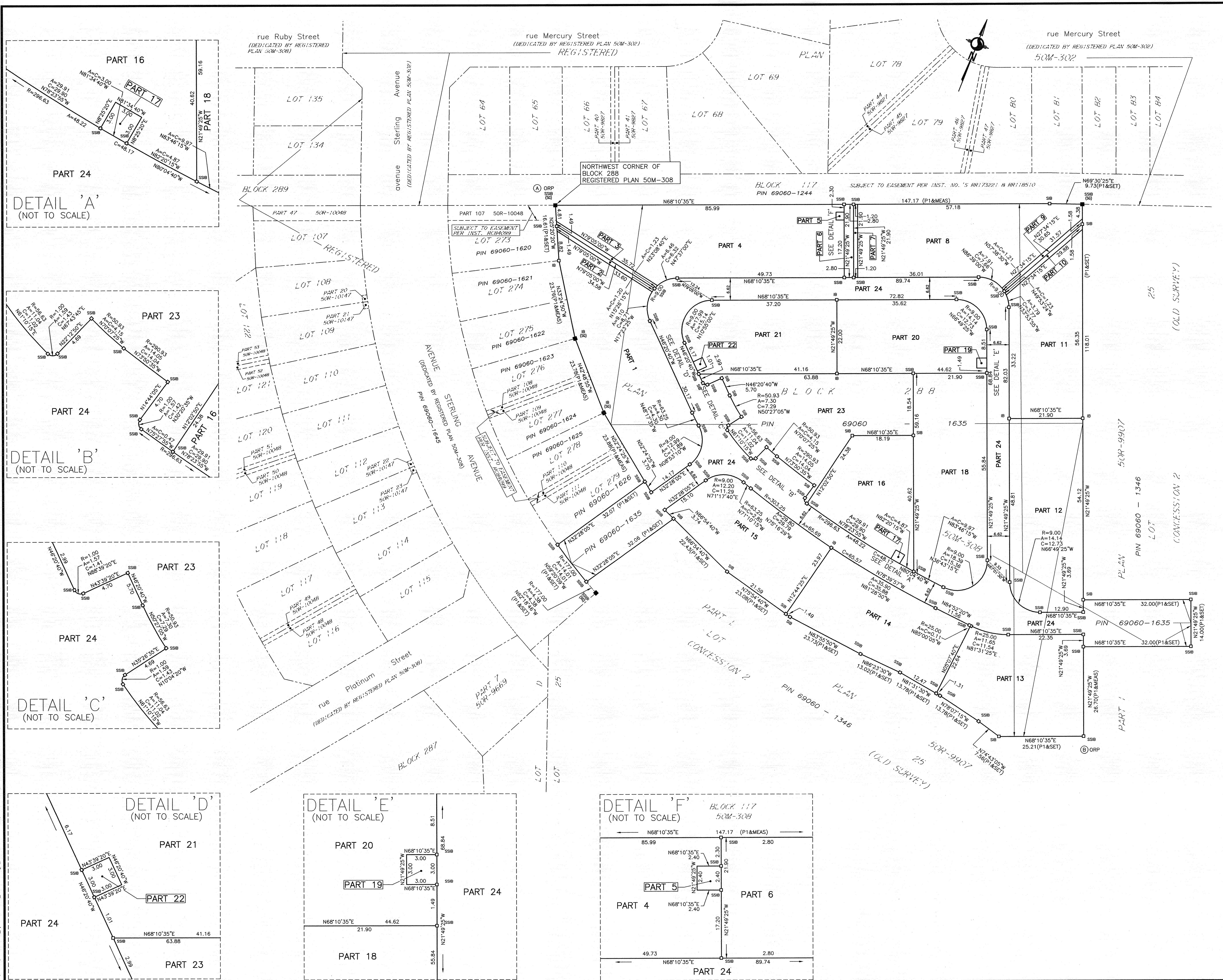
all in the City of Clarence-Rockland, in the County of Russell and registered in the Land Titles Office for the Land Titles Division of Russell (No. 50).

2. **THAT** this By-law shall take effect upon approval thereof by the Council of the Corporation of the City of Clarence-Rockland and in compliance with the requirements of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended.
3. **THAT** further subdivision or severance of the aforementioned Parcels 'A', 'B', 'C', 'D', 'E', 'F', and 'G' beyond that permitted by paragraph 1 is prohibited, save that Council allows the future severance of Parcels 'A', 'B', 'C', 'D', 'E' and 'F', subject to the following conditions:
 - a. that a copy of the draft reference plans dividing these parcels for individual townhouses and access easements required for passage and maintenance be submitted to the Infrastructure and Planning Department for approval prior to any future parcelization transfer registration being completed, in order to ensure conformity with the approved site plan for the property and conformity with the City of Clarence-Rockland Zoning By-law 2016-10, as amended, and
 - b. that no further subdivisions beyond those in the reference plans approved by the Infrastructure and Planning Department shall be permitted.
4. This By-law shall expire and be of no further force and effect, if not registered on title, as of the 19th day of November, 2020.

READ, PASSED AND ADOPTED BY COUNCIL, THIS 19TH DAY OF NOVEMBER, 2018.

Guy Desjardins, Mayor

Monique Ouellet, Clerk



I REQUIRE THIS PLAN TO BE
DEPOSITED UNDER THE
LAND TITLE ACT

PLAN 50R- 10629
RECEIVED AND DEPOSITED

RECEIVED AND DEPOSITED
DATE: June 23/17

"A-B-08:2"

June 23, 2017

Brett

**BRIAN J. WEBSTER
ONTARIO LAND SURVEYOR**

S C H E D U

| LOT/BLOCK | CONCESSION/PLAN | PIN |
|------------|-----------------|-------------------|
| ALL OF 288 | 50M-308 | ALL OF 69060-1635 |

PLAN OF SURVEY of

LOCK 288

**REGISTERED PLAN 50M-308
CITY OF CLARENCE-ROCKLAND
COUNTY OF RUSSELL**

Scale 1 : 500
15 10 5 0 10 20 Metres

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES

CAN BE CONVERTED TO FEET.

INSTANCES ARE GRID AND CAN BE CONVERTED TO GRID BY
MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.1.0000066.

RING NOTE

RINGS ARE GRID, DERIVED FROM CAN-NET VRS NETWORK GPS
TERMINATIONS ON MNIST HORIZONTAL CONTROL MONUMENT 21212202E62

19800563 N:5045485.91 E:399390.15

19750277 N:504/432.66 E:402574.70

BSERVED REFERENCE POINTS DERIVED FROM GPS OBSERVATIONS USING THE
 CAN-NET VIRTUAL REFERENCE STATION NETWORK:
 MTM ZONE 9, NAD83 (ORIGINAL)
 COORDINATES TO URBAN ACCURACY PER SEC 14(2) OF O.REG. 216/10

| ORP ID | NORTHING | EASTING |
|--------|------------|-----------|
| (A) | 5045214.03 | 400100.31 |
| (B) | 5045124.81 | 400305.05 |

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS

SURVEYOR'S CERTIFICATE
CERTIFY THAT :
THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE
SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE
REGULATIONS MADE UNDER THEM.

23/17 B300 BRITAN 1 WEBSTER

| | |
|------------|--------------------------------|
| <u>END</u> | |
| DENOTES | FOUND MONUMENTS |
| " | SET MONUMENTS |
| " | IRON BAR |
| " | ROUND IRON BAR |
| " | STANDARD IRON BAR |
| B | SHORT STANDARD IRON BAR |
| " | CUT CROSS |
| " | CONCRETE PIN |
| " | NAIL & WASHER |
| " | WITNESS |
| " | PROPERTY IDENTIFICATION NUMBER |
| " | MEASURED |
| " | PROPORTIONED |
| " | ORIGIN UNKNOWN |
| " | STANTEC GEOMATICS LTD. |
| " | REGISTRED PLAN 50M 208 |



REPORT N° AMÉ-18-104-R

| | |
|---------------------|--|
| Date | 08/11/2018 |
| Submitted by | Claire Lemay |
| Subject | Lifting of Part-Lot Control – Spacebuilders - Solara |
| File N° | D-11-282 |

1) NATURE/GOAL :

Spacebuilders Ottawa Ltd. has submitted a request to the City of Clarence-Rockland to remove Part-Lot Control to allow for the creation of two new parcels, Part 23 on Plan 50R-10629, a park, and Part 24 on Plan 50R-10629, a private road (Solara Private).

2) DIRECTIVE/PREVIOUS POLICY :

N/A

3) DEPARTMENT'S RECOMMENDATION :

BE IT RESOLVED THAT By-law 2018-152, being a By-law for the designation of lands not subject to part-lot control, for part of Block 288 of Plan 50M-308, located within the residential project of Solara, Rockland, be adopted.

QU'IL SOIT RÉSOLU QUE le règlement 2018-152, étant un règlement relatif à la désignation de terrains non assujettis à la réglementation de parties de lots, applicable à une partie du bloc 288 du plan 50M-308, localisé à l'intérieur du projet résidentiel de Solara à Rockland, soit adopté.

4) BACKGROUND :

On September 25th, 2017, a Site Plan Agreement was registered between the City and Spacebuilders Ottawa Ltd. for Block 288 of Plan 50M-308 on Solara Private.

An application to lift part-lot control for Parts 23 and 24 on Plan 50R-10629, being Parts of Block 288, Plan 50M-308, was received on November 7th, 2018, in order to create separate parcels of land for the communal park and private road. Easements will subsequently be registered in order to ensure that all homeowners have access to the communal facilities and to their properties via the private road.

5) DISCUSSION :

The application is for the removal of part-lot control under Subsection 7, Section 50 of the Planning Act, R.S.O 1990. C. P. 13, as prescribed by Subsection 4 of Section 50 of the Planning Act. Subsection 7 states that:

"designation of lands not subject to part-lot control – Despite subsection (5), the council of a local municipality may by by-law

provide that subsection (5) does not apply to land that is within such registered plan or plans of subdivision or parts of them as are designated in the by-law."

This allows Council, by passing a By-law to approve the creation of two new parcels of land on Part of Block 288, Plan 50M-308 as shown on the registered plan 50R-10629, prepared by Stantec Geomatics Ltd., dated June 23, 2017.

The creation of these lots will allow the townhouse units to be legally accessed via the private road known as Solara Private and for the homeowners to have access to the communal park located on this private road.

The department has reviewed the submitted reference plan to ensure the conformity with the Zoning By-law and the plan is acceptable for approval.

6) CONSULTATION:

N/A

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

N/A

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

N/A

9) LEGAL IMPLICATIONS :

N/A

10) RISK MANAGEMENT :

N/A

11) STRATEGIC IMPLICATIONS :

N/A

12) SUPPORTING DOCUMENTS:

Plan 50R-10629

By-law 2018-152

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2018-155**

**BEING A BY-LAW OF THE CITY OF CLARENCE-ROCKLAND TO CONFIRM
PROCEEDINGS OF THE COUNCIL OF THE CITY OF CLARENCE-ROCKLAND AT
ITS REGULAR MEETING HELD ON NOVEMBER 19, 2018.**

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

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

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

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

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

**READ, PASSED AND ADOPTED IN OPEN COUNCIL THIS 19TH DAY OF
NOVEMBER, 2018.**

Guy Desjardins, Mayor

Monique Ouellet, Clerk