



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

April 1, 2019, 6:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting

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

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

2. Prayer

1

3. Adoption of the agenda

4. Disclosure of pecuniary interests

3

5. Closed Meeting

5.1 Adoption of the closed session minutes of March 4 and 19, 2019

5.2 CIH proposal - update

5.3 Salary review - update

5.4 Hiring - Deputy Treasurer

5.5 Hiring - Asset Management Analyst

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 Mayor Guy Desjardins regarding the Mayor's Golf Tournament

10. Consent Items

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

10.1 Adoption of the minutes of the following meetings:

- | | | |
|----|--|----|
| a. | Regular meeting of March 19, 2019 | 5 |
| b. | Committee of the Whole of March 19, 2019 | 21 |

10.2 Receipt of the minutes of the following meetings:

- | | | |
|----|---|----|
| a. | Public Library Board of February 19, 2019 | 33 |
|----|---|----|

10.3 The following recommendations from Committee of the Whole of March 19, 2019

- | | | |
|----|--|----|
| a. | Resolution to accept the Statement of development charges 2018 | 39 |
|----|--|----|

10.4	Résolution to approve the Tax Reductions under Section 357 & 358 of the Municipal Act	51
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10.5	Resolution to amend Resolution 2019-57, in order to correct an error in address for an approved fence by-law exemption request	55
11.	Committee/Staff Reports	
11.1	SharePoint Project Change	61
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	2019-36 - Zoning By-law Amendment – 600 du Golf Road – Hammond Golf	121
12.2	2019-37 - Zoning By-Law amendment – 733 Industrielle	139
13.	Confirmatory By-law	163
14.	Adjournment	



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

le 1 avril 2019, 18 h 00

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. **Ouverture de la réunion**
La réunion débute à 18h afin de permettre une session à huis clos.
La section de la réunion ouverte au public débute à 19h15.
2. **Prière** 1
3. **Adoption de l'ordre du jour**
4. **Déclarations d'intérêts pécuniaires** 3
5. **Réunion à huis clos**
 - 5.1 **Adoption des procès-verbaux des réunions à huis clos du 4 et 19 mars 2019**
 - 5.2 **Proposition du CIH - mise à jour**
 - 5.3 **Révision salariale - mise à jour**
 - 5.4 **Embauche – Trésorier(ère) adjoint(e)**
 - 5.5 **Embauche - analyste en gestion des actifs**
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 maire Guy Desjardins concernant le tournoi de golf du maire

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 19 mars 2019 | 5 |
| b. | Comité plénier du 19 mars 2019 | 21 |

10.2 Réception des procès-verbaux des réunions suivantes:

- | | | |
|----|--|----|
| a. | Comité d'administration de la bibliothèque publique du 19 février 2019 | 33 |
|----|--|----|

10.3 Les recommandations suivantes du comité plénier du 19 mars 2019

- | | | |
|----|---|----|
| a. | Résolution pour accepter l'état des transactions du fonds de réserve des redevances d'aménagement de l'année 2018 | 39 |
|----|---|----|

10.4	Résolution pour approuver les réductions de taxes sous réserve des articles 357 & 358 de la Loi sur les municipalités	51
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10.5	Résolution pour amender la résolution 2019-57, afin de corriger une erreur d'adresse dans une demande d'exemption au règlement sur les clôtures	55
11.	Rapports des Comités/Services	
11.1	Changement au projet SharePoint	61
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	2019-36 - Amendement au règlement de zonage – 600 chemin du Golf – Golf de Hammond	121
12.2	2019-37 - Modification au Règlement de Zonage – 733 rue Industrielle	139
13.	Règlement de confirmation	163
14.	Ajournement	

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

Notre Père

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

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

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

May your name be glorified through our efforts.
Amen



Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

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

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

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

Name (print)	Signature	Date

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

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**

March 19, 2019
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT:

Guy Desjardins, Mayor
Samuel Cardarelli, Councillor Ward 1
Mario Zanth, Councillor Ward 2
Carl Grimard, Councillor Ward 3
Don Bouchard, Councillor Ward 4
André J. Lalonde, Councillor Ward 5
Christian Simard, Councillor Ward 6
Michel Levert, Councillor Ward 7
Helen Collier, Chief Administrative Officer
Monique Ouellet, Clerk
Maryse St-Pierre, Deputy Clerk

ABSENT:

Diane Choinière, Councillor Ward 8

1. Opening of the meeting

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

2. Prayer

Councillor Mario Zanth recites the prayer.

3. Adoption of the agenda

RESOLUTION 2019-54

Moved by Mario Zanth

Seconded by Samuel Cardarelli

BE IT RESOLVED THAT the agenda be adopted as presented.

CARRIED

4. Disclosure of pecuniary interests (none)

5. Closed Meeting

RESOLUTION 2019-55**Moved by** Mario Zanth**Seconded by** Samuel Cardarelli

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

5.1. Salary review - update

CARRIED

Members of Council move to the conference room adjacent to the Council Chambers at 6:35 pm and return to the Council Chambers at 7:21 pm.

RESOLUTION 2019-56**Moved by** Mario Zanth**Seconded by** Samuel Cardarelli

BE IT RESOLVED THAT the closed session 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 Mario Zanth announces that on April 6, a wine, beer and cheese will be held at the Bourget Community Center. He invites people to communicate with Councillor Diane Choinière for further information.

Councillor André J. Lalonde announces that the sugar shack dinner for the Centre d'accueil Roger Séguin was a success.

Councillor André J. Lalonde announces that the Clarence Creek Optimist Club organizes a family tournament in March 29-31 at the Clarence Creek Arena.

Councillor André J. Lalonde announces that the Castors of Clarence hockey team reached the grand finale for the Eastern Ontario Junior C.

Councillor André J. Lalonde announces that the Centre d'accueil Roger Séguin telethon will be held on Sunday.

Councillor Michel Levert announces that the Hammond Optimist Club will celebrate its 40th anniversary on Saturday at 6:30 pm, during a wine and cheese reception.

Mayor Desjardins announces that the Banquet de la francophonie will be held Saturday in Embrun.

Councillor Samuel Cardarelli announces that the Junior A National hockey team has started the playoffs.

Mayor Desjardins announces that the St-Pascal Optimist Club organizes a breakfast on Sunday at the Ronald-Lalonde Community Centre.

8. Comment/Question Period

Trevor Stewart, 2694 Gagné Road, reminds Council about his petition regarding paving on his road and asks that a portion of the 2019 Budget be used to do the work.

Rolland Labonté asks when the damages on his daughter's property will be repaired. He provides pictures to support his claim. Julian Lenhart explains that he can't tell his opinion about the pictures, but that the required repairs were completed last year. Mayor Desjardins explains that the staff will have a look after the snow has melted.

Break from 7:35 pm to 7:40 pm.

Monique Ouellet invites Mr. Labonté to communicate with her regarding his claim.

9. Council Members' Items (none)

10. Consent Items

RESOLUTION 2019-57

Moved by Samuel Cardarelli

Seconded by Mario Zanth

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of March 19, 2019, be adopted:

10.1. Adoption of the minutes of the following meetings:

- a. Regular meeting of March 4, 2019,
- b. Committee of the Whole of March 4, 2019

10.2. Receipt of the minutes of the following meetings:

- a. Committee of Adjustment - November 15, 2018,

b. Planning Committee - February 6, 2019

10.3. The following recommendations from Committee of the Whole of March 4, 2019,

- a. Resolution to approve a Fence by-law exemption for Pierre Lafontaine at 25 Clarence Court
- b. Resolution to authorize Community Services to solicit proposals for the management of an annual program for the Optimiste Performance Hall
- c. Resolution to authorize the signature of an agreement with the Community Information Centre of Ottawa/211 Eastern Region

10.4. Resolution to adopt the 2019 workplace violence, harassment, and sexual harassment Policy

10.6. Resolution to adopt the accounts paid from February 11, 2019, to March 10, 2019, in the amount of \$3,371,301.11

10.7. Resolution to adopt the salaries paid from January 27, 2019, to February 23, 2019, in the gross amount of \$838,801.85 and net amount of \$582,177.34

CARRIED

Text of the resolutions adopted by consent under Resolution 2019-57:

10.3a BE IT RESOLVED THAT *Council approves the request for an exemption to the fence by-law 2016-96 Section 5.1 allowing a fence to be higher than one metre (1 m) in the front of the yard for Pierre Lafontaine at 25, Clarence Court.*

10.3b. WHEREAS *City Council mandated Community Services to evaluate the possibility of the City of Clarence-Rockland to become the presenter of an annual program of varied performances at the Optimiste Performance Hall in Rockland; and*

WHEREAS *Community Services does not have the resources in place to develop an annual program;*

BE IT RESOLVED THAT *City Council authorizes Community Services to solicit proposals for the management of an annual program for the Optimiste Performance Hall; and*

BE IT RESOLVED THAT *Council authorizes Community Services to enter into a service agreement if the proposal is suitable and results in no net cost to the City; as recommended.*

10.3c. BE IT RESOLVED THAT Council authorize the signature of an agreement with the Community Information Centre of Ottawa/211 Eastern Region (CICO/211 Eastern Region) in order to formalize the relationship and information flow paths for emergency information to be shared with the public.

10.4 WHEREAS the Council of the City of Clarence-Rockland acknowledges the importance of workplace violence, harassment and sexual harassment policy and recognizes that such a policy needs to be implemented;

BE IT RESOLVED THAT Municipal Council hereby adopts the 2019 workplace violence, harassment and sexual harassment policy.

10.6 BE IT RESOLVED THAT the accounts paid from February 11, 2019, to March 10, 2019, in the amount of \$3,371,301.11 be adopted as recommended.

10.7 BE IT RESOLVED THAT the salaries paid from January 27, 2019, to February 23, 2019, in the gross amount of \$838,801.85 and net amount of \$582,177.34 be adopted as recommended.

10.5 Resolution to adopt the Performance Management Policy

Further to questions, Gerry Lalonde explains that the policy implementation process is adopted in phases and confirms that the second phase will include the appraisal for managers and directors.

RESOLUTION 2019-58

Moved by Don Bouchard

Seconded by André J. Lalonde

WHEREAS the Council of the City of Clarence-Rockland acknowledges the importance of a Performance Management Policy and recognizes that such a policy needs to be implemented;

BE IT RESOLVED THAT Municipal Council hereby adopts the Performance Management Policy.

CARRIED

11. Committee/Staff Reports

11.1 Zoning and Official Plan Amendments – Lot 106 and Block 287 Plan 50M-308, Block 554 Draft Plan of Subdivision Morris Village Stage 5, Pt Lot D, Concession 8 – Spacebuilders Ottawa Ltd.

RESOLUTION 2019-59**Moved by** Michel Levert**Seconded by** André J. Lalonde

WHEREAS the proposed amendments to the Official Plan of the Urban Area of the City of Clarence-Rockland and to the Zoning By-law 2016-10 are consistent with the Provincial Policy Statement, and conform to the Official Plan of the United Counties of Prescott and Russell; and

WHEREAS the owners of the properties intend to develop lot 106 on Plan 50M-308 with a single detached dwelling and to develop Block 287 on Plan 50M-308 and Block 554 on the Draft Plan of Subdivision for Morris Village Stage 5 with townhouses; and

WHEREAS concurrent applications for consent have been submitted to sever portions of the rear lots of these subject properties to attach them to the parcel of land known as Part of Lot D, Concession 8, lots 15 to 22 on the Draft Plan of Subdivision for Morris Village Stage 5;

BE IT RESOLVED THAT the Municipal Council adopt By-law 2019-31 amending the Official Plan of the Urban Area of the City of Clarence-Rockland to change the designation of a portion of Block 287 on Plan 50M-308 and a portion of Block 554 on the Draft Plan of Subdivision for Morris Village from “Medium Density Residential” to “Low Density Residential” as recommended by the Infrastructure and Planning Department; and

BE IT RESOLVED THAT the Municipal Council adopt By-law 2019-30 amending the Zoning By-law 2016-10 to change the zoning category of a portion of lot 106 on Plan 50M-308 from “Urban Residential First Density – Special (R1S) Zone” to “Urban Residential First Density – Special – Exception 2 (R1S-2) Zone”, to change the zoning category of a portion of Block 287 on Plan 50M-308 from “Urban Residential Third Density – Exception 50 (R3-50) Zone” to “Urban Residential First Density – Special – Exception 2 (R1S-2) Zone”, and to change the zoning category of a portion of Block 554 on the Draft Plan of Subdivision for Morris Village Stage 5 from “Urban Residential Third Density – Exception 14 (R3-14) Zone” to “Urban Residential First Density – Special – Exception 2 (R1S-2) Zone”, as recommended by the Infrastructure and Planning Department.

CARRIED**11.2 Modifications to the Engineer`s Report for the Pilon Municipal Drain**

Further to questions, Julian Lenhart confirms that because this is specific work that applies to two particular firms, the tender process is not required.

RESOLUTION 2019-60

Moved by André J. Lalonde

Seconded by Don Bouchard

WHEREAS, the City of Clarence-Rockland is responsible to manage the work, schedule and costs performed on any municipal drain within its municipality; and

WHEREAS, the local developer SpaceBuilder will be responsible for 100% of the costs for the work required to be performed on to the Pilon Municipal Drain;

BE IT RESOLVED that the municipal Council hereby approves By-law 2019-34 being a By-law that authorizes the Mayor and the Clerk to award a contract in the amount of \$63,495.00 (excluding HST) to Robinson Consultants for engineering services to initiate the revision of the Pilon Municipal Drain By-law by producing a new engineering report which will serve to reassess the drain's profile and contributors.

CARRIED

11.3 Fire/EMS Station – Funding to cover deficiencies in the EMS portion

Further to questions, Helen Collier explains that the requested change orders are for the paramedic station portion.

RESOLUTION 2019-61

Moved by André J. Lalonde

Seconded by Mario Zanth

BE IT RESOLVED THAT Council authorize the Director of Protective Services to approve change orders in the construction of the paramedic stations for a total of \$58,000, provided that the United Counties of Prescott and Russell assume the costs.

CARRIED, as modified

12. By-laws

12.1 2019-32 - MOU Water Project with the Nation Municipality

RESOLUTION 2019-62

Moved by Christian Simard

Seconded by André J. Lalonde

WHEREAS Vice and Hunter LLP have been retained by the City to review the terms and conditions of the Memorandum of Understanding and that revisions have been made accordingly; and

WHEREAS the Memorandum of Understanding has been negotiated to the satisfaction of the Director of Infrastructure and Planning;

BE IT RESOLVED THAT Council adopts By-Law 2019-32, being a by-law to authorize the Mayor and the City Clerk to sign the Memorandum of Understanding with the Nation Municipality to supply potable water to Limoges.

CARRIED

13. Confirmatory By-law

RESOLUTION 2019-63

Moved by Michel Levert

Seconded by André J. Lalonde

BE IT RESOLVED THAT By-law no. 2019-33, being a confirmatory by-law for the regular meeting of March 19, 2019, be adopted.

CARRIED

14. Adjournment

Mayor Desjardins adjourns the meeting at 8:04 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 19 mars 2019
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, maire
Samuel Cardarelli, conseiller quartier 1
Mario Zanth, conseiller du quartier 2
Carl Grimard, conseiller du quartier 3
Don Bouchard, conseiller quartier 4
André J. Lalonde, conseiller du quartier 5
Christian Simard, conseiller quartier 6
Michel Levert, conseiller du quartier 7
Helen Collier, directrice générale
Monique Ouellet, greffière
Maryse St-Pierre, greffière adjointe

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 18h30.

2. Prière

Le conseiller Mario Zanth fait la lecture de la prière.

3. Adoption de l'ordre du jour

RÉSOLUTION 2019-54

Proposée par Mario Zanth

Appuyée par Samuel Cardarelli

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

ADOPTÉE

4. Déclarations d'intérêts pécuniaires (aucune)

5. Réunion à huis clos

RÉSOLUTION 2019-55**Proposée par** Mario Zanth**Appuyée par** Samuel Cardarelli

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*, telle que modifiée :

5.1. Révision salariale - Mise à jour

ADOPTÉE

Les membres du conseil se retirent dans la salle de conférence adjacente à la salle du conseil à 18h35 et retournent dans la salle du conseil à 19h21.

RÉSOLUTION 2019-56**Proposée par** Mario Zanth**Appuyée par** Samuel Cardarelli

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

ADOPTÉE**6. Rapport de la réunion à huis clos**

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

7. Annonces

Le conseiller Mario Zanth annonce qu'il y a un vin, bière et fromage le 6 avril au centre communautaire de Bourget. Il invite les gens à communiquer avec la conseillère Diane Choinière pour plus d'informations.

Le conseiller André J. Lalonde explique que le souper de cabane à sucre du Centre d'accueil Roger Séguin a été un succès.

Le conseiller André J. Lalonde annonce que du 29 au 31 mars aura lieu le tournoi des familles du Club Optimiste de Clarence Creek à l'aréna de Clarence-Creek.

Le conseiller André J. Lalonde annonce que l'équipe de hockey les Castors de Clarence s'est classée pour la grande finale junior C de l'est de l'Ontario.

Le conseiller André J. Lalonde annonce que le téléthon pour le Centre d'accueil Roger Séguin aura lieu dimanche prochain.

Le conseiller Michel Levert annonce que le club optimiste de Hammond fêtera son 40e anniversaire samedi prochain à 18h30, lors d'un vins et fromages.

Le maire Desjardins annonce que le banquet de la francophonie aura lieu samedi prochain à Embrun.

Le conseiller Samuel Cardarelli annonce que l'équipe de hockey junior A le National de Rockland a commencé les séries éliminatoires.

Le maire Desjardins annonce que le club optimiste de St-Pascal organise un déjeuner dimanche matin à la salle communautaire Ronald-Lalonde.

8. Période de Questions/Commentaires

Trevor Stewart, 2694 chemin Gagné, rappelle le dépôt de sa pétition concernant le pavage de son chemin et demande qu'une partie du budget 2019 soit utilisée pour effectuer les travaux.

Rolland Labonté demande quand les dommages seront réparés à la propriété de sa fille. Il remet des photos à l'appui. Julian Lenhart explique qu'il ne peut se prononcer sur les photos, mais que les travaux nécessaires ont été faits l'année passée. Le maire Desjardins explique que le personnel ira voir lorsque la neige aura fondu.

Pause de 19h35 à 19h40.

Monique Ouellet invite M. Labonté à communiquer avec elle relativement à sa réclamation.

9. Items des membres du Conseil (aucun)

10. Items par consentement

RÉSOLUTION 2019-57

Proposée par Samuel Cardarelli

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE les items suivants, tels qu'identifiés sous la rubrique «items par consentement» à l'ordre du jour de la réunion régulière du 19 mars 2019, soient adoptés :

10.1. Adoption des procès-verbaux des réunions suivantes:

a. Réunion régulière du 4 mars 2019

b. Comité plénier du 4 mars 2019

10.2. Réception des procès-verbaux des réunions suivantes:

a. Comité de dérogation - 15 novembre 2018

b. Comité d'aménagement - 6 février 2019

10.3. Les recommandations suivantes du comité plénier du 4 mars 2019

- a. Résolution pour approuver une exception au règlement sur les clôtures pour Pierre Lafontaine au 25 Clarence Court
- b. Résolution pour autoriser les Services Communautaires de solliciter des propositions pour la gestion d'une programmation annuelle à la Salle de spectacle Optimiste
- c. Résolution pour autoriser la signature de l'entente avec le Community Information Centre of Ottawa/211 Eastern Region

10.4. Résolution pour adopter la politique sur la violence, le harcèlement et le harcèlement sexuel en milieu de travail

10.6. Résolution pour adopter les comptes payés pour la période du 11 février 2019 au 10 mars 2019 au montant de 3 371 301,11 \$

10.7. Résolution pour adopter les salaires payés pour la période du 27 janvier au 23 février 2019, au montant brut de 838 801,85 \$ et montant net de 582 177,34 \$

ADOPTÉE

Texte des résolutions adoptées par consentement, telles qu'identifiées dans la résolution 2019-57

10.3a QU'IL SOIT RÉSOLU QUE le conseil approuve la demande de dérogation au règlement 2016-96 sur les clôtures, article 5.1 permettant à une clôture d'être plus haute qu'un mètre (1m) à l'avant de la cour, visant Pierre Lafontaine, au 25 Clarence Court.

10.3b. ATTENDU QUE le conseil municipal a mandaté les Services communautaires d'évaluer la possibilité que la Cité de Clarence-Rockland devienne diffuseur d'une programmation annuelle de spectacles variés à la Salle de spectacle Optimiste à Rockland ; et

ATTENDU QUE les Services communautaires n'ont pas les ressources en place pour gérer une programmation annuelle ;

QU'IL SOIT RÉSOLU QUE le conseil municipal autorise les Services communautaires de solliciter des propositions pour la gestion d'une programmation annuelle à la Salle de spectacle Optimiste ; et

QU'IL SOIT RÉSOLU QUE le conseil municipal autorise les Services communautaires de conclure un accord de service si la proposition est convenable et n'entraîne aucun coût net pour la Cité ; tel que recommandé.

10.3c. QU'IL SOIT RÉSOLU QUE le conseil autorise la signature de l'entente avec le Community Information Centre of Ottawa/211 Eastern Region (CICO/211 Eastern Region) afin de formaliser l'accord et les renseignements véhiculés aux fins d'informations à être partagées avec le public.

10.4 ATTENDU QUE le conseil de la cité de Clarence-Rockland reconnaît l'importance d'une politique relative à la violence, le harcèlement et le harcèlement sexuel en milieu de travail et reconnaît qu'une telle politique doit être mise en œuvre;

QU'IL SOIT RÉSOLU QUE le Conseil municipal adopte la politique sur la violence, le harcèlement et le harcèlement sexuel en milieu de travail.

10.6 QU'IL SOIT RÉSOLU QUE les comptes payés pour la période du 11 février au 10 mars 2019, au montant de 3 371 301,11 \$ soient adoptés tel que recommandé.

10.7 QU'IL SOIT RÉSOLU QUE les salaires payés pour la période du 27 janvier au 23 février 2019, au montant brut de 838 801,85 \$ et montant net de 582 177,34 \$, soient adoptés tel que recommandé.

10.5 Résolution pour adopter la politique sur la gestion de performance

Suite aux questions, Gerry Lalonde explique que le processus d'implantation de cette politique est adopté en phases et confirme que l'évaluation des gestionnaires et des directeurs va se retrouver sous la deuxième phase.

RÉSOLUTION 2019-58

Proposée par Don Bouchard

Appuyée par André J. Lalonde

ATTENDU QUE le conseil de la Cité de Clarence-Rockland reconnaît l'importance d'une politique de gestion de la performance et reconnaît qu'une telle politique doit être mise en œuvre;

QU'IL SOIT RÉSOLU QUE le conseil municipal adopte la politique de gestion de la performance.

ADOPTÉE

11. Rapports des Comités/Services

11.1 Amendement au zonage et au plan officiel – Lot 106 et Bloc 287 Plan 50M-308, Bloc 554 ébauche de plan de subdivision du stade 5 Village Morris, Pt Lot D, concession 8 – Spacebuilders Ottawa Ltd.

RÉSOLUTION 2019-59

Proposée par Michel Levert

Appuyée par André J. Lalonde

ATTENDU QUE les amendements proposés au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland et au Règlement de Zonage 2016-10 sont conformes à la Déclaration de principes provinciale et au Plan officiel des Comtés unis de Prescott et Russell; et

ATTENDU QUE les propriétaires ont l'intention de développer le lot 106 sur le Plan 50M-308 avec une habitation isolée et de développer le Block 287 sur le Plan 50M-308 et le Block 554 sur l'Ébauche de plan de lotissement de Stage 5 du village Morris avec des maisons en rangées; et

ATTENDU QUE des demandes d'autorisation ont été soumises pour détacher une partie des cours en arrière des terrains sujet à ces demandes pour les attacher à une parcelle de terrain décrite comme étant une partie du lot D, concession 8, lots 15 à 22 sur l'Ébauche de plan de lotissement de Stage 5 du village Morris;

QU'IL SOIT RÉSOLU QUE le Conseil municipal adopte le règlement 2019-31 amendant le Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland afin de changer la désignation du bloc 287 sur le Plan 50M-308 et du bloc 554 sur l'Ébauche de plan de lotissement de Stage 5 du Village Morris de « Résidentielle à moyenne densité » à « Résidentielle à faible densité », tel que recommandé par le Département d'infrastructures et aménagement du territoire; et

QU'IL SOIT RÉSOLU QUE le Conseil municipal adopte le règlement 2019-30 amendant le Règlement de zonage 2016-10 afin de changer la catégorie de zonage d'une partie du lot 106 du Plan 50M-308 de « Zone résidentielle urbaine de densité 1 – Spéciale (R1S) » à « Zone résidentielle urbaine de densité 1 – Spéciale – Exception 2 (R1S-2) », de changer la catégorie de zonage d'une partie du bloc 287 sur le Plan 50M-308 de « Zone résidentielle urbaine de densité 3 – exception 50 (R3-50) » à « Zone résidentielle urbaine de densité 1 – Spéciale – Exception 2 (R1S-2) », et de changer la catégorie de zonage d'une partie du bloc 554 sur l'Ébauche de plan de lotissement de Stage 5 du village Morris de « Zone résidentielle urbaine de densité 3 – Exception 14 (R3-14) » à « Zone résidentielle de densité 1 – Spéciale – Exception 2 (R1S-2) », tel que recommandé par le Département d'infrastructures et aménagement du territoire.

ADOPTÉE

11.2 Modifications au rapport de l'ingénieur pour le drain municipal Pilon

Suite aux questions, Julian Lenhart confirme que puisque ces travaux sont particulièrement spécifiques à deux firmes en particulier, un processus d'appel d'offres n'est pas nécessaire.

RÉSOLUTION 2019-60

Proposée par André J. Lalonde

Appuyée par Don Bouchard

ATTENDU QUE, la Cité Clarence-Rockland est responsable de gérer les travaux, horaires et coûts exécutés sur tous les drains municipaux à l'intérieur de la municipalité; et

ATTENDU QUE, le développeur local SpaceBuilders est responsable à 100% des coûts encourus pour les travaux nécessaires à effectuer sur le drain municipal Pilon;

QU'IL SOIT RÉSOLU QUE le Conseil municipal adopte le règlement 2019-34 étant un règlement pour autoriser le maire et la greffière à octroyer un contrat d'une somme de 63 495,00 \$ (excluant la TVH) à la firme Robinson Consultants pour lancer la révision du règlement du drain municipal Pilon avec la préparation d'un nouveau rapport d'ingénierie où son profil et ses contributeurs seront réévalués.

ADOPTÉE

11.3 Caserne/station paramédicale – financement pour couvrir les lacunes de la portion paramédicale

Suite aux questions, Helen Collier explique que les avenants demandés concernent la section pour les ambulances.

RÉSOLUTION 2019-61

Proposée par André J. Lalonde

Appuyée par Mario Zanth

QU'IL SOIT RÉSOLU QUE le Conseil autorise le Directeur des Services de la Protection d'approuver les avenants pour la construction des nouvelles stations d'ambulance au montant total de 58 000\$, à condition que les Comtés Unis de Prescott et Russell assument les coûts.

ADOPTÉE, telle que modifiée

12. Règlements municipaux

12.1 2019-32 - Protocole d'entente pour le projet de fourniture d'eau avec la municipalité de la Nation

RÉSOLUTION 2019-62

Proposée par Christian Simard

Appuyée par André J. Lalonde

ATTENDU QUE Vice and Hunter LLP ont été retenus par la Cité pour réviser les termes et conditions du protocole d'entente et que les révisions ont été effectuées en conséquence; et

ATTENDU QUE le protocole d'entente a été négocié à la satisfaction du directeur de l'Infrastructure et de l'Aménagement du territoire;

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2019-32, étant un règlement pour autoriser le maire et la greffière à signer un protocole d'entente avec la municipalité de la Nation pour la fourniture d'eau potable à Limoges.

ADOPTÉE

13. Règlement de confirmation

RÉSOLUTION 2019-63

Proposée par Michel Levert

Appuyée par André J. Lalonde

QU'IL SOIT RÉSOLU QUE le règlement no. 2019-33, étant un règlement de confirmation pour la réunion régulière du 19 mars 2019, soit adopté.

ADOPTÉE

14. Ajournement

Le maire Desjardins lève l'assemblée à 20h04.

Guy Desjardins, maire

Maryse St-Pierre, greffière adjointe



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

March 19, 2019
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT:

- Guy Desjardins, Mayor
- Samuel Cardarelli, Councillor Ward 1
- Mario Zanth, Councillor Ward 2
- Carl Grimard, Councillor Ward 3
- Don Bouchard, Councillor Ward 4
- André J. Lalonde, Councillor Ward 5
- Christian Simard, Councillor Ward 6
- Michel Levert, Councillor Ward 7
- Helen Collier, Chief Administrative Officer
- Monique Ouellet, Clerk
- Maryse St-Pierre, Deputy Clerk

ABSENT:

- Diane Choinière, Councillor Ward 8

1. Opening of the meeting

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

2. Adoption of the agenda

RECOMMENDATION COW2019-31

Moved by Mario Zanth

Seconded by Carl Grimard

THAT the agenda be adopted with the following addition:

6.1. Notice of motion presented by Mayor Guy Desjardins regarding the Mayor's Golf Tournament.

CARRIED, as modified

3. Disclosure of pecuniary interests (none)

4. Delegations / Presentations (none)

5. Petitions / Correspondence

5.1 Letter from Prescott-Russell Community Services requesting reconsideration of resolution 2019-35 being a request for the Clarence Creek Arena Community Center free of charge

Further to comments, the Committee of the Whole mandates the Administration to inform the organization that they refuse to reconsider the resolution.

6. Notice of Motion

6.1 Notice of motion presented by Mayor Guy Desjardins regarding the Mayor's Golf Tournament

The notice of motion is presented.

7. Comment/Question Period

Lance Rockwell, 2223 Joannis Road, asks for clarifications regarding the beer production referred in the zoning amendment for 600 du Golf Road. Julian Lenhart explains that the Ministry has permitted a precise number of litres of water to be pumped. He adds that the production is limited to what is permitted for the pump.

Mr. Rockwell explains that during the Planning Committee, it was mentioned that the precise water consumption will be indicated in the by-law. He adds that the authorization for zoning change will allow for opportunities of expansion for the business.

Aaron Martel, 250 Cardinal Street, explains that the production is limited by the square footage of the building. He explains that the microbrewery can't produce over than seven barrels at a time. He confirms that the business intention is not to go for a bigger production.

Laslo Mazanji, 2223 Joannis Road, explains that the application is really broad about the water consumption. He asks to consult the file in order to see the verification that were made. Mayor Desjardins replies that it is possible to consult the file at the City Hall.

8. Report from the United Counties of Prescott and Russell

9. Committee/Staff Reports

9.1 Zoning By-law Amendment – 600 du Golf Road – Hammond Golf

RECOMMENDATION COW2019-32

Moved by Don Bouchard

Seconded by Michel Levert

WHEREAS the proposed amendment to the City of Clarence-Rockland Zoning By-law for 600 du Golf Road is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell;

THAT the Committee of the Whole recommends that Council adopts a By-law to amend Zoning By-law 2016-10, in order to add “food production” to the list of permitted uses in the zoning category “Tourist Commercial – Exception 2 (CT-2) Zone” in order to permit a microbrewery, limited to 85m² floor area, as recommended by the Planning Committee.

CARRIED

9.2 Statement of development charges 2018

Further to questions, Frédéric Desnoyers explains the reasons for the difference of numbers with the Construction reports.

RECOMMENDATION COW2019-33

Moved by André J. Lalonde

Seconded by Michel Levert

WHEREAS the Treasurer of the municipality must submit annually to the Municipal Council, financial statements on development charge by-law and on reserve funds established under section 33. 1997, C. 27, para. 43(a) of the Development Charges Act, therefore

THAT the Committee of the Whole recommends that Municipal Council of the City of Clarence-Rockland accepts the statement of development charges reserve funds for the 2018 year-end as presented in report FIN2019-009.

CARRIED

9.3 Zoning By-Law amendment – 733 Industrielle – Kimberle Herold for RANN Enterprises Inc.

Further to comments, Julian Lenhart explains that this application can't be administratively supported, due to the problem with the use, which is considered as sensitive land use. He explains that to support this different use, further analysis is required, and that it can restrain the expansion of some businesses in the industrial park. He adds that the Council is free to make the decision they want, but that appeals are possible if this application is authorized.

Further to questions, Mr. Lenhart confirms that the gym, which is located next to the property in question, is not a sensitive land use.

RECOMMENDATION COW2019-34**Moved by** Carl Grimard**Seconded by** Mario Zanth

THAT the Committee of the Whole recommends that Municipal Council adopt a By-law to amend Zoning by-law 2016-10 in order to change the zoning category of the subject property from “General Industrial (MG) Zone” to “General Industrial – Exception 5 (MG-5) Zone” in order to permit a daycare as principal use, as recommended by the Planning Committee, contrary to the staff’s recommendation.

For (5): Mario Zanth, Carl Grimard, Don Bouchard, Christian Simard, and Michel Levert

Against (3): Guy Desjardins, Samuel Cardarelli, and André J. Lalonde

CARRIED

9.4 Transportation Impact Study and modification to a condition of Draft Approval of Brigil and Stage 5 Morris Village

Further to comments, Julian Lenhart explain that this study has the goal to address these two developments only. He explains that this does not address the other issues pertaining to the traffic. Helen Collier adds that the developers agree with the suggestions included in the study.

Further to comments and discussions, the Committee of the Whole ask for a simplified presentation of the details of this study.

RECOMMENDATION COW2019-35**Moved by** Michel Levert**Seconded by** Mario Zanth

WHEREAS the Transportation Impact Study for the east-west collector was completed in December 2018; and

WHEREAS a condition must be modified under the Brigil and Morris Village Stage 5 draft approval;

THAT Committee of the Whole recommends that Condition 26 of the Brigil file and Condition 29 of the Morris Village Stage 5 file be modified to read as follows:

- That Poupart Side Road, Bronze Avenue and St-Jean Street be designed and built to municipal standards with an urban cross-section approved by the City. The design should follow the recommendation of the detailed transportation impact study that was completed by Castleglenn Consultants (Dec 2018) with any subsequent revisions, if applicable. The design, the environmental

studies, the EA, the construction work, the project management fees and any other studies or works required are to be paid by the Development Charges By-law and the municipal budget in place for the current year. The estimated cost of the design and works to be completed must be approved by the City before any undertaking.

DEFERRED

9.5 Council Group Benefits Information

Further to questions, Gerry Lalonde explains that he will follow up with OMERS in order to know the reason why a member of council can't adhere alone.

The Committee of the Whole asks that the additional information be provided for the next plenary meeting.

RECOMMENDATION COW2019-36

Moved by Carl Grimard

Seconded by Mario Zanth

THAT report HR 2019-08 be received for information.

DEFERRED

9.6 Monthly Report - Protective Services (February 2019)

RECOMMENDATION COW2019-37

Moved by Carl Grimard

Seconded by Don Bouchard

THAT Report No. PRO2019-009 in regards to monthly statistics, be received as information.

CARRIED

9.7 Monthly Report - Construction (February 2019)

Further to questions, Julian Lenhart explains that the difference in value is due to the types of permits.

RECOMMENDATION COW2019-38

Moved by Christian Simard

Seconded by André J. Lalonde

THAT the Construction Departement monthly statistics be received as information.

CARRIED

10. Other items

Councillor Samuel Cardarelli asks to have a copy of the original report sent to Brian Wilson, Helen Collier and Human Resources with regard to the departmental issues and Station 3.

11. Adjournment

The Mayor adjourns the meeting at 9:37 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 19 mars 2019

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

PRÉSENT: Guy Desjardins, maire
 Samuel Cardarelli, conseiller quartier 1
 Mario Zanth, conseiller du quartier 2
 Carl Grimard, conseiller du quartier 3
 Don Bouchard, conseiller quartier 4
 André J. Lalonde, conseiller du quartier 5
 Christian Simard, conseiller quartier 6
 Michel Levert, conseiller du quartier 7
 Helen Collier, directrice générale
 Monique Ouellet, greffière
 Maryse St-Pierre, greffière adjointe

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 20h18.

2. Adoption de l'ordre du jour

RECOMMANDATION COW2019-31

Proposée par Mario Zanth

Appuyée par Carl Grimard

QUE l'ordre du jour soit adopté avec l'ajout suivant:

6.1. Avis de motion présenté par le maire Guy Desjardins concernant le tournoi de golf du maire.

ADOPTÉE, telle que modifiée

3. Déclarations d'intérêts pécuniaires (aucune)

4. Délégations / Présentations (aucune)

5. Pétitions / Correspondance

5.1 Lettre de Services Communautaires Prescott-Russell demandant la reconsidération de la résolution 2019-35, relativement à une demande de location gratuite de la salle communautaire de l'aréna de Clarence Creek

Suite aux commentaires, le comité plénier mandate l'administration d'informer l'organisme qu'il refuse de reconsidérer cette résolution.

6. Avis de motion

6.1 Avis de motion présenté par le maire Guy Desjardins concernant le tournoi de golf du maire

L'avis de motion est présenté.

7. Période de Questions/Commentaires

Lance Rockwell, 2223 chemin Joanisse, demande des explications relativement à la production de bière visée par l'amendement au règlement de zonage du 600 chemin du Golf. Julian Lenhart explique que le ministère a permis un nombre précis de litres d'eau à être pompé. Il ajoute que la production est limitée à ce qui est permis par cette pompe.

M. Rockwell explique que lors de la réunion du comité d'aménagement, il avait été mentionné que la consommation exacte d'eau serait inscrite dans le règlement. Il ajoute que l'autorisation de changement de zonage va ouvrir à des possibilités éventuelles d'expansion de l'entreprise.

Aaron Martel, 250 rue Cardinal, explique que la production est limitée par la superficie du bâtiment. Il explique que la micro-brasserie ne peut produire plus de 7 barils à la fois. Il confirme que l'intention de l'entreprise n'est pas de faire une production à plus grande échelle.

Laslo Mazanji, 2223 chemin Joanisse, explique que la demande est très sommaire sur la consommation d'eau. Il demande de consulter le dossier afin de voir les vérifications qui ont été faites. Le maire répond qu'il est possible de venir consulter le dossier à l'hôtel de ville.

8. Rapport des Comtés unis de Prescott et Russell

9. Rapports des Comités/Services

9.1 Amendement au règlement de zonage – 600 chemin du Golf – Golf de Hammond

RECOMMANDATION COW2019-32

Proposée par Don Bouchard

Appuyée par Michel Levert

ATTENDU QUE l'amendement proposé au règlement de zonage de la Cité de Clarence-Rockland pour le 600 chemin du Golf est conforme à la Déclaration de principes provinciale et au Plan officiel des Comtés unis de Prescott et Russell;

QUE le comité plénier recommande au conseil municipal d'adopter un règlement pour modifier le Règlement de Zonage 2016-10 afin d'ajouter « production alimentaire » à la liste des usages permis dans la catégorie de zonage « Zone commerciale touristique – Exception 2 (CT-2) » afin de permettre une micro-brasserie, restreint à une superficie de plancher de 85m², tel que recommandé par le Comité d'aménagement.

ADOPTÉE

9.2 État des transactions du fonds de réserve des redevances d'aménagement de l'année 2018

Suite aux questions, Frédéric Desnoyers explique les raisons pour lesquelles les données diffèrent des rapports de construction.

RECOMMANDATION COW2019-33

Proposée par André J. Lalonde

Appuyée par Michel Levert

ATTENDU QUE le trésorier de la municipalité doit remettre chaque année au Conseil de la municipalité, des états financiers sur les règlements de redevances d'aménagement et sur les fonds de réserve créés aux termes de l'article 33. 1997, chap. 27, par. 43 (1) de la Loi de 1997 sur les redevances d'exploitation, par conséquent

QUE le comité plénier recommande que le conseil municipal de la Corporation de la Cité de Clarence-Rockland accepte l'état des fonds de réserve des redevances d'aménagement pour l'année 2018 tel que présenté dans le rapport FIN2019-009.

ADOPTÉE

9.3 Modification au Règlement de Zonage – 733 rue Industrielle – Kimberle Herold pour RANN Enterprises Inc.

Suite aux commentaires, Julian Lenhart explique que cette demande ne peut pas être appuyée administrativement, car la problématique est l'usage visé, lequel est considéré comme sensible. Il explique que pour justifier des usages différents comme celui-ci, diverses analyses seront nécessaires, ce qui peut empêcher certaines entreprises du parc industriel d'agrandir. Il ajoute que le conseil est

libre de prendre la décision qu'il veut, mais que des appels sont possibles si cette demande est autorisée.

Suite aux questions, M. Lenhart confirme que le gym se trouvant à côté de l'emplacement visé n'est pas considéré comme une zone sensible.

RECOMMANDATION COW2019-34

Proposée par Carl Grimard

Appuyée par Mario Zanth

QUE le comité plénier recommande au Conseil municipal d'adopter un règlement pour modifier le règlement de zonage 2016-10 afin de changer la catégorie de zonage du terrain visé de « Zone d'industrie générale (MG) » à « Zone d'industrie générale – exception 5 (MG-5) » afin de permettre une garderie comme usage principal, tel que recommandé par le comité d'aménagement, contrairement à la recommandation du personnel.

For (5): Mario Zanth, Carl Grimard, Don Bouchard, Christian Simard, and Michel Levert

Against (3): Guy Desjardins, Samuel Cardarelli, and André J. Lalonde

CARRIED

9.4 Étude de transport pour le collecteur et modification d'une condition de l'ébauche d'approbation de Brigil et de l'étape 5 du Village Morris

Suite aux commentaires, Julian Lenhart explique que cette étude a pour but d'adresser uniquement les questions concernant ces deux développements. Il explique que cela ne concerne pas les enjeux relatifs à la circulation aux autres endroits. Helen Collier ajoute que les développeurs sont d'accord avec les propositions de l'étude.

Suite aux commentaires et discussions, le comité plénier demande d'obtenir une présentation simplifiée sur les détails de cette étude.

RECOMMANDATION COW2019-35

Proposée par Michel Levert

Appuyée par Mario Zanth

ATTENDU QUE l'étude de transport pour le collecteur est-ouest a été complétée en décembre 2018, et

ATTENDU QU'UNE condition doit être modifiée dans la liste de conditions approuvées pour le lotissement du Village Morris Stage 5 et de Brigil.

QUE le comité plénier recommande que la condition 26 du lotissement de Brigil et la condition 29 du lotissement du village Morris stage 5 soit modifié afin de lire comme suit :

- “That Poupart Side Road, Bronze Avenue and St-Jean Street be designed and built to municipal standards with an urban cross-section approved by the City. The design should follow the recommendation of the detailed transportation impact study that was completed by Castleglenn Consultants (Dec 2018) with any subsequent revisions, if applicable. The design, the environmental studies, the EA, the construction work, the project management fees and any other studies or works required are to be paid by the Development Charges By-law and the municipal budget in place for the current year. The estimated cost of the design and works to be completed must be approved by the City before any undertaking.”

DIFFÉRÉE

9.5 Informations relatives aux avantages sociaux pour le conseil

Suite aux questions, Gerry Lalonde explique qu’il doit vérifier auprès de OMERS afin de connaître la raison pour laquelle un conseiller ne peut pas adhérer seul.

Le comité plénier demande que l’information additionnelle soit apportée lors de la prochaine réunion plénière.

RECOMMANDATION COW2019-36

Proposée par Carl Grimard

Appuyée par Mario Zanth

QUE le rapport HR 2019-08 soit reçu à titre d’information.

DIFFÉRÉE

9.6 Rapport mensuel - Service de la protection (février 2019)

RECOMMANDATION COW2019-37

Proposée par Carl Grimard

Appuyée par Don Bouchard

QUE le rapport No. PRO2019-009 au sujet des statistiques mensuelles, soit reçu à titre d’information.

ADOPTÉE

9.7 Rapport mensuel - Construction (février 2019)

Suite aux questions, Julian Lenhart explique que la différence de valeur est attribuable aux types de permis.

RECOMMANDATION COW2019-38**Proposée par** Christian Simard**Appuyée par** André J. Lalonde

QUE les statistiques mensuelles du département de la construction soient reçues à titre d'information.

ADOPTÉE**10. Autres items**

Le conseiller Samuel Cardarelli demande d'obtenir une copie originale du rapport envoyée à Brian Wilson, Helen Collier et les Ressources humaines concernant les enjeux départementaux et la station 3.

11. Ajournement

Le maire lève l'assemblée à 21h37.

Guy Desjardins, maire

Maryse St-Pierre, greffière adjointe



The Clarence-Rockland Public Library Board

Le Conseil d'administration de la Bibliothèque publique de Clarence-Rockland

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

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

**February 19, 2019 / Le 19 février 2019
Minutes / Procès-verbal**

Present:

Sylvie Archambault: President - Community Rep / Présidente - Rep communautaire
Don Bouchard: Councillor, Ward 4 / Conseiller municipal, Quartier 4
Diane Choinière: Councillor, Ward 8 / Conseillère municipale, Quartier 8
Sarma Merdian: Community Representative / Représentante communautaire
Martine Moreau: Community Representative / Représentante communautaire
Michael Moskau: Community Representative / Représentant communautaire
Barbara Pilek: Community Representative / Représentant communautaire
Catherina Rouse: Chief Executive Officer / Directrice Générale
Sonia Lavoie: Secretary / Secrétaire

Absent:

1. Call to Order

Proposition 2019-02.1

The meeting was called to order at 7:04 pm.

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

2. Approval of the Agenda

Proposition 2019-02.2

It is proposed:
THAT the agenda be accepted as is.

Moved by: B. Pilek
Seconded by: D. Choinière
Carried: Unanimously

1. Ouverture de l'assemblée

Résolution 2019-02.1

La séance est ouverte à 19h04.

Proposée par : S. Archambault
Appuyée par : M. Moskau
Acceptée à: l'unanimité

2. Approbation de l'ordre du jour

Résolution 2019-02.2

Il est proposé :
QUE l'ordre du jour soit accepté tel quel.

Proposée par : B. Pilek
Appuyée par : D. Choinière
Acceptée à: l'unanimité

3. Declaration of conflicts of Interest

None

4. Minutes of the January 15, 2019 Meeting

Proposition 2019-02.3

It is proposed:
THAT the minutes of the last Board meeting be accepted as is.

Moved by: B. Pilek
Seconded by: M. Moskau
Carried: Unanimously

5. Monthly Statistics

The monthly statistics were reviewed and added to the meeting documents. C. Rouse mentioned that because of the inclement weather of late, and the forced Library closure, some stats are down. It was suggested to include the board meetings in the monthly calendar.

6. Financial Report and Budget

The financial report and budget were reviewed and added to the meeting documents. Discussion took place on the benefits of creating a reserve with any surplus funds left at the end of the fiscal year. C. Rouse will talk with the City Treasurer.

7. Other Business: Policies

- a. Internet and Facebook: M. Moreau mentioned and provided examples on why she thinks Bourget is not visible online. Discussion took place on using Google to promote the Library. D Bouchard said he has used Facebook, at very low costs, to advertise successfully. C. Rouse will look into it.
- b. Non-Resident Annual Memberships Fees. C. Rouse mentioned that our rates are lower than those of comparable libraries. A discussion ensued.

3. Déclaration de conflits d'intérêts

Aucune

4. Procès-verbal de la réunion du 10 décembre 2018

Résolution 2019-02.3

Il est proposé :
QUE le procès-verbal de la dernière réunion du Conseil soit accepté tel quel.

Proposée par : B. Pilek
Appuyée par : M. Moskau
Acceptée à : l'unanimité

5. Statistiques mensuelles

Les statistiques mensuelles ont été examinées et ajoutées aux documents de la réunion. C. Rouse mentionne qu'en raison du mauvais temps et de la fermeture forcée de la Bibliothèque, certaines statistiques sont en baisse. Il a été suggéré d'inclure les réunions du conseil dans le calendrier mensuel.

6. Rapport financier et budget

Le rapport financier et le budget ont été examinés et ajoutés aux documents de la réunion. On discute des avantages de la création d'une réserve dont les fonds excédentaires seraient conservés à la fin de l'exercice financier. C. Rouse en parlera avec le trésorier municipal.

7. Questions diverses

- a. Internet et Facebook : M. Moreau mentionne et donne des exemples sur les raisons pour lesquelles elle pense que Bourget n'est pas visible en ligne. Une discussion a eu lieu sur l'utilisation de Google pour promouvoir la Bibliothèque. D. Bouchard dit qu'il a utilisé Facebook, à très bas prix, pour faire de la publicité avec succès. C. Rouse se renseignera à ce sujet.
- b. Frais d'adhésion annuels des non-résidents. C. Rouse mentionne que nos tarifs sont inférieurs à ceux de bibliothèques comparables. Une discussion s'en suit.

Proposition 2019-02.4

It is proposed:

THAT the membership fees for non-residents be increased to \$30 per year.

Moved by: S. Archambault
Seconded by: D. Choinière
Carried: Unanimously

- c. Client Fines: C. Rouse explains that our current policy requires clients to maintain a fine balance below \$5 in order to be able to borrow books and there is no requirement to ever clear the balance on clients' account.

Proposition 2019-02.5

It is proposed:

THAT at membership renewal, every 2 years, all account fines must be paid off.

Moved by: B. Pilek
Seconded by: M. Moreau
Carried: Unanimously

- d. Policies FN-04, BL-01, BL-02 and BL-04 have been reformatted and translated in French. S. Lavoie explained that, should there be any conflict between the French and English, the English version will prevail.

Proposition 2019-02.6

It is proposed:

THAT policies FN-04, BL-01, BL-02 and BL-04 be accepted as proposed.

Moved by: B. Pilek
Seconded by: M. Moreau
Carried: Unanimously

- e. Policies HR-03, HR 04, HR-05 and HR-06: C. Rouse explained that these new policies all refer to the Collective Agreement. S. Lavoie mentioned that the French version will prevail over the English versions.

Résolution 2019-02.4

Il est proposé:

QUE les frais d'adhésion des non-résidents soient portés à 30 \$ par année.

Proposée par : S. Archambault
Appuyée par : D. Choinière
Acceptée à: l'unanimité

- c. Amendes imposées aux clients : C. Rouse explique que notre politique actuelle exige que les clients maintiennent un solde inférieur à 5 \$ pour pouvoir emprunter des livres et qu'il n'est pas exigé que le solde du compte des clients soit payé au complet

Résolution 2019-02.5

Il est proposé:

QUE lors du renouvellement de l'adhésion, tous les 2 ans, toutes les amendes de compte devront être payées.

Proposée par : B. Pilek
Appuyée par : M. Moreau
Acceptée à: l'unanimité

- d. Les politiques FN-04, BL-01, BL-02 et BL-04 ont été reformatées et traduites en français. S. Lavoie explique qu'advenant un conflit entre le français et l'anglais, c'est la version anglaise qui prévaudra.

Résolution 2019-02.6

Il est proposé:

QUE les politiques FN-04, BL-01, BL-02 et BL-04 soient acceptées telles que proposées.

Proposée par : B. Pilek
Appuyée par : M. Moreau
Acceptée à: l'unanimité

- e. Politiques HR-03, HR-04, HR-05 et HR-06 : C. Rouse explique que ces nouvelles politiques font toutes référence à la convention collective. S. Lavoie mentionne que la version française prévaudra sur la version anglaise.

Proposition 2019-02.7

It is proposed:

THAT policies HR-03, HR 04, HR-05 and HR-06 be accepted as proposed.

Moved by: B. Pilek
Seconded by: M. Moreau
Carried: Unanimously

8. CEO's Report

- a. Patron email: C. Rouse shared great success story about the Little Free library. Email has been added to the meeting documents.
- b. DVD and video games loans: C. Rouse read a letter from E. Riddell asking the board to consider changing DVDs and video games loan period.

Proposition 2019-02.8

It is proposed:

THAT the DVDs and video games loan period be 3 weeks.

Moved by: M. Moskau
Seconded by: M. Moreau
Carried: Unanimously

- c. City hall update: C. Rouse informed the board members of changes at the City.
- d. Computer and Furniture replacement: C. Rouse said that she has started to plan for the replacements of furniture and computers. Last week, she purchased 3 new computers.
- e. Staff Training day: C. Rouse mentioned that she is looking for speaker ideas for the staff. D. Choinière mentioned that the local schools might have great ideas.
- f. L'Escale school books – Cataloguing: C. Rouse mentioned that l'Escale has approached her to see if we could catalog about 5000 school books for them. She explained that this is more books than what D. Denis is currently cataloging in one year. At this time, we do not have the resources to perform this task.

Résolution 2019-02.7

Il est proposé:

QUE les politiques HR-03, HR-04, HR-05 et HR-06 soient acceptées telles que proposées.

Proposée par : B. Pilek
Appuyée par : M. Moreau
Acceptée à: l'unanimité

8. Rapport de la Directrice générale

- a. Courriel du client : C. Rouse a partagé une histoire à succès au sujet des Petites Bibliothèque gratuites. Le courriel a été ajouté aux documents de la réunion.
- b. Prêts de DVD et de jeux vidéo : C. Rouse lit une lettre d'E. Riddell demandant au Conseil de considérer la modification de la période de prêt des DVD et des jeux vidéo.

Résolution 2019-02.8

Il est proposé:

QUE la période de prêt des DVD et des jeux vidéo soit de trois semaines.

Proposée par : M. Moskau
Appuyée par : M. Moreau
Acceptée à: l'unanimité

- c. Mise à jour de la Ville : C. Rouse a informé les membres du conseil des changements à la Ville.
- d. Remplacement d'ordinateurs et de meubles : C. Rouse dit qu'elle a commencé à planifier le remplacement des meubles et des ordinateurs. La semaine dernière, elle a acheté 3 nouveaux ordinateurs
- e. Journée de formation du personnel : C. Rouse mentionne qu'elle cherche des idées de conférenciers pour le personnel. D. Choinière mentionne que les écoles locales pourraient avoir de bonnes idées.
- f. Livres scolaires de L'Escale - Catalogage : C. Rouse mentionne que l'Escale l'a approchée pour voir si nous pourrions cataloguer environ 5000 livres scolaires pour eux. Elle explique que cela représente plus de livres que ce que D. Denis catalogue actuellement en un an. Pour l'instant, nous n'avons pas les ressources nécessaires pour accomplir cette tâche.

- g. Catherina To Do List: C. Rouse presented her to do list for the next 6 months.

9. Adjournment

The next meeting of the Library Board is scheduled for 7 pm on March 19, 2019 at the Rockland branch.

Proposition 2019-02.9

It is proposed:

THAT the meeting be adjourned at 8:40 pm.

Moved by: D. Choinière
Seconded by: S. Archambault
Carried: Unanimously

- g. Liste de tâches de Catherina : C. Rouse a présenté sa liste des tâches à accomplir au cours des six prochains mois.

9. Ajournement

La prochaine réunion du Conseil d'administration de la Bibliothèque aura lieu à 19h00 le 19 mars 2019 à la succursale de Rockland.

Résolution 2019-02.9

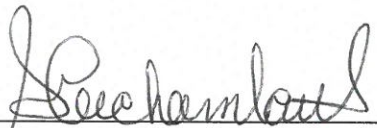
Il est proposé :

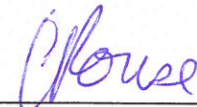
QUE la séance soit levée à 20h40.

Proposée par : D. Choinière
Appuyée par : S. Archambault
Acceptée à : l'unanimité

Approval of these minutes:

Approbation du présent procès-verbal :

 19 mars 19
 Board President/ Date
 Présidente du Conseil d'administration

 March 19/19
 CEO/ Date
 Directrice générale



RAPPORT N° FIN 2019-009

Date	11/03/2019
Soumis par	Frédéric Desnoyers
Objet	État des transactions du fonds de réserve des redevances d'aménagement de l'année 2018/ Statement of development charges 2018
# du dossier	Cliquez ici pour entrer du texte.

1) **NATURE / OBJECTIF :**

Faire état des transactions du fonds de réserve des redevances d'aménagement de l'année 2018.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

La section 18 du règlement 2010-47, étant un règlement pour imposer des frais de redevances d'aménagement, stipule que le (la) Trésorier (ère) de la municipalité doit remettre chaque année au Conseil de la municipalité, des états financiers sur les règlements de redevances d'aménagement et sur les fonds de réserve créés aux termes de l'article 33. 1997, chap. 27, par. 43 (1) de la Loi de 1997 sur les redevances d'aménagement.

3) **RECOMMANDATION DU SERVICE:**

ATTENDU QUE le Trésorier de la municipalité doit remettre chaque année au Conseil de la municipalité, des états financiers sur les règlements de redevances d'aménagement et sur les fonds de réserve créés aux termes de l'article 33. 1997, chap. 27, par. 43 (1) de la Loi de 1997 sur les redevances d'exploitation, par conséquent

QU'IL SOIT RÉSOLU que le conseil municipal de la Corporation de la Cité de Clarence-Rockland accepte l'état des fonds de réserve des redevances d'aménagement pour l'année 2018 tel que présenté dans le rapport FIN2019-009

WHEREAS the Treasurer of the municipality must submit annually to the Municipal Council, financial statements on development charge by-law and on reserve funds established under section 33. 1997, C. 27, para. 43(a) of the Development Charges Act, therefore

BE IT RESOLVED that the Municipal Council of the City of Clarence-Rockland accept the statement of development charges reserve funds for the 2018 year-end as presented in report FIN2019-009

4) **HISTORIQUE :**

Les redevances d'aménagement ont été approuvées en 2015 et, en vertu de la Loi sur les municipalités, nous devons produire des rapports à la province annuellement.

5) **DISCUSSION :**

Vous trouverez ci-joint l'état consolidé des fonds de réserve des redevances d'aménagement (résidentiels et non résidentiels) pour l'année 2018 et un sommaire :

CITÉ DE CLARENCE-ROCKLAND
Redevances d'aménagement - 2018

	<u>Amount</u>
BALANCE DEC 31 2017	<u>3,982,286</u>
<u>LEVIES COLLECTED</u>	
RESIDENTIAL - city wide charge	104,043
RESIDENTIAL - waterworks	103,907
RESIDENTIAL - fully serviced	1,808,687
NON - RESIDENTIAL - city wide charge	0
NON - RESIDENTIAL - waterworks	0
NON - RESIDENTIAL - fully serviced	<u>154,350</u>
TOTAL	2,170,986
INTEREST	71,090
Total levies collected and interest	<u>2,242,076</u>
<u>PROJECTS FINANCED</u>	
Total projects financed	2,235,930
BALANCE DEC 31, 2018	<u><u>3,988,432</u></u>

Le solde au 31 décembre 2018 était de 3 982 286 \$. Nous avons perçu 2 170 986\$ de redevances d'aménagement durant l'année et le fonds a généré 71 090 \$ d'intérêts pour un total de 2 242 076 \$ de revenus. Les projets financés au cours de l'année totalisent 2 235 930 \$. La balance des fonds de réserve des redevances d'aménagement totalise 3 988 432 \$ au 31 décembre 2018.

Selon le rapport FIN2017-023, une prévision de 175 nouvelles

constructions résidentielles a été établie.

En 2018 il y a eu 170 unités résidentielles pour lesquelles des redevances d'aménagement ont été collectées, comparativement à 184 en 2017.

En 2019, la nouvelle étude des redevances d'aménagement devra être complétée afin d'avoir un nouveau règlement effectif le 1er janvier 2020.

6) **CONSULTATION :**

N/A

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

N/A

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

Le solde du fonds de réserve au 31 décembre 2018 est de 3 988 432 \$.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

Schedule A – Sommaire des projets en capitaux 2018 dans le fond de redevances d'aménagement.

Schedule B - Redevances d'aménagement sommaire – 2018

Schedule C - Redevances d'aménagement 2018 – Résidentielle

Schedule D - Redevances d'aménagement 2018 - Non- Résidentielle

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
CONSOLIDATED STATEMENT OF TREASURER
Schedule A - Statement of Capital Fund Activity in 2018 of Development Charge related Projects

					FINANCEMENT (COLONNE "A") / FUNDING (COLUMN "A")							
Année/ Year	Compte/ Account	TITLE / TITRE	--- A --- Année a date/ Year To Date 31-12-2018	Budget	Growth Dev. Charge	General Fund reserve Reserve -Fond général	Roads Routes	Planning Aménagement	Equipment Équipement	Federal Gas tax	Cash-In-Lieu	Unfinanced
2017	2-4-2140-9221	Rockland Fire Station Expansion	1,022,058.95	3,534,135.00	322,921.34							699,137.61
2017	2-4-2140-9897	Bourget New Fire station	1,206,942.94	3,000,000.00	676,414.90							530,528.04
2016	2-4-3110-9626	Municipal garage expansion	202,766.70	707,394.00	152,447.13				33,381.00			16,938.57
2018	2-4-3200-9279	Caron Pond	72,612.58	1,000,000.00	46,109.06							26,503.52
2018	2-4-3620-9195	St-Jean Street (Sidewalk and lights)	270,057.16	300,000.00	216,045.73		54,011.43					0.00
2018	2-4-7250-9495	Morris Village Park	53,487.30	485,000.00	48,138.57					5,348.73		0.00
2018	2-4-7250-9182	Lavigne Park	23,506.05	75,000.00	21,155.44						2,351	0.00
2018	2-4-1220-9212	Development Charge Study	19,016.26	75,000.00	17,114.63	1,901.63						0.00
2018	2-4-3200-9074	Design Poupart Road	101,760.07	100,000.00	80,000.00		20,000.00	1,760.07				0.00
2017	2-4-3200-9277	St-Joseph Street	9,709.21	2,514,902.00	9,709.21							0.00
2014	2-4-3260-9278	Storm Sewer Master Plan	116,790.40	400,000.00	93,432.32		23,358.08					0.00
2017	2-4-3200-9898	Master Transportation Plan	36,553.24	100,000.00	36,553.24							0.00
2018	2-4-6110-9953	Daycare equipment	16,482.60	16,482.60	14,834.34	1,648.26						0.00
2018	2-4-8110-9252	Review of Official Plan - Urban Area	2,784.15	30,000.00	1,252.87			1,531.28				0.00
2014	2-4-8110-9282	Secondary Plan	90,539.02	250,000.00	81,847.27	8,691.75						0.00
Total			3,245,066.63	12,587,913.60	1,817,976.05	12,241.64	97,369.51	3,291.35	33,381.00	5,348.73	2,350.61	1,273,107.74

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
CONSOLIDATED STATEMENT OF TREASURER
Schedule B - DEVELOPMENT CHARGES SUMMARY - 2018

	TOTAL	General Government	Fire protection	P.W. Building / Equipment	P.W. Roads	P.W. Sewers	P.W. Waterworks	Recreation	Library	Daycare	By-Law	Transit	Engineering Studies	TOTAL
BALANCE DEC 31 2017	3,982,285.92	83,549.42	54,259.97	190,086.90	1,311,326.84	2,085,385.45	271,077.44	-526,414.69	38,483.88	353,018.26	-27,070.44	63,469.20	85,113.68	3,982,285.91
LEVIES COLLECTED														
Per By-Law 2015-13														
RESIDENTIAL - city wide charge	104,043.00	2,434.61	10,862.09	9,904.89	45,102.64	0.00	0.00	31,514.62	2,621.88	0.00	52.02	1,550.24	0.00	104,043.00
RESIDENTIAL - waterworks	103,907.00	2,182.05	9,725.70	8,863.27	40,367.87	0.00	10,785.55	28,210.75	2,348.30	0.00	41.56	1,381.95	0.00	103,907.00
RESIDENTIAL - fully serviced	1,808,686.60	23,874.66	106,350.77	96,945.60	441,500.40	672,107.94	118,107.23	308,381.07	25,683.35	0.00	542.61	15,192.98	0.00	1,808,686.61
NON - RESIDENTIAL - city wide charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON - RESIDENTIAL - waterworks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON - RESIDENTIAL - fully serviced	154,349.76	2,515.90	11,144.05	10,171.65	46,227.75	70,290.88	12,378.85	0.00	0.00	0.00	30.87	1,589.80	0.00	154,349.76
TOTAL	2,170,986.36	31,007.21	138,082.61	125,885.41	573,198.66	742,398.82	141,271.63	368,106.44	30,653.53	0.00	667.06	19,714.97	0.00	2,170,986.37
INTEREST	71,090.00	3,517.29	-6,894.71	11,791.49	-3,276.81	57,654.52	6,145.00	-9,663.09	651.40	5,975.36	-355.27	2,103.78	3,441.05	71,090.00
	2,242,076.36	34,524.50	131,187.90	137,676.90	569,921.85	800,053.34	147,416.64	358,443.35	31,304.93	5,975.36	311.80	21,818.75	3,441.05	2,242,076.37
PROJECTS FINANCED														
Rockland Fire Station Expansion	322,921.34	-	322,921.34	-	-	-	-	-	-	-	-	-	-	322,921.34
Bourget New Fire station	676,414.90	-	676,414.90	-	-	-	-	-	-	-	-	-	-	676,414.90
Municipal garage expansion	152,447.13	-	-	152,447.13	-	-	-	-	-	-	-	-	-	152,447.13
Caron Pond	46,109.06	-	-	-	46,109.06	-	-	-	-	-	-	-	-	46,109.06
St-Jean Street (Sidewalk and lights)	216,045.73	-	-	-	216,045.73	-	-	-	-	-	-	-	-	216,045.73
Morris Village Park	48,138.57	-	-	-	-	-	-	48,138.57	-	-	-	-	-	48,138.57
Lavigne Park	21,155.44	-	-	-	-	-	-	21,155.44	-	-	-	-	-	21,155.44
Development Charge Study	17,114.63	17,114.63	-	-	-	-	-	-	-	-	-	-	-	17,114.63
Design Poupart Road	80,000.00	-	-	-	80,000.00	-	-	-	-	-	-	-	-	80,000.00
St-Joseph Street	9,709.21	-	-	-	9,709.21	-	-	-	-	-	-	-	-	9,709.21
Storm Sewer Master Plan	93,432.32	-	-	-	93,432.32	-	-	-	-	-	-	-	-	93,432.32
Master Transportation Plan	36,553.24	-	-	-	36,553.24	-	-	-	-	-	-	-	-	36,553.24
Daycare equipment	14,834.34	-	-	-	-	-	-	-	-	14,834.34	-	-	-	14,834.34
Review of Official Plan - Urban Area	1,252.87	1,252.87	-	-	-	-	-	-	-	-	-	-	-	1,252.87
Secondary Plan	81,847.27	81,847.27	-	-	-	-	-	-	-	-	-	-	-	81,847.27
sub-total	1,817,976.05	100,214.78	999,336.24	152,447.13	481,849.56	0.00	0.00	69,294.01	0.00	14,834.34	0.00	0.00	0.00	1,817,976.05
Loans and Other														
Complexe debt payment	99,579.34	-	-	-	-	-	-	99,579.34	-	-	-	-	-	99,579.34
Clarence-Rockland Arena	165,525.91	-	-	-	-	-	-	165,525.91	-	-	-	-	-	165,525.91
Caron debt payment	134,197.05	-	-	-	134,197.05	-	-	-	-	-	-	-	-	134,197.05
Library - Books	18,651.60	-	-	-	-	-	-	-	18,651.60	-	-	-	-	18,651.60
Total Capital Expenses	2,235,929.95	100,214.78	999,336.24	152,447.13	616,046.61	0.00	0.00	334,399.26	18,651.60	14,834.34	0.00	0.00	0.00	2,235,929.95
BALANCE DEC 31, 2018	3,988,432.33	17,859.15	-813,888.37	175,316.68	1,265,202.08	2,885,438.79	418,494.08	-502,370.59	51,137.21	344,159.27	-26,758.65	85,287.95	88,554.73	3,988,432.33

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
STATEMENT OF TREASURER
Schedule C - DEVELOPMENT CHARGES 2018 - Residential

Per By-Law 2015-13															
RESIDENTIAL - city wide charge	100.00%	2.34%	10.44%	9.52%	43.35%	0.00%	0.00%	30.29%	2.52%	0.00%	0.05%	1.49%	0.00%		
RESIDENTIAL - waterworks	100.00%	2.10%	9.36%	8.53%	38.85%	0.00%	10.38%	27.15%	2.26%	0.00%	0.04%	1.33%	0.00%		
RESIDENTIAL - fully serviced	100.00%	1.32%	5.88%	5.36%	24.41%	37.16%	6.53%	17.05%	1.42%	0.0%	0.03%	0.84%	0.00%		
	Eligible %	TOTAL	General Government	Fire protection	P.W. Building / Equipment	P.W. Roads	P.W. Sewers	P.W. Waterworks	Recreation	Library	Daycare	By-Law	Transit	Engineering Studies	TOTAL
BALANCE DEC 31, 2017		3,942,933.53	61,083.68	137,721.95	98,497.38	1,583,435.60	1,846,569.97	254,449.26	-518,373.67	38,483.88	353,018.26	-28,170.10	52,472.12	63,745.19	3,942,933.52
LEVIES COLLECTED															
NEW BY-LAW:															
RESIDENTIAL - city wide charge		104,043.00	2,434.61	10,862.09	9,904.89	45,102.64	0.00	0.00	31,514.62	2,621.88	0.00	52.02	1,550.24	0.00	104,043.00
RESIDENTIAL - waterworks		103,907.00	2,182.05	9,725.70	8,863.27	40,367.87	0.00	10,785.55	28,210.75	2,348.30	0.00	41.56	1,381.95	0.00	103,907.00
RESIDENTIAL - fully serviced		1,808,686.60	23,874.66	106,350.77	96,945.60	441,500.40	672,107.94	118,107.23	308,381.07	25,683.35	0.00	542.61	15,192.98	0.00	1,808,686.61
TOTAL		2,016,636.60	28,491.31	126,938.56	115,713.76	526,970.91	672,107.94	128,892.78	368,106.44	30,653.53	0.00	636.19	18,125.17	0.00	2,016,636.61
INTEREST		66,740.00	1,033.93	2,331.15	1,667.21	26,802.00	31,255.94	4,306.93	-8,774.24	651.40	5,975.36	-476.82	888.17	1,078.98	66,740.00
TOTAL RECEIVED		2,083,376.60	29,525.25	129,269.71	117,380.98	553,772.91	703,363.88	133,199.71	359,332.20	31,304.93	5,975.36	159.37	19,013.34	1,078.98	2,083,376.61
PROJECTS FINANCED															
Rockland Fire Station Expansion	88%	284,170.78		284,170.78											284,170.78
Bourget New Fire station	88%	595,245.11		595,245.11											595,245.11
Municipal garage expansion	88%	134,153.47			134,153.47										134,153.47
Caron Pond	88%	40,575.97				40,575.97									40,575.97
St-Jean Street (Sidewalk and lights)	88%	190,120.24				190,120.24									190,120.24
Morris Village Park	100%	48,138.57							48,138.57						48,138.57
Lavigne Park	100%	21,155.44							21,155.44						21,155.44
Development Charge Study	88%	15,060.88	15,060.88												15,060.88
Design Poupart Road	88%	70,400.00				70,400.00									70,400.00
St-Joseph Street	88%	8,544.10				8,544.10									8,544.10
Storm Sewer Master Plan	88%	82,220.44				82,220.44									82,220.44
Master Transportation Plan	88%	32,166.85				32,166.85									32,166.85
Daycare equipment	100%	14,834.34									14,834.34				14,834.34
Review of Official Plan - Urban Area	88%	1,102.52	1,102.52												1,102.52
Secondary Plan	88%	72,025.60	72,025.60												72,025.60
															0.00
Loans and Other															
Complexe debt payment	100%	99,579.34							99,579.34						99,579.34
Clarence-Rockland Arena *	100%	165,525.91							165,525.91						165,525.91
Caron debt payment	88%	118,093.40				118,093.40									118,093.40
Library - Books	100%	18,651.60								18,651.60					18,651.60
Total Capital Expenses		2,011,764.58	88,189.00	879,415.89	134,153.47	542,121.02	0.00	0.00	334,399.26	18,651.60	14,834.34	0.00	0.00	0.00	2,011,764.58
Balance Dec 31, 2018		4,014,545.55	2,419.93	-612,424.24	81,724.88	1,595,087.50	2,549,933.84	387,648.98	-493,440.72	51,137.21	344,159.27	-28,010.73	71,485.46	64,824.17	4,014,545.55

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
STATEMENT OF TREASURER
Schedule D - DEVELOPMENT CHARGES 2018 - Non-Residential

er By-Law 2015-13															
NON - RESIDENTIAL - city wide charge	100.00%	3.51%	15.55%	14.18%	64.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.05%	2.22%	0.00%		
NON - RESIDENTIAL - waterworks	100.00%	2.99%	13.26%	12.09%	55.00%	0.00%	14.72%	0.00%	0.00%	0.00%	0.05%	1.89%	0.00%		
NON - RESIDENTIAL - fully serviced	100.00%	1.63%	7.22%	6.59%	29.95%	45.54%	8.02%	0.00%	0.00%	0.00%	0.02%	1.03%	0.00%		
	Eligible %	TOTAL	General Government	Fire protection	P.W. Building / Equipment	P.W. Roads	P.W. Sewers	P.W. Waterworks	Recreation	Library	Daycare	By-Law	Transit	Engineering Studies	TOTAL
BALANCE DEC 31, 2017		39,352.39	22,465.74	-83,461.98	91,589.53	-272,108.76	238,815.48	16,628.18	-8,041.02	0.00	0.00	1,099.66	10,997.07	21,368.49	39,352.39
<u>LEVIES COLLECTED</u>															
NEW BY-LAW:															
NON - RESIDENTIAL - city wide charge		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON - RESIDENTIAL - waterworks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON - RESIDENTIAL - fully serviced		\$154,349.76	2,515.90	11,144.05	10,171.65	46,227.75	70,290.88	12,378.85	0.00	0.00	0.00	30.87	1,589.80	0.00	154,349.76
TOTAL		154,349.76	2,515.90	11,144.05	10,171.65	46,227.75	70,290.88	12,378.85	0.00	0.00	0.00	30.87	1,589.80	0.00	154,349.76
INTEREST		4,350.00	2,483.36	-9,225.86	10,124.28	-30,078.81	26,398.58	1,838.07	-888.85	0.00	0.00	121.56	1,215.61	2,362.07	4,350.00
TOTAL RECEIVED		158,699.76	4,999.26	1,918.19	20,295.93	16,148.94	96,689.46	14,216.92	-888.85	0.00	0.00	152.43	2,805.42	2,362.07	158,699.76
<u>PROJECTS FINANCED</u>															
Rockland Fire Station Expansion	12%	38,750.56		38,750.56											38,750.56
Bourget New Fire station	12%	81,169.79		81,169.79											81,169.79
Municipal garage expansion	12%	18,293.66			18,293.66										18,293.66
Caron Pond	12%	5,533.09				5,533.09									5,533.09
St-Jean Street (Sidewalk and lights)	12%	25,925.49				25,925.49									25,925.49
Morris Village Park	0%	0.00							0.00						0.00
Lavigne Park	0%	0.00							0.00						0.00
Development Charge Study	12%	2,053.76	2,053.76												2,053.76
Design Poupart Road	12%	9,600.00				9,600.00									9,600.00
St-Joseph Street	12%	1,165.11				1,165.11									1,165.11
Storm Sewer Master Plan	12%	11,211.88				11,211.88									11,211.88
Master Transportation Plan	12%	4,386.39				4,386.39									4,386.39
Daycare equipment	0%	0.00													0.00
Review of Official Plan - Urban Area	12%	150.34	150.34												150.34
Secondary Plan	12%	9,821.67	9,821.67												9,821.67
<u>Loans and Other</u>															
Complexe debt payment	0%	0.00							0.00						0.00
Clarence-Rockland Arena	0%	0.00							0.00						0.00
Caron debt payment	12%	16,103.65				16,103.65									16,103.65
Library - Books	0%	0.00								0.00					0.00
Total Expenses		224,165.37	12,025.77	119,920.35	18,293.66	73,925.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	224,165.37
BALANCE DEC 31, 2018		-26,113.22	15,439.22	-201,464.13	93,591.80	-329,885.41	335,504.95	30,845.10	-8,929.87	0.00	0.00	1,252.08	13,802.49	23,730.56	-26,113.22



REPORT N° FIN2019-012

Date	25/03/2019
Submitted by	Elise Poirier
Subject	Tax Reduction under Section 357 & 358 of the Municipal Act
File N°	F23 Write-Off

1) **NATURE/GOAL :**

In accordance with sections 357 & 358 of the Municipal Act, Council is required to approve of refunds, reductions or cancellations of taxes.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT Council hereby adopts tax reductions in the amount of \$384.28 City's share, being applications under sections 357 & 358 of the Municipal Act, against all lands concerned, as described in Schedule "A" to Report No. FIN2019-005.

QU'IL SOIT RÉSOLU QUE le Conseil adopte les réductions de taxes au montant de \$384.28, étant la part de la Cité Clarence-Rockland. Ceci est en vertu des sections 357 & 358 de l'Acte Municipal, contre les propriétés foncières décrites dans la cédule « A » du rapport numéro FIN2019-005.

4) **BACKGROUND :**

Council have been receiving these reports and under the Municipal, Council is required to approve of the Tax write-offs under section 357 & 358.

5) **DISCUSSION :**

Staff will report on an as needed basis on tax write-offs.

6) **CONSULTATION:**

N/A

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

N/A

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

The following summarizes the write-off budget:

The City's budget for tax write-offs was approved for 2019 at \$125,000. As of March 25th 2019, the City has \$25,645.84 in write-off charges. The City's share in this report is \$384.28. This additional write-off will not exceed the approved budget

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Schedule « A » Tax Reduction under Sections 357 & 358 of the Municipal Act

[illegible]



Date	01/04/2019
Submitted by	Yves Roy
Subject	To correct an error in address for an approved fence exemption request
File N°	CO1 FEN

1) **NATURE/GOAL :**

Council previously considered and reviewed a fence exemption request for Mr. Pierre Lafontaine located at 19 Clarence court. In the resolution approved on March 19, 2019, the address was incorrectly identified. The purpose of this report is to correct the address for the approved fence exemption request.

Le conseil a déjà examiné une demande d'exemption de clôture pour M. Pierre Lafontaine située au 19 Clarence court. Dans la résolution approuvée le 19 mars 2019, l'adresse a été mal identifiée. Le présent rapport a pour objet de corriger l'adresse de la demande de dérogation pour clôture approuvée.

2) **DIRECTIVE/PREVIOUS POLICY :**

None

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT Council approve a fence exemption request at 19 Clarence court for Mr. Pierre Lafontaine in accordance with the information provided in report # PRO2019-002 as presented to Council on March 19, 2019; and

BE IT RESOLVED THAT Council revoke the fence exemption for 25 Clarence court as approved in Resolution 2019-57.

QU'IL SOIT RÉSOLU QUE le conseil approuve une demande de dérogation relative aux clôtures à M. Pierre Lafontaine au 19 Clarence court, conformément aux informations fournies dans le rapport n # PRO2019-002 tel que présenté au Conseil le 19 mars 2019 ; et

QU'IL SOIT RÉSOLU QUE le conseil révoque l'exemption relative à la clôture au 25 Clarence court telle qu'approuvée dans la résolution 2019-57.

4) **BACKGROUND :**

This exemption request was previously discussed and approved by Council on March 19, 2019 by Council resolution # 2019-57.

Cette demande de dérogation avait déjà été discutée et approuvée par le Conseil le 19 mars 2019 par sa résolution n # 2019-57.

5) **DISCUSSION :**

The original report is attached for Council's reference. There was a mistake in the address stated in the resolution that was approved by council. The address should've been 19 Clarence court and not 25 Clarence court.

In order to correct the mistake in the address in the resolution, Administration recommends approving the fence exemption at 19 Clarence court, and revoking the exemption at 25 Clarence court.

Le rapport original est joint pour référence au Conseil. Il y avait une erreur dans l'adresse indiquée dans la résolution qui a été approuvée par le conseil. L'adresse aurait dû être 19 Clarence court et non pas 25 Clarence court.

Afin de corriger l'erreur dans l'adresse indiquée dans la résolution, l'administration recommande d'approuver l'exemption de clôture du 19 Clarence court et de révoquer l'exemption du 25 Clarence court.

6) **CONSULTATION:**

None

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

None

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

None

9) **LEGAL IMPLICATIONS :**

None

10) **RISK MANAGEMENT :**

None

11) **STRATEGIC IMPLICATIONS :**

None

12) **SUPPORTING DOCUMENTS:**



Date	19/03/2019
Submitted by	Yves Roy
Subject	Fence exemption request 19 Clarence Court.docx
File N°	CO1 FEN

REPORT N° PRO2019-002

1) **NATURE/GOAL :**

To obtain an exemption under the fence by-law 2016-96 Section 5.1 at 19 Clarence court for Pierre Lafontaine and cancelling the previous exemption at 25 Clarence court.

Pour obtenir une exemption en vertu du règlement de clôture 2016-96, article 5.1, au 19 Clarence court pour Pierre Lafontaine et l'annulation de l'exemption précédente au 25 Clarence court.

2) **DIRECTIVE/PREVIOUS POLICY :**

None

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Council approves by resolution the request for an exemption to the fence by-law 2016-96 Section 5.1 allowing a fence to be higher than (1m) in the front of the yard for Pierre Lafontaine at 19 Clarence Court.

QUE Le conseil approuve par résolution la demande de dérogation au règlement 2016-96 sur les clôtures, article 5.1 permettant à une clôture d'être plus haute que (1m) à l'avant de la cour, visant Pierre Lafontaine, au 19 Clarence Court.

4) **BACKGROUND :**

On October 15, 2018 The City of Clarence-Rockland received a request by Pierre Lafontaine for an exemption to the fence by-law 2016-96, Section 5.1. Under section 8.2. (The City may authorize a variance from this By-law by approval of the Director or by resolution of Council.)

It is the opinion of the Director of Protective Services that precedent deviations of municipal bylaws should not be decided at the administration level, however future similar variations could be considered on a case-by-case basis (e.g. if Council decides to approve this exemption request, future similar exemptions could be considered by the Director as the precedent would have already been set.)

Le 15 octobre, 2018 La Cité de Clarence-Rockland a reçu de Pierre Lafontaine une demande de dérogation pour le règlement de clôture 2016-96, Section 5.1. Sous la section 8.2. (La Ville peut autoriser une

dérogation à ce règlement par approbation du directeur ou par résolution du conseil.)

Le directeur des services de protection est d'avis que les dérogations précédentes aux règlements municipaux ne devraient pas être décidées au niveau de l'administration, mais que de futures variations similaires pourraient être examinées au cas par cas (par exemple, si le Conseil décide d'approuver cette demande de dérogation, le directeur pourrait envisager d'autres exemptions similaires, car le précédent a déjà été créé.)

5) **DISCUSSION :**

Upon an inspection of the property at 19 Clarence court, it appears that the proposed fence would not cause any public safety concerns nor would it cause any problems with the sight triangle. As a result, the Municipal Enforcement department has no objections to the exemption, however should not engage in setting precedence in regards to bylaw exemptions, as the original bylaw was established by Council.

Suite à l'inspection de la propriété au 19, cour Clarence, il semble que la clôture proposée ne poserait pas de problème de sécurité publique ni de problème avec le triangle de visibilité. Par conséquent, le service de l'application des règlements municipaux n'émet aucune objection à la dérogation. Toutefois, il ne devrait pas s'engager à établir un précédent en ce qui concerne les dérogations aux règlements, car le règlement original a été établi par le Conseil.

6) **CONSULTATION:**

None

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

None

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

None

9) **LEGAL IMPLICATIONS :**

None

10) **RISK MANAGEMENT :**

None

11) **STRATEGIC IMPLICATIONS :**

None

12) **SUPPORTING DOCUMENTS:**

Request from Pierre Lafontaine



REPORT N° CLERK2019-07

Date	01/04/2019
Submitted by	Monique Ouellet, Clerk
Subject	SharePoint Project Change
File N°	A10-SPRMS

1) **NATURE/GOAL :**

To bring forward an proposed amendment to the SharePoint Document and Records Management Intranet project in order to move from installing SharePoint On-Premise to SharePoint Online, for Council's consideration.

2) **DIRECTIVE/PREVIOUS POLICY :**

SharePoint Document and Records Management Intranet Project was awarded to StoneShare Inc as per the specifications outlined in RFP. No. F18-ADM-2018-27.

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT By-law No. 2019-35, being a by-law to authorize the Mayor and the Clerk to sign a change request in relations to the SharePoint Document and Records Management Intranet Project awarded to StoneShare Inc. further to RFP no. F18-ADM-2018-27, on October 10, 2018, be adopted.

QU'IL SOIT RÉSOLU QUE le Règlement no. 2019-35, visant à autoriser le maire et la greffière à signer une demande changement relativement au projet de gestion de documents et d'intranet SharePoint octroyé à StoneShare Inc. suite à l'appel d'offre no. F18-ADM-2018-27 le 10 octobre, 2019, soit adopté.

4) **BACKGROUND :**

n/a

5) **DISCUSSION :**

The City of Clarence-Rockland (the City) engaged StoneShare to develop and implement a "centralized" Electronic Document and Records Management Solution (EDRMS) using on-premise Record Centers in SharePoint 2013.

Upon further consideration, the City now wishes to implement a more modern EDRMS design where documents and records will be managed in-place using SharePoint Online. This requested change is in line with recognized best practices for Records Management supported by organizations like AIIM, ARMA, Gartner and Forrester.

6) **CONSULTATION:**

Mr. Michel Cousineau, IT/IM Director
StoneShare Inc.

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

n/a

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

The recommended change order has no financial impact on the contract awarded to StoneShare Inc. for the implementation of the project.

However, it has been estimated that by moving to SharePoint Online instead of SharePoint On-Premise, the City would reduce its initial investment in the infrastructure by \$101,000 but increase the annual software cost by \$11,400 per year. Overall SharePoint only will save the City \$44,000 over the next 5 years.

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

SharePoint Online offloads the responsibility for installation, operations, maintenance and cyber security to Microsoft for SharePoint, thus having a lesser burden on staff.

12) **SUPPORTING DOCUMENTS:**

- By-law No. 2019-35
- Change Request Agreement

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-35

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A CHANGE REQUEST IN RELATION TO THE SHAREPOINT DOCUMENT AND RECORDS MANAGEMENT INTRANET PROJECT CONTRACT WITH STONESHARE INC.

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

WHEREAS the Council of the Corporation of the City of Clarence-Rockland awarded a contract to StoneShare Inc. for the implementation of a SharePoint Document and Records Management Intranet in October 2018 as per RFP No. F18-ADM-2018-027; and

WHEREAS upon further consideration, the City now wishes to implement a more modern EDRMS design where documents and records will be managed in-place using SharePoint Online;

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

- 1. THAT** the Mayor and the Clerk be authorized to sign the change request attached hereto and forming part of this by-law;
- 2. THAT** the change request be in the form hereto annexed and marked as Schedule "A" to this by-law;
- 3. THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS 1st DAY OF APRIL 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

CHANGE REQUEST 01

CONTRACT IDENTIFIER

F18-ADM-2018-027

SHAREPOINT DOCUMENT AND RECORDS MANAGEMENT INTRANET

stoneshare

OTTAWA-GATINEAU (NCR)

Suite 101, Tower 1
200 Rue Montcalm
Gatineau, Quebec
J8X 3B5

TORONTO (GTA)

Suite 352
13-3120 Rutherford Road
Vaughan, Ontario
L4K 0B2

SEATTLE (WA)

Suite 1400
506 Second Avenue
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NEW YORK (NY)

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100 Church Street
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COMMERCIAL STATEMENT

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CONTACT

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Project Manager
StoneShare Inc.
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mwesley@stoneshare.com

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1. TRACKING INFORMATION

CHANGE REQUEST TRACKING	
Request Number	01
Request Title	SharePoint Online Implementation
Request Date	March 15 th , 2019

2. REASON FOR CHANGE

The City of Clarence-Rockland (the City) engaged StoneShare to develop and implement a “centralized” Electronic Document and Records Management Solution (EDRMS) using on-premise Record Centers in SharePoint 2013. Upon further consideration, the City now wishes to implement a more modern EDRMS design where documents and records will be managed in-place using SharePoint Online. This requested change is in line with recognized best practices for Records Management supported by organizations like AIIM, ARMA, Gartner and Forrester.

3. PROJECT ACTIVITY TABLE

In the pages that follow, StoneShare has provided a Deliverable Table containing the Major Deliverables, Assumptions and Constraints that are included in an implementation of this scope of work. The Deliverables are described in detail, listed chronologically, and separated by Project Stream for ease of reference. A RACI model has been incorporated to assist SJA in understanding its responsibilities in the completion of each Deliverable, and the Deliverable format is outlined for further clarity.

The deliverables, and their associated definitions, are provided in the Deliverables Table below. For clarify, the following applies:

R = Responsible to performs the action/task.

A = Accountable that the action/task is completed.

C = Consulted before performing the action/task.

I = Informed after performing the action/task.

The following Activity Table is to be removed from the Statement of Work (SOW).

Project Activity Table				
Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
PROGRAM MANAGEMENT STREAM				
Project Repository Deployment	StoneShare will provide access to a SharePoint Online site, called the Project Repository. Members of the City's project team can securely access the site over the Internet using any browser supported by SharePoint Online. The Project Repository will be used to centralize and maintain all Project information (Project Contacts, Calendars, Documents and Lists); automate Project processes such as Deliverable Approvals; provide a formal	I	R+A	SharePoint Site

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	mechanism for the City to provide feedback on document Deliverables; and to act as an example for the project team of how SharePoint can be configured for a practical application. Assumptions/Constraints: - The Project Repository will be managed and maintained by StoneShare. - The City's Project Manager or Project Team members may request access to the project site by contacting StoneShare support, subject to the approval of the City's Project Manager. - The Project Repository will remain open until Contract closure and will be archived thereafter with the contents becoming the property of the City. - This activity does not require acceptance.			
Detailed Project Plan and Schedule [Staff Review]	Working from the Project Schedule from this Proposal, StoneShare and the City will develop a detailed Project Plan and Schedule that will outline the Project Phases, Tasks, Responsibilities, Dependencies, Resourcing, and Timelines. Assumptions/Constraints: - StoneShare will iterate with the City until a mutually acceptable Project Plan is established. - The City will be responsible for scheduling Internal Resources to contribute in accordance with the Project Schedule. - The Project Schedule will be managed and maintained by StoneShare throughout the Project. - StoneShare will use our own format for this deliverable, to be provided in English. - This Deliverable requires City staff review and formal acceptance.	C	R+A	MS Word (Project Plan) and MS Project or MS Excel (Project Schedule)
Project Management Plan	As per RFP Section 2.3.11, StoneShare will provide the City with a Project Management Plan describing the Project Methodology, project management practices and how the project will be executed and maintained. The document may include some, or all, of the following, and will be customized after Contract award: - Approach - Objectives	I	R+A	MS Word

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	- Project Schedule - Resource Roles and Responsibilities - Resource Contingency - Communications - Quality Management - Testing and Transition - Training and Coaching - Acceptance Criteria - Support Assumptions/Constraints: - This deliverable does not require formal acceptance or sign-off. - StoneShare will use our own format for this deliverable, to be provided in English.			
Kick-Off Meeting [Meeting]	StoneShare will lead an on-site Project Kick-Off, with a Presentation, for the purpose of meeting the City's Project Team, introducing the engagement and reviewing the Scope, high-level schedule, and approach to delivering the Project. Assumptions/Constraints: - StoneShare will prepare for and attend one (1) meeting of up to two (2) hours in length. - The City will provide the required meeting space. - The City will provide StoneShare with the Project Charter or Business case at least ten (10) days in advance of the meeting. - The City will ensure that the SharePoint Working Group, Executive Sponsor, Business User Stakeholders, and IT Stakeholders are present at the meeting. - The meeting will be scheduled at a mutually acceptable time at least ten (10) days in advance. - The City will ensure that all required equipment is set up and fully operational. - This activity does not require acceptance.	I	R+A	Scheduled Session and MS PowerPoint

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
Project Status Meetings [Meeting]	StoneShare will prepare for and conduct remote, weekly Project Status Meetings to report on the overall status of the project, discuss current and upcoming deliverables, highlight risks or issues, identify and review action items, and answer questions. Following each Project Status Meeting, StoneShare will produce and deliver weekly Project Status Reports and post the same to the Project Repository for review. Assumptions/Constraints: - StoneShare will conduct bi-weekly Project Status Meetings of up to one (1) hour in length. - The City will ensure that project Stakeholders are available and present at each meeting. - Project Status Meetings will be conducted remotely via web-conference. - StoneShare will complete the necessary preparation work, including the production of supporting materials. - StoneShare will record all meeting minutes and will use our own format for this activity. - StoneShare will post meeting minutes to the Project Repository Site to facilitate the collaborative access of information. - This activity does not require acceptance.	I	R+A	MS Word
INFORMATION TECHNOLOGY STREAM				
Physical Architecture Review and Implementation Assistance [Meeting & Staff Review]	StoneShare will review the City's existing and proposed physical SharePoint physical infrastructure and make recommendations to meet the City's stated goals based on experience and industry best practice. Please see "REVIEW OF PROPOSED MACHINE SPECIFICATIONS" in Section "STATEMENT OF UNDERSTANDING" above for a preliminary analysis and recommendations based on the information available in the RFP. StoneShare will document the target physical architecture in the Solution Architecture Document and work with the City staff to ensure that all SharePoint pre-requisites are met. This activity will meet the stated requirements in section 2.3.1.1 of the RFP with the following assumptions:			Infrastructure MS Word

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	Assumptions/Constraints - The City will provide a documented list of their short-term and long-term goals for the SharePoint platform by the kick-off meeting. - For all deliverables and activities in this contract, StoneShare assumes the scope does not includes any requirements beyond the stated requirements for the initial implementation. StoneShare assumes that the City does not require StoneShare to specify, install, configure, or prove a potential future state or meet documented or undocumented future requirements, for example requirements related to disaster recovery, Internet, extranet, unless these are explicitly called out as “Vendor Requirements” in the RFP. - The City will provision the Physical Infrastructure environment according to the specification in the Architecture document, in the time allotted in the Project Plan. - The City will be expected to make their Subject Matter Experts in Exchange Server, network, database and security infrastructure available for up to two (2), two (2)-hour information gathering sessions and for ad hoc questions and configuration tasks. - Prior to installation activities, the City will provide StoneShare with accounts and privileges as requested to perform the installation and related activities. - The Solution Architecture document will itemize all SharePoint, SQL Server, and Microsoft Office software and licensing that will need to be procured for the installation of the SharePoint 2016 platform. - This Deliverable requires City staff review and formal acceptance.			
SharePoint Installation and Updates [Meeting & Staff Review]	StoneShare will review the City’s licensing and list the City’s software licensing requirements for SharePoint and dependent products in the Solution Architecture document. StoneShare will install SharePoint according to the agreed architecture, recording Installation and configuration steps in the As-Built Guide, meeting the Vendor Requirements listed in RFP section 2.3.2.1 with the following assumptions Assumptions/Constraints Installation includes one (1) SharePoint farm in the production environment.			Installed Software MS Word

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	- The RFP does not list a requirement for browser-based versions of Word, Excel and PowerPoint, so this proposal does not include installation of the Office Web Apps Server product. Note that Office Web Apps Server requires an additional dedicated server separate from the SharePoint Farm. - The City will designate a licensing contact or contacts who will be responsible for contacting the provider to answer questions or purchase required licenses. - The City will procure the required software and licenses as specified in the Architecture document prior to installation. - Prior to installation activities, the City provided StoneShare with accounts and privileges as requested to perform the installation and related activities. - Email integration is explicitly the three email requirements mentioned in section 2.3.2.1: configure email destinations for Document Libraries, email alerts for Libraries and email alerts for Workflow tasks. - This Deliverable requires City staff review and formal acceptance.			
SharePoint Business Applications Creation and Configuration [Meeting & Staff Review]	StoneShare will document the recommended SharePoint Service applications for the City's requirements in the Solution Architecture document. StoneShare will enable and configure recommended Service Applications and will optionally configure additional Service Applications at the City's request, recording any Installation and configuration steps in the As-Built Guide. This activity is expected to meet the Vendor Requirements listed in RFP section 2.3.3.1 with the following assumptions: Assumptions/Constraints - StoneShare assumes that "SharePoint Business Applications" in the RFP refers to SharePoint Service Applications. - In order to have good performance in the SharePoint farm, StoneShare recommend enabling only the service applications that are needed as part of the Solution. Recommended Service applications include: App Management service, Application Discovery and Load Balancer service, Managed Metadata service, Search service, Secure Store service, State service, Usage and Health Data Collection service, User Profile service, Enterprise Search service.			

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	- StoneShare will test and demonstrate that all configured service applications are working by demonstrating that they start successfully, and the log contains no errors that prevent the service from functioning. - The City is responsible for populating the Term Store. - This Deliverable requires City staff review and formal acceptance.			
Logical Architecture Review, Design, and Implementation [Meeting & Staff Review]	StoneShare will review the City's documented short term and long-term goals for the SharePoint Platform and propose a recommended logical architecture to meet these goals in the Solution Architecture document. The logical architecture will include recommended zones, web applications, application pools, accounts and site collection strategy. Upon approval, StoneShare will create the specified logical architecture in SharePoint, this is expected to meet the Vendor Requirements listed in RFP section 2.3.4.1 with the following assumptions: Assumptions/Constraints - Site Collections will be created 'blank' to allow for choosing a template later on. - StoneShare will implement the Solution architecture which is approved by the City and, which may be different than what is specified in section 2.3.4.1. - StoneShare will record the results in the, logical architecture section of the Solution Architecture document. - The City will make appropriate subject matter experts available for ad hoc questions and, if necessary, a logical architecture workshop - Sites, subsites, lists and libraries will be defined in a separate deliverable - This Deliverable requires City staff review and formal acceptance.			
Implementing Support for Accessibility in SharePoint	StoneShare assumes that the accessibility support in SharePoint 2016 meets the City's needs. SharePoint provides a high-contrast OOTB theme, the ability to add alternate text for links, images and other user-entered content, as well as improvements in readability for screen readers and a hidden accessibility menu. StoneShare will configure the Office theme by default and ensure that such fields as are available for accessibility are populated for the activities that StoneShare performs, but the City is responsible for the content of pages and StoneShare will not create any code or in any way modify the html created by SharePoint to improve accessibility, for instance to meet WCAG 2.0 or 2.1 standards.			

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	Assumptions/Constraints This is not a deliverable and does not require City review or formal acceptance.			
Site Collections Hierarchical Structure Design Review and Implementation [Meeting & Staff Review]	Based on experience with other municipalities, StoneShare will propose an example root site, Department Site and Departmental Sub Site and review these with the City SharePoint working group. StoneShare will implement requested configuration changes and save the Department Site and Departmental SubSite as templates that the City can use to create sites in SharePoint, meeting the Vendor Requirements listed in RFP section 2.3.5.1 with the following assumptions: Assumptions/Constraints - Templates are browser-configuration-only and do not include custom code. - Site Templates are subject to the limitations of SharePoint 2016 "Save As Template" feature, including SharePoint publishing features, branding, and navigation configuration. - The City will make the working group available for up to a three (3) hour workshop to review the configuration of the templates and request changes. - No customization, other than browser-based supported configuration will be performed for any deliverable as part of this project. - The working group has full authority to independently decide on the content of the templates. - The working group includes the City's Information Manager or Records Manager who can determine the classification of template items according to the City's retention schedule. - Sites will use one of the SharePoint out-of-the-box navigation providers, any manual configuration of the navigation will be performed by the City. - Branding is limited to choosing an out-of-the-box theme. - This Deliverable requires City staff review and formal acceptance.			
Collaboration Sites and My Sites	StoneShare will create an instance of each documented site according to the approved Logical Architecture, meeting the content database requirement of section 2.3.4.1. StoneShare will configure MySites and the			

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
Environments Design Review and Implementation [Meeting & Staff Review]	content type hub as specified in the Vendor Requirements listed in RFP section 2.3.6.1 with the following assumptions: Assumptions/Constraints - The City will provide a list of sites to be created. - The City will provide a definition of up to ten (10) Content types, including columns and templates. - The City Records Manager understands that records in MySites may not be effectively managed and has a policy for use of MySites that is compliant with the City's retention by-law. - The City will not make any changes until the Solution Design document has been approved and the farm configuration, including sites, site templates, content types and the term store have been updated to reflect the approved records management Solution Design. - Sites will be created from the agreed templates; this proposal does not include any post-creation steps. - This proposal does not include any automation of site creation or administration activities. - The City will be responsible for all content in all sites, including images, html, web parts and the content of pages. - This Deliverable requires City staff review and formal acceptance. - This proposal does not include defining or configuring a unique Information Architecture for different departments or teams. - StoneShare will use its own automation tools for creating the sites.			
Functional Sites Design Review and Implementation [Meeting & Staff Review]	StoneShare will create the two requested site collections, confirming configuration options and as specified in RFP section 2.3.7.1 with the following assumptions: Assumptions/Constraints - The requirement for a quote for On-going as needed SharePoint Administration and Operational support services is met by the description in the Support section of this table combined with the support line items in the pricing document included as part of this proposal. - This Deliverable requires City staff review and formal acceptance.			

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
Enterprise and Departmental Search Scopes Design Review and Implementation [Meeting & Staff Review]	StoneShare will recommend and document a configuration of the search service in the Solution Architecture document based on best practices and the City's documented requirements. StoneShare will configure the search service application according to the approved Solution Architecture and the requirements as stated in section 2.3.9.1 of the RFP with the following assumptions: Assumptions/Constraints • It is acceptable for the search service to be configured as per the approved Solution Architecture whether that be "two proposed application servers" as mentioned in section 2.4.9.1, one application server in the initial implementation as per the "Desired Initial SharePoint Platform Implementation" in Section 2.3.1 of the RFP or a different recommendation as documented in the Solution Architecture and approved by the City. • StoneShare will configure the search service to index up to ten (10) web sites, whether internal or external, using only the available out-of-the-box configuration, the default relevance and not implementing any special handling or screen-scraping to remove, ignore or otherwise demote irrelevant content such as ads or attempt to modify default extracted thumbnails or other images. • "search scopes" refers to result sources. • This Deliverable requires City staff review and formal acceptance. • Out-of-the-box Search Query and Results pages will be used without modification. • The City will provide the search crawl account with sufficient privileges to crawl the desired File Shares and Web Sites. • Prior to search configuration, the City will have performed a Security Audit of the File Shares and of the Web Sites to be crawled using the crawl account to ensure that no user currently has access to information that they should not be able to see and that the website crawl account does not expose information to any user that they would not otherwise be permitted to see.			

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
Security Concepts Specification and Implementation [Meeting & Staff Review]	StoneShare will document the recommended security configuration in the Solution Architecture document and that as close as possible meets the Vendor Requirements listed in RFP section 2.3.10.1 and, subject to approval by the City, implement the recommended configuration with the following assumptions: Assumptions/Constraints • Site Collection Owner and Administrator privileges will be restricted to the designated farm administrator users. • StoneShare may create the permission levels specified in 2.3.10.1 or StoneShare implement an alternate approach for Power Users, and Contributors subject to City approval. • The City may choose from the available out of the box permissions for the Power Users and Members permissions, even though these may not meet the requirements as specified in section 2.3.10.1, specifically, there is no out-of-the-box permission to allow users to delete their own content but <u>not</u> other users' content. StoneShare may be able to recommend an alternate approach after discussion with the City. • The City will be responsible for configuring membership of security groups. • The City will provide a list of Active Directory groups and the permissions they should have on each site. • The City will be responsible for defining and maintaining the Active Directory groups that correspond to SharePoint groups. • The City will be responsible for managing Power Users, their training level and their permission status.			
RECORDS MANAGEMENT CENTER ENVIRONMENT DESIGN REVIEW AND IMPLEMENTATION				
Records Management Center Environment Design Review	StoneShare will conduct a requirements review session with the City, where the City will present its understanding for how its record management requirements as documented in Section 2.3.8.1 of the RFP can be met with the out-of-the-box records management features of SharePoint 2016 and provide StoneShare with the opportunity to clarify requirements in the context of SharePoint OOTB features. StoneShare will then	I	R+A	Scheduled Session and

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
[Meeting & Staff Review]	propose a design for the Records Management Centre and review the design with the City, documenting the approved design in the System Design document. Assumptions/Constraints: - StoneShare assumes that the Requirements, as stated in the RFP, are complete. - StoneShare assumes that all Requirements are to be met with SharePoint 2016 out-of-the-box (configuration-only) features, without any additional 3rd party products or customization (custom development). - The City have reviewed the available features in SharePoint 2016 and agree that these will meet their needs. - StoneShare assumes by-law 2018-01 resolves to use the TOMRMS classification scheme as-is. - StoneShare assumes the City will accept slight modifications to the standard for the purpose of being able to be implemented using SharePoint out of the box features. - The City do not desire a full review or update of the TOMRMS classification scheme or retention schedule either to modernize the scheme or to make it efficient for implementation in SharePoint. - The solution includes only SharePoint 2016 supported file types. - The City must provide a list of “all other standards and legislation to which the City must adhere” prior to the requirements review session. - The proposed design will meet the stated requirements of 2.3.8.1 to the degree possible using out of the box features of SharePoint 2016 with browser-only configuration. - StoneShare will prepare for and attend one (1) meeting of up to two (2) hours. - Some design decisions may require modification or re-creation of elements of the SharePoint information architecture, including site templates, sites, libraries, content types, columns. This proposal includes up to 20 hours of effort to perform these modifications. - The City will be prepared to answer questions about their Requirements. - The City will ensure that Records requirements stakeholders and subject matter experts are present at this meeting. - The proposal does not include the migration or population of any data.			MS PowerPoint

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	This activity requires staff review and acceptance.			
Configuration of Records Management Environment	Using out-of-the-box SharePoint 2016 functionality and, following Microsoft best practices and the approved System Design, StoneShare will implement and configure the SharePoint Records Management Centre. This Records Centre will be compliant with The Ontario Municipal Records Management System (TOMRMS) standard and the City's Classification and Retention By-Law, and all other standards and legislation to which the City must adhere, to the extent possible using the out-of-the-box functionality. StoneShare will implement the City's Retention Schedule in SharePoint according to the approved System Design. Assumptions/Constraints - The Records Centre and records management functionality will <u>only</u> utilize out-of-the-box SharePoint 2016 functionality. The Solution will be compliant with relevant standards to the extent possible with SharePoint out-of-the-box functionality. - As per Addendum #2, Question 8, page 2, the City is comfortable that the functionality provided by SharePoint out-of-the-box will be sufficient to meet their needs. - StoneShare will use its own scripting tools for automated provisioning of records management elements. - The City must provide a full and fixed file plan and retention schedule for the duration of the project. Any changes to the classification scheme or retention schedule after the project kick-off must be implemented in the production environment after final acceptance of the project, either by the City or as part of the On-going Support activities.	C+I	R+A	None Required
Acceptance Testing	StoneShare will facilitate the City in performing Acceptance Testing of the records management solution. StoneShare will provide a set of test cases covering the records requirements documented in Section 2.3.8.1 and will create test sites, libraries, classifications and test records for the test. StoneShare will perform an initial quality assurance test in the environment and then facilitate up to two (2) members of the City's project team in executing the acceptance tests. StoneShare will record the results and address any defects prior to the system being declared in Production.	R	A	MS Excel

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	Assumptions/Constraints - StoneShare will create a test site collection in the production environment that will be used to perform Acceptance Testing according to the agreed test cases - StoneShare will use our own format for the test cases and test results. - Issues will be managed in an issues list and - No changes may be made to the specification until the solution has passed Acceptance Testing. - This deliverable requires acceptance by the City.			
PROJECT DOCUMENTATION REQUIREMENTS				
Solution Architecture Document [Meeting & Staff Review]	StoneShare will provide a Solution Architecture that documents the recommended Logical and Physical Architecture elements of Vendor Requirements listed in Sections 2.3.1 – 2.3.7 and 2.3.9 – 2.3.10 of the RFP. StoneShare will conduct initial information gathering activities in order to be able to propose a logical and physical architecture suitable for the City and will present its recommendations to the City during a Solution Architecture workshop. StoneShare will make any requested changes to the architecture based on feedback from the City and the approved Solution Architecture document will form the specification for StoneShare's installation and configuration activities to meet the remaining Vendor Requirements listed in Sections 2.3.1 – 2.3.7 and 2.3.9 – 2.3.10 of the RFP. Assumptions/Constraints: - The City will provide a documented list of their short-term and long-term goals for the SharePoint platform by the kick-off meeting. - The City will provision the Physical Infrastructure environment according to the specification in the Architecture document, in the time allotted in the Project Plan. - The City will be expected to make their Subject Matter Experts in Exchange, server, network, database and security infrastructure available for up to two (2) two-hour information gathering sessions and for ad hoc questions.	C	R+A	MS Word

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	- The Architecture document will itemize all SharePoint, SQL Server, and Microsoft Office software and licensing that will need to be procured for the installation of the SharePoint 2016 platform. - StoneShare will use our own format for this deliverable, to be provided in English. - This Deliverable requires City staff review and formal acceptance.			
System Design Document [Staff Review]	Working with the outcome of the records management requirements review session, StoneShare will provide a System Design Document that describes the agreed way that the out-of-the-box features of SharePoint 2016 will be used to meet the City's stated Records Management requirements as per RFP Section 2.3.8.1. Assumptions/Constraints: - The City will ensure that Records Management stakeholders will be available for up to two (2) information gathering sessions, a four (4) hour records management workshop to review the design and for ad hoc questions. - StoneShare will use our own format for this deliverable, to be provided in English. - This Deliverable requires City staff review and formal acceptance. - The design will be restricted to the out-of-the-box features of SharePoint 2016. - The City is expected to adopt IT and records management policies that are compatible with the available out-of-the-box features of SharePoint.	C	R+A	MS Word
System Administrator Guide	As per RFP Section 2.3.11, StoneShare will provide a System Administrator Guide, in MS Word format, that provides the System Administrator with instructions on how to perform ongoing maintenance of the Solution. The System Administrator guide includes references to Microsoft Best Practices for SharePoint Standard Operating Procedures, and Standard Operating Procedures specific to the Solution, which are required over and above Microsoft's published procedures for operating and maintaining SQL Server and SharePoint Server 2016, including Auditing. Assumptions/Constraints - StoneShare will use our own format for this deliverable, to be provided in English. - This Deliverable requires City staff review and formal acceptance.	I	R+A	MS Word

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
Training Manual	StoneShare will develop customized End User Training materials that provide end users with a detailed understanding of topics that will be covered during Solution training. In addition to the classroom training materials, StoneShare will provide users with an End User Training Manual that details step by step instructions, including screen captures for the tasks covered in the training sessions. Assumptions/Constraints - StoneShare will use our own format for this deliverable, to be provided in English. - This activity does not require acceptance.	I	R+A	MS Word
As-Built Guide	As per RFP Section 2.3.11, StoneShare will document the configuration of the system in an As-Built Guide that documents, in detail, the installation and configuration of SharePoint 2016. System Administrators can use the guide in future to reference the configuration settings used or as a step-by-step guide to install a new SharePoint environment. Assumptions/Constraints - StoneShare will use our own format for this deliverable, to be provided in English. - This activity does not require acceptance.	I	R+A	MS Word
TRAINING REQUIREMENTS				
SharePoint Farm Administrator Course	StoneShare will provide a SharePoint Farm Administration course to review the operation and administration of SharePoint. The training will be conducted in English at training facilities in Ottawa, ON. Training provides students with the opportunity to learn to: - Describe the key features of SharePoint 2016. - Design an information architecture for a SharePoint 2016 deployment. - Design a logical architecture for a SharePoint 2016 deployment. - Design the physical architecture for a SharePoint 2016 deployment.	I	R+A	Session

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	• Install and configure SharePoint 2016. • Create and configure web applications and site collections. • Plan and configure service applications for a SharePoint 2016 deployment. • Manage users and permissions, and secure content in a SharePoint 2016 deployment. • Configure authentication in a SharePoint 2016 deployment. • Configure platform and farm-level security in a SharePoint 2016 deployment. • Manage information taxonomy in SharePoint web applications and site collections. • Configure and manage user profiles and audiences. • Configure and manage the search experience in SharePoint 2016. • Monitor, maintain, and troubleshoot a SharePoint 2016 deployment. Assumptions/Constraints: • This deliverable does not require formal acceptance or sign-off. • One (1) SharePoint Farm Administrator course of up to five (5) days in length will be provided for up to two (2) IT Staff Members. • Sessions and content are intended for IT staff only. • StoneShare will use our own format for this deliverable. • The City may schedule this class according to the available class schedule. • The attendees are assumed to have knowledge of Windows, IIS, SQL Server, AD and Hyper-V administration, including PowerShell.			
SharePoint Power User Course	StoneShare will conduct an on-site SharePoint Power User Course suitable for site owners to include site, library and content type configuration. StoneShare will provide custom MS PowerPoint training materials used for the training and conduct a Survey at the end of the session to gather feedback from the participants. Training provides attendees with the opportunity to learn how to: • Manage Sites and Site Collections • Add users and groups and manage site, list, folder and item security • Add and configure web parts	I	R+A	Session

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	• Configure site options including theme, title, description and icon • Configure site navigation • View site activity reports • Customize lists and libraries • Configure Check out/in, Content Approval and Versioning • Create and modify pages and web part pages Assumptions/Constraints: • This deliverable does not require formal acceptance or sign-off. • StoneShare will create a dedicated Training site collection in the City's production environment to support development of training materials. • StoneShare will provide a total of one (1) session of an on-site SharePoint Power User course of up to two (2) days in length. The City may designate up to twenty (20) selected Departmental Staff to attend the session. • The City will provide training facilities, including a presenter laptop and screen, seating, laptops or desktops for all participants, and user ID's for all attendees with access to the training site. • The proposal does not include additional sessions for additional users or users who cannot make the scheduled date. • The City will ensure that attendees have SharePoint 2016 access, a compatible version of Microsoft Office installed on their computers, and permissions to the SharePoint sites prior to the training session. • The City may record these sessions at its own cost. • StoneShare will use our own format for this deliverable, to be provided in English. • The City shall ensure, in advance, that all required equipment is set up and fully operational in preparation of the session. • The City will provide anticipated 'black out' periods at least two (2) weeks in advance, or as soon as possible, of any event requiring advanced scheduling.			

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
SharePoint End User Training Course	StoneShare will conduct one (1) in person SharePoint End User Classroom Training session to review the operation of the Solution from an End User perspective. The training will be conducted in English, in classrooms provided by the City. StoneShare will provide custom MS PowerPoint training materials used for the training and conduct a Survey at the end of the session to gather feedback from the participants. Assumptions/Constraints: - This deliverable does not require formal acceptance or sign-off. - StoneShare will prepare and present up to a total of one (1) session of an on-site SharePoint End User course of up to one-half (1/2) day in length for up to 20 selected Departmental Staff. - The City will provide training facilities, including a presenter laptop and screen, seating, laptops or desktops for all participants, and user ID's for all attendees with access to the training site. - The proposal does not include additional sessions for additional users or users who cannot make the scheduled date. - Training will take place at the City in their SharePoint 2016 environment. - The City will ensure that End Users have SharePoint 2016 access, a compatible version of Microsoft Office installed on their computers, and permissions to the SharePoint sites prior to the training session. - The City may record these sessions at its own cost. - StoneShare will use our own format for this deliverable, to be provided in English. - The City shall ensure, in advance, that all required equipment is set up and fully operational in preparation of the session. - The City will provide anticipated 'black out' periods at least two (2) weeks in advance, or as soon as possible, of any event requiring advanced scheduling.	I	R+A	MS PowerPoint & Session
Online Accessible Generic End User Training	In addition to the "Training Manual" deliverable, which contains training materials for the End User Training course, Microsoft provides a rich set of SharePoint 2016 training videos and other training content through the Microsoft Office support portal. These videos provide high quality, on-line accessible generic end user training for common SharePoint topics and are included with the City's existing SharePoint or Microsoft Office licensing.	I	R+A	Links to Office Support Site

Project Activity Table

Task/Deliverable	Task/Deliverable Description	The City	StoneShare	Deliverable Format
	Assumptions/Constraints - StoneShare will provide a link to relevant training videos in the User Guide. - The City is responsible for incorporating references to the videos in their other end user help channels.			
TRANSITION TO SUPPORT				
Ongoing Support	StoneShare will provide the City with a fixed price per month support plan that includes up to eight (8) hours per month for Critical support issues. At the end of the project, the City will be introduced to the Support Team and the process for creating, managing and reporting on support tickets and usage. Assumptions/Constraints: - Solution Support will be provided by StoneShare's Support Team. - The City will coordinate requests for Solution Support through designated and named points of contact. - The response time for Critical Support tickets will be four (4) business hours. - Business hours are 8:30 am to 5:00 pm ET, Monday-Friday excluding holidays. - Support activities performed outside of normal business hours are charged at a rate of 1.5 support hours per hour. - The City must designate a primary and a backup point of contact who is allowed to request support on behalf of the City. - The City may request support by phone or by email. - This activity does not require acceptance.	C+I	R+A	N/A
Ongoing Support Requirements Time and Material Rate Per Hour	Stone Share will provide critical support, day-to-day ongoing operational support and special project support billed at the Time & Materials rate provided in Appendix B – Rate Form. Assumptions/Constraints: - Solution Support will be provided by StoneShare's Support Team. - Support activities performed outside of normal business hours are charged at a rate of 1.5 support hours per hour.	C+I	R+A	N/A

The following Activity Table replaces the same section from the Statement of Work.

PROJECT ACTIVITY TABLE				
TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
PROGRAM MANAGEMENT STREAM				
Project Repository Deployment	StoneShare will provide access to an instance of SharePoint Online, to be accessed via a supported SharePoint browser or device, called the Project Repository. The Project Repository will be used to centralize and maintain all Project information (Project Contacts, Calendars, Documents, Lists, Templates, Forms, and Checklists); automate Project processes; and provide a formal mechanism for Project team members to provide feedback. Assumptions/Constraints: - The Project Repository can be hosted by StoneShare; - Individual user access to the Project Repository shall be determined jointly between the City and StoneShare.	I	R+A	SharePoint Site
Detailed Project Schedule	Working from the proposed Project Schedule, StoneShare and the City will develop a detailed Project Schedule that will detail Project Phases, Acceptance Criteria, Tasks, Responsibilities, Dependencies, Resourcing, and Timelines. Assumptions/Constraints: - The City will be responsible for scheduling Internal Resources to contribute in accordance with the Project Schedule; - StoneShare will conduct a weekly status meeting of up to one (1) hour to report on progress and answer questions; - The Project Schedule will be managed and maintained by StoneShare throughout the Project; - Once complete, the Project Plan and Schedule will only be updated in the event of a Change Request.	C	R+A	MS Project or MS Excel (Project Schedule)

PROJECT ACTIVITY TABLE				
TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
Project Management Plan	StoneShare will provide the City with a Project Management Plan describing the Project Methodology, project management practices and how the project will be executed and maintained. The document may include some, or all, of the following, and will be customized after Contract award: • Approach • Objectives • Project Schedule • Resource Roles and Responsibilities • Resource Contingency • Communications • Quality Management • Testing and Transition • Training and Coaching • Acceptance Criteria • Support Assumptions/Constraints: • StoneShare will use our own format for this deliverable, to be provided in English; • This deliverable does not require formal acceptance or sign-off.	I	R+A	MS Word
Kick-Off Meeting	StoneShare will lead an on-site Project Kick-Off, with a Presentation, for the purposes of meeting the City's Project Team, introducing the engagement and confirming the Scope, Schedule, and Approach to the Project. Assumptions/Constraints: • StoneShare will prepare and attend one (1) meeting of up to two (2) hours;	I	R+A	MS PowerPoint and Scheduled Session

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The City will present the Project Background, applicable User Research, Reference Material, and Examples that form the inspiration for the Project; - The City will ensure that the Executive Sponsor, Business User Stakeholders and IT Stakeholders are present at the meeting; - The meeting will be scheduled at a mutually acceptable time at least ten (10) days in advance; - This Task does not require formal sign-off.			
Project Status Meetings	StoneShare will prepare for and conduct on-site, weekly Project Status Meetings to report on the overall status of the project, discuss current and upcoming deliverables, highlight risks or issues, identify and review action items, and answer questions. Following each Project Status Meeting, StoneShare will produce and deliver weekly Project Status Reports and post the same to the Project Repository for review. Assumptions/Constraints: - StoneShare will conduct weekly Project Status Meetings of up to one (1) hour in length; - The City will ensure that project Stakeholders are available and present at each meeting; - StoneShare will complete the necessary preparation work, including the production of supporting materials; - StoneShare will record all meeting minutes and will use our own format for this activity; - StoneShare will post meeting minutes to the Project Repository Site to facilitate the collaborative access of information; - This activity does not require acceptance.	I	R+A	MS Word
Migration Plan	StoneShare will produce a Migration Plan, to include the migration approach, scope, activities, and estimated timelines. The Migration Plan will also describe roles and responsibilities, migration steps and migration automation tools for the City to prepare for, migrate and test each data migration. Assumptions/Constraints:	C	R+A	MS Word

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The Migration Plan will be limited to those elements required for a file share to SharePoint content migration; - The City will provide an inventory of all documents to be migrated, including security; - The City has identified a Content Owners for each element of the inventory who is empowered to make decisions on behalf of the organizational unit and cleanup of that content; - StoneShare will develop the roll-out schedule in coordination with the City's project team; - Migration includes documents, and specifically does not include the following: - Autocad and other Drawing files: ex. Dwg - Adobe Illustrator - Database files: .db, .mdb, etc. - Executable files: exe, dll - Web sites or web applications: html, asp, aspx - Large videos: sewer videos, etc. - Large image libraries - StoneShare will use its format for this deliverable; - The City will have 3 days to review and approve this deliverable; - This deliverable requires formal acceptance or sign-off.			
INFORMATION TECHNOLOGY STREAM				
Requirements Review	StoneShare will present industry best-practice intranet requirements for an organization of the City's size that leverage SharePoint Online features. StoneShare will also assist the City in choosing a Focus group to review the Document Management functionality. Assumptions/Constraints: StoneShare will prepare and attend one (1) meeting of up to two (2) hours;	I	R+A	MS PowerPoint

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The Focus Group will use out-of-the-box features of SharePoint Online; - Custom development and 3rd party products are out of scope; - The City will provide StoneShare with design assets including Logos, Images, News Articles, and Colors at least ten (10) days prior to the meeting; - The City will ensure that Stakeholders are present at this meeting; - The Document Management Focus Group will consist of one (1) team of up to ten (10) users who will test the Document Management features of the solution such as co-authoring, versioning and sharing; - This Deliverable requires formal acceptance.			
Solution Architecture Document	StoneShare will produce a Solution Architecture document that describes the logical and physical architectures by which the Solution will be implemented to meet the City's stated requirements. This document will also provide guidance on industry best-practices, including backup, availability and disaster recovery. Assumptions/Constraints: - The City will ensure that IT stakeholders will be available during this period; - The City will meet SharePoint Online pre-requisites according to the specification in the Architecture document, in the time allotted in the Project Plan; - StoneShare will conduct one (1) review meeting of up to two (2) hours to review the Solution Architecture; - The document will detail all of the logical and physical elements that comprise the Solution, including top-level navigation, hub site architecture, site collection architecture; - The City will have 3 business days to review and approve this deliverable; - StoneShare will use its own format for this deliverable, to be provided in English; - This deliverable requires formal acceptance.	C	R+A	MS Word

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
TownSquare Configuration	Using its proprietary accelerator (TownSquare), StoneShare will create the initial Intranet configuration in the City's SharePoint Online tenant as a starting point for iterative development. The initial configuration will include: Main Site, Homepage, Top and Left Navigation, as well as: • City Branding, including Logos and Color Palettes; • A user friendly, fully searchable Document Library, including titles and keywords; • Internal staff News; • An area for links to internal resources; • A home page; • An site design for a department site; • An area for links to other informational sites, as determined by the City; • External sharing functionality. Assumptions/Constraints: • The SharePoint Online Tenant(s) access has been provided by the City; • The City will provide StoneShare with Global Administrator access for their SharePoint Online Tenant; • The City has properly licensed Focus Group Users; • The Site Design will create a maximum of 3 pages, 3 libraries and 3 custom lists; • Where appropriate, the Site Design will include content types; • The configuration of departmental sites is expected to include manual steps by the City as part of provisioning; • No custom Page Layouts will be created; • Pages will be created by adding Out-of-the-Box Web Parts and pre-configured Page Layouts; • The City will implement SharePoint Online pre-requisites as listed in the Solution Architecture document, including Azure Active Directory configuration;	I	R+A	-

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- StoneShare will provide up to 10 hours of assistance to support the City in implementing SharePoint Online Pre-Requisites; - StoneShare will not modify the HTML produced by SharePoint to alter its level of WCAG 2.0 compliance; - StoneShare will ensure that any new HTML created by StoneShare is WCAG 2.0 Level AA Compliant; - The City will ensure that IT Stakeholders will be available during this period; - StoneShare will migrate up to (50) documents in support of the Focus Group; - StoneShare will use only SharePoint Online Out-of-the-Box features; - Content is the responsibility of the City; - This Task does not require formal acceptance.			
SharePoint Online Governance Site	StoneShare, in collaboration with the City's project team will define and document, in a Governance Site, the roles and responsibilities required to manage and maintain SharePoint Online on an on-going basis. The Governance Site will hold information such as governance information, training and manuals as well as policies such as naming conventions. Assumptions/Constraints: - Creation of any policies, directives is considered out-of-scope for StoneShare; - Planning or prioritizing the release of applications or functionality is considered out-of-scope for StoneShare; - This deliverable requires formal acceptance.	I	R+A	SharePoint Site
SharePoint Online Administrator Course	StoneShare will provide a SharePoint Online Administrator course to review the operation and administration of SharePoint. The training will be conducted in English at training facilities in Ottawa, ON. Training provides students with the opportunity to learn: - Introduction to SharePoint Online - Work with Site Collections	I	R+A	Scheduled Session

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	• Manage User Profiles • Manage Business Connectivity Services • Manage the Term Store • Configure Search • Configure Apps • Enterprise Content Management in SharePoint • Manage SharePoint Online Options Assumptions/Constraints: • One (1) SharePoint Farm Administrator course of up to five (5) days in length will be provided for up to two (2) IT Staff Members; • Sessions and content are intended for IT staff only; • The City may schedule this class according to the available class schedule; • The attendees are assumed to have knowledge of Windows, IIS, SQL Server, AD and PowerShell; • This deliverable does not require formal acceptance or sign-off; • StoneShare will use our own format for this deliverable.			
System Administrator Training and System Administrator Guide	StoneShare will conduct System Administrator Training session to review the operation of the Solution. StoneShare will also provide a System Administrator manual that provides the System Administrator with instructions on how to perform ongoing Solution maintenance. Assumptions/Constraints: • StoneShare will use its own format for this deliverable, to be provided in English; • This deliverable requires formal acceptance.	I	R+A	Classroom Training and MS Word

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
As-Built Guide	StoneShare will document the configuration of the system in an As-Built Guide that documents, in detail, the installation and configuration of SharePoint Online. System Administrators can use the guide in future to reference the configuration settings used or as a step-by-step guide to configure a new SharePoint environment. Assumptions/Constraints: - StoneShare will use our own format for this deliverable, to be provided in English; - This activity does not require acceptance.	I	R+A	MS Word
DOCUMENT MANAGEMENT PILOT GROUP – READINESS PHASE				
OCM Communications	StoneShare will manage the distribution of Organizational Change Management (OCM)-related communications for a Pilot group. Assumptions/Constraints: - Pilot group to be chosen by StoneShare and not to exceed 10 users; - Communications will include email, website and in-person methods; - The City will approve all communications prior to distribution; - Communications will be limited to Sponsors and Pilot team members; - This task does not require formal acceptance or sign-off.	C	R+A	-
Content Clean-up Workshop	StoneShare will conduct an on-site content clean-up workshop for the Pilot Group to provide the necessary knowledge transfer to enable Content Experts to lead staff through a structured content Clean-up prior to onboarding. Assumptions/Constraints: StoneShare will conduct one (1) content clean up workshops of up to three (3) hours;	C	R+A	Scheduled Session

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- Prior to the Workshop, StoneShare will create an 'Archive' file share to separate 'Active' and 'Inactive' content; - The City will ensure that City Records staff and stakeholders will be available during the scheduled training; - The City will provide facilities for the workshop, including laptops for all participants; - The City may record the session at its own cost; - This task does not require formal acceptance.			
Content Clean-up	With guidance from StoneShare, the City's Pilot Group will complete content clean-up prior to onboarding. Assumptions/Constraints: - The City will use StoneShare's prescribed content clean-up approach detailed in the Content Clean-up Workshop; - This task does not require formal acceptance or sign-off.	R+A	C	-
DOCUMENT MANAGEMENT PILOT GROUP – ONBOARDING PHASE				
Draft Information Architecture	StoneShare will review an inventory of the content to be migrated and draft an Information Architecture for the Pilot group. At this stage, the Information Architecture includes the proposed sites, navigation libraries, security, cases and key metadata columns, in addition to lists of reference terms. StoneShare will review the Draft Information Architecture with the City to develop an initial classification and confirm the structure, which will result in a "records ready" solution. StoneShare will then conduct a review of the draft Information Architecture with the Document Management Focus Group to confirm the vocabulary, structure and security. Assumptions/Constraints: - The City has provided an inventory of content and security assignments in a specified format; - The City will provide site assets as requested to enable the creation of fully populated live sites;	C	R+A	Adobe PDF

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The City will confirm and, where necessary, provide lists of reference metadata for tagging documents; - The City will provide the File Plan Classification for each of the libraries in the proposed Information Architecture; - This task does not require formal sign off.			
SharePoint Essentials Course	StoneShare will provide the City with online computer-based training (CBT) to walk the City's Pilot users through SharePoint Essentials prior to onboarding. Assumptions/Constraints: StoneShare will only be providing courses the City Pilot users;	R	A	CBT Training
Staging File Share	StoneShare will create a Staging File Share that reflects the structure and security of the Draft Information Architecture and supports migration staging activities with designated areas for files. Assumptions/Constraints: - The City will provide StoneShare with sufficient remote access and privileges to complete this activity; - The City will review the security of the Staging File Share.	C	R+A	Network File Share
Content Reorganization and Classification	StoneShare will facilitate the City's Document Management Focus Group users in staging the content to be migrated. Staging involves selecting the content to migrate and re-organizing content according to the Baseline Information Architecture. StoneShare will introduce the process, tools and timeline, and guide the City in the process of preparing and staging their departmental content. Assumptions/Constraints: - The City has assigned Content Owners prior to StoneShare arriving on-site; - The City will provide a laptop for each attendee during the workshops; - During the staging and migration process, end-users will access content from the staging location;	I	R+A	Working Session(s)

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The City will be responsible for helping end-users find staged content during prior to migration; - The City is responsible for specifying document metadata; - The City will be responsible for addressing any content that will not be migrated; - This task does not require formal sign off.			
Initial Content Migration	StoneShare will create the destination SharePoint sites and libraries using assets provided by the City. StoneShare will perform migration according to the migration plan and when tests are error-free, execute the planned content migration to SharePoint Online. Assumptions/Constraints: - The Information Architecture will not change during migration until after go-live; - StoneShare will migrate up to 15,000 documents in total; - StoneShare will provide the migration tools; - Migration does not include training the City on the use of any migration tools; - The City will provide two (2) temporary workstation and one (1) license of Sharegate for migrating content.	I	R+A	-
Content Migration Validation	StoneShare will apply the final configurations in the City's Production environment. StoneShare will demonstrate the use of the departmental SharePoint Sites for finding, accessing and collaborating on content. StoneShare will facilitate the Pilot Group users in validating that the staged content was migrated as intended and that they are able to find, access and upload their content in the new sites, and that end-users will be successful in using the new sites. Assumptions/Constraints: - The City will ensure that users will be available during this period; - Migration Validation is limited to five (5) individual users; - Migration Validation will take approximately three (3) hours to complete;	R+A	C	MS Excel

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	• Migration Validation will not exceed one (1) business day to complete; • The City will provide StoneShare with Administrator permissions on their SharePoint Online tenant for this activity.			
SharePoint Power User Course	StoneShare will conduct an on-site SharePoint Power User Course suitable for site owners to include site, library and content type configuration. StoneShare will provide custom MS PowerPoint training materials used for the training and conduct a Survey at the end of the session to gather feedback from the participants. Training provides attendees with the opportunity to learn how to: • Manage Sites and Site Collections • Add users and groups and manage site, list, folder and item security • Add and configure web parts • Configure site options including theme, title, description and icon • Configure site navigation • View site activity reports • Customize lists and libraries • Configure Check out/in, Content Approval and Versioning • Create and modify pages and web part pages Assumptions/Constraints: • StoneShare will create a dedicated Training site collection in the City's production environment to support development of training materials; • StoneShare will provide a total of one (1) session of an on-site SharePoint Power User course of up to two (2) days in length. The City may designate up to twenty (20) selected Departmental Staff to attend the session;	I	R+A	Scheduled Session

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The City will provide training facilities, including a presenter laptop and screen, seating, laptops or desktops for all participants, and user ID's for all attendees with access to the training site; - The proposal does not include additional sessions for additional users or users who cannot make the scheduled date; - The City will ensure that attendees have SharePoint Online access, a compatible version of Microsoft Office installed on their computers, and permissions to the SharePoint sites prior to the training session; - The City may record these sessions at its own cost; - StoneShare will use our own format for this deliverable, to be provided in English; - The City shall ensure, in advance, that all required equipment is set up and fully operational in preparation of the session; - The City will provide anticipated 'black out' periods at least two (2) weeks in advance, or as soon as possible, of any event requiring advanced scheduling; - This deliverable does not require formal acceptance or sign-off.			
End User Classroom Training and Guide	StoneShare will deliver on-site End User Training sessions for Document Management Focus Group users, in classrooms provided by the City, to a level that promotes end-user adoption. Assumptions/Constraints: - StoneShare will prepare and present one (1) End User Classroom Training sessions of up to three (3) hours in length; - StoneShare will provide an End User Training manual; - Maximum of fifteen (15) attendees in the session; - Sessions will focus on standard operating procedures for end users; - The City will provide training facilities, including computers for attendees; - Prior to training, the City will ensure that all end-users have SharePoint Online accounts;	I	R+A	Classroom Training

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The City may record these sessions at its own cost; - This task does not require formal acceptance.			
Delta Migration	StoneShare will perform one (1) final migration to migrate any documents that were added or modified in the Staging area since the initial migration. Assumptions/Constraints: - The staging site structure and Information Architecture will not change during migration until after go-live; - The City is responsible for removing access to the staging file share prior to the delta migration and for providing access to the live SharePoint site(s) after the delta migration is complete; - This task does not require formal acceptance.	I	R+A	-
Online Accessible Generic End User Training	In addition to the Training Guide, which contains training materials for the End User Training course, Microsoft provides a rich set of SharePoint Online training videos and other training content through the Microsoft Office support portal. These videos provide high quality, on-line accessible generic end user training for common SharePoint topics and are included with the City's existing SharePoint or Microsoft Office licensing. Assumptions/Constraints: - StoneShare will provide a link to relevant training videos in the User Guide; - The City is responsible for incorporating references to the videos in their other end user help channels.			
DOCUMENT MANAGEMENT PILOT GROUP – STABILIZATION PHASE				
Post Go-Live Coaching	StoneShare will provide on-site, on demand over the should coaching to the Pilot Group. Assumptions/Constraints:	C	R+A	-

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- Coaching Sessions will commence upon the completion of End User Training and will continue for up to two (2) business days; - This task does not require formal acceptance or sign-off.			
Ongoing Support	StoneShare will provide the City with a fixed price per month support plan that includes up to eight (8) hours per month for Critical support issues. At the end of the project, the City will be introduced to the Support Team and the process for creating, managing and reporting on support tickets and usage. Assumptions/Constraints: - Solution Support will be provided by StoneShare's Support Team; - The City will coordinate requests for Solution Support through designated and named points of contact; - The response time for Critical Support tickets will be four (4) business hours; - Business hours are 8:30 am to 5:00 pm ET, Monday-Friday excluding holidays; - Support activities performed outside of normal business hours are charged at a rate of 1.5 support hours per hour; - The City must designate a primary and a backup point of contact who is allowed to request support on behalf of the City; - The City may request support by phone or by email; - This activity does not require acceptance.	C	R+A	-
RECORDS MANAGEMENT ENVIRONMENT DESIGN REVIEW AND IMPLEMENTATION				
Records Management Design Review	StoneShare will conduct a design review session with the City, where StoneShare will present its understanding for how the City's record management requirements can be met with the out-of-the-box records management features of SharePoint Online and provide the City with the opportunity to clarify requirements in the context of	I	R+A	MS PowerPoint and MS PowerPoint

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	SharePoint OOTB features. StoneShare will then propose a design for the Records Management Centre and review the design with the City, documenting the approved design in the System Design document. Assumptions/Constraints: • Microsoft will have released hierarchical file plan, and content type mapping for retention labels by this time; • StoneShare assumes that the Requirements, as stated in the RFP, are complete; • StoneShare assumes that all Requirements are to be met to the degree possible with SharePoint Online out-of-the-box (configuration-only) features, without any additional 3rd party products or customization (custom development); • The City understands that SharePoint Online out-of-the-box features may not meet their records management requirements in exactly the way described in the RFP; • The City understand that some records management features of SharePoint Online may be partially released or may not be released at the time of the project and only released features will be included in the records management configuration. Specifically, there is no out-of-the-box management of physical records, automated workflows, assignment of approval authorities, or specific ability to affect security of documents based on records classification; • StoneShare assumes by-law 2018-01 resolves to use the TOMRMS classification scheme as-is; • StoneShare assumes the City will accept slight modifications to the standard for the purpose of being able to be implemented using SharePoint out of the box features; • The City do not desire a full review or update of the TOMRMS classification scheme or retention schedule either to modernize the scheme or to make it efficient for implementation in SharePoint; • The solution includes only SharePoint Online supported file types; • The City must provide a list of “all other standards and legislation to which the City must adhere” prior to the requirements review session;			

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The proposed design will meet the stated requirements of 2.3.8.1 to the degree possible using out of the box features of SharePoint Online with browser-only configuration; - StoneShare will prepare for and attend one (1) meeting of up to two (2) hours; - Some design decisions may require modification or re-creation of elements of the SharePoint information architecture, including site templates, sites, libraries, content types, columns. This proposal includes up to 20 hours of effort to perform these modifications; - The City will be prepared to answer questions about their Requirements; - The City will ensure that Records requirements stakeholders and subject matter experts are present at this meeting; - The proposal does not include the migration or population of any data; - This activity requires staff review and acceptance.			
Configuration of Records Management Environment	Using out-of-the-box SharePoint Online functionality and following Microsoft best practices and the approved System Design, StoneShare will implement and configure SharePoint Records Management. This configuration will be compliant with The Ontario Municipal Records Management System (TOMRMS) standard and the City's Classification and Retention By-Law, and all other standards and legislation to which the City must adhere, to the extent possible using the out-of-the-box functionality. StoneShare will implement the City's Retention Schedule in SharePoint according to the approved System Design. Assumptions/Constraints: - The records management functionality will only utilize out-of-the-box SharePoint Online functionality. The Solution will be compliant with relevant standards to the extent possible with SharePoint out-of-the-box functionality; - As per Addendum #2, Question 8, page 2, the City is comfortable that the functionality provided by SharePoint Online out-of-the-box will be sufficient to meet their needs;	C+I	R+A	-

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- StoneShare will use its own scripting tools for automated provisioning of records management elements; - The City must provide a full and fixed file plan and retention schedule for the duration of the project. Any changes to the classification scheme or retention schedule after the project kick-off must be implemented in the production environment after final acceptance of the project, either by the City or as part of the On-going Support activities.			
Acceptance Testing	StoneShare will facilitate the City in performing Acceptance Testing of the records management solution. StoneShare will provide a set of test cases covering the records requirements and will create test sites, libraries, classifications and test records for the test. StoneShare will perform an initial quality assurance test in the environment and then facilitate up to two (2) members of the City's project team in executing the acceptance tests. StoneShare will record the results and address any defects prior to the system being declared in Production. Assumptions/Constraints: - StoneShare will create a test site collection in the production environment that will be used to perform Acceptance Testing according to the agreed test cases; - StoneShare will use our own format for the test cases and test results; - Issues will be managed in an issues list; - No changes may be made to the specification until the solution has passed Acceptance Testing; - This deliverable requires formal acceptance.	R	A	MS Excel
System Design Document	Working with the outcome of the records management requirements review session, StoneShare will provide a System Design Document that describes the agreed way that the out-of-the-box features of SharePoint Online will be used to meet the City's stated Records Management requirements. Assumptions/Constraints:	I	R+A	MS Word

PROJECT ACTIVITY TABLE

TASK/DELIVERABLE	TASK/DELIVERABLE DESCRIPTION	CUSTOMER	STONESHARE	FORMAT
	- The City will ensure that Records Management stakeholders will be available for up to two (2) information gathering sessions, a four (4) hour records management workshop to review the design and for ad hoc questions; - StoneShare will use our own format for this deliverable, to be provided in English; - This Deliverable requires City staff review and formal acceptance; - The design will be restricted to the out-of-the-box features of SharePoint Online; - The City is expected to adopt IT and records management policies that are compatible with the available out-of-the-box features of SharePoint.			
TRANSITION TO SUPPORT				
Ongoing Support Requirements Time and Material Rate Per Hour	Stone Share will provide critical support, day-to-day ongoing operational support and special project support billed at the Time & Materials rate provided in Appendix B – Rate Form. Assumptions/Constraints: - Solution Support will be provided by StoneShare’s Support Team; - Support activities performed outside of normal business hours are charged at a rate of 1.5 support hours per hour.	C+I	R+A	N/A

4. DELIVERABLE MAPPING

The following table maps the deliverables from the previous Statement of Work to the deliverables in this Change Request.

DELIVERABLE MAPPING	
ORIGINAL SOW DELIVERABLE	CHANGE REQUEST DELIVERABLE
PROGRAM MANAGEMENT STREAM	
Project Repository Deployment	Project Repository Deployment
Detailed Project Schedule	Detailed Project Schedule
Project Management Plan	Project Management Plan
Kick-Off Meeting	Kick-Off Meeting
Project Status Meetings	Project Status Meetings
INFORMATION TECHNOLOGY STREAM	
-	Requirements Review
<u>Solution Architecture Document:</u> Physical Architecture Review Design and Implementation Assistance Logical Architecture Review, Design and Implementation Security Concepts Specification and Implementation	<u>Solution Architecture Document:</u> Physical Architecture Design and Implementation Assistance Logical Architecture Design and Implementation Security Concepts Specification and Implementation
SharePoint Installation and Updates	No longer in scope
SharePoint Business Applications Creation and Configuration Implementing Support for Accessibility in SharePoint Site Collections Structure Design Review and Implementation Collaboration Sites and My Sites Environments Design Review and Implementation Functional Sites Design Review and Implementation Enterprise and Departmental Search Result Sources Scopes Design Review and Implementation	<u>TownSquare Configuration:</u> SharePoint Online Platform Configuration Implementing Support for Accessibility in SharePoint Site Collection hub and Site Collection Structure Design and Implementation Collaboration Sites and OneDrive Environments Design Review and Implementation Functional Sites Implementation Enterprise and Departmental Search Result Sources Design Review and Implementation
-	SharePoint Online Governance Site
SharePoint Farm Administrator Course	SharePoint Online Administrator Course

DELIVERABLE MAPPING	
System Administrator Guide	System Administrator Training and Guide
As-Built Guide	As-Built Guide
DOCUMENT MANAGEMENT PILOT GROUP – READINESS PHASE	
-	OCM Communications
-	Content Clean-up Workshop
-	Content Clean-up
DOCUMENT MANAGEMENT PILOT GROUP – ONBOARDING PHASE	
-	Draft Information Architecture
-	SharePoint Essentials Course (CBT)
-	Staging File Share
-	Content Reorganization and Classification
-	Initial Content Migration
-	Content Migration Validation
SharePoint Power User Course	SharePoint Power User Course
SharePoint End User Training Course Training Manual	End User Classroom Training and Guide
-	Delta Migration
Online Accessible Generic End User Training	Online Accessible Generic End User Training
DOCUMENT MANAGEMENT PILOT GROUP – STABILIZATION PHASE	
-	Post Go-Live Coaching
Ongoing Support	Ongoing Support
RECORDS MANAGEMENT ENVIRONMENT DESIGN REVIEW AND IMPLEMENTATION	
Records Management Design Review	Records Management Design Review
Configuration of Records Management Environment	Configuration of Records Management Environment
Acceptance Testing	Acceptance Testing
System Design Document	System Design Document
TRANSITION TO SUPPORT	
Ongoing Support Requirements Time and Material Rate Per Hour	Ongoing Support Requirements Time and Material Rate Per Hour

5. PROJECT TIMELINE

Below is a high-level project plan, outlining the project phases and estimated timeline. The activities outlined in this Change Request will take approximately 15 weeks to complete.

SHAREPOINT DOCUMENT AND RECORDS MANAGEMENT INTRANET		
	Start	Finish
PROGRAM MANAGEMENT STREAM		
- Project Repository Deployment - Detailed Project Schedule - Project Management Plan - Kick-off Meeting - Migration Plan	Week 1	Week 2
INFORMATION TECHNOLOGY STREAM		
- Requirements Review - Solution Architecture Document - Townsquare Configuration - SharePoint Online Governance Site - SharePoint Online Administrator Course - System Administrator Training and Guide - As-Built Guide	Week 3	Week 6
DOCUMENT MANAGEMENT PILOT GROUP – READINESS PHASE		
- OCM Communications - Content Cleanup Workshop - Content Clean-up	Week 7	Week 8
DOCUMENT MANAGEMENT PILOT GROUP – ONBOARDING PHASE		
- Draft Information Architecture - SharePoint Essentials Course (CBT) - Staging File Share - Content Reorganization and Classification - Initial Content Migration - Content Migration Validation - SharePoint Power User Course - End User Classroom Training and Guide	Week 9	Week 11

SHAREPOINT DOCUMENT AND RECORDS MANAGEMENT INTRANET		
- Delta Migration - Online Accessible Generic End User Training		
DOCUMENT MANAGEMENT PILOT GROUP – STABILIZATION PHASE		
- Post Go-Live Coaching - Ongoing Support	Week 12	Week 12
RECORDS MANAGEMENT ENVIRONMENT DESIGN REVIEW AND IMPLEMENTATION		
- Records Management Center Environment Design Review - Configuration of Records Management Environment - Acceptance Testing - System Design Document	Week 12	Week 15
TRANSITION TO SUPPORT		
Ongoing Support Requirements Time and Material Rate per Hour	Ad Hoc	Ad Hoc

6. BILLING SCHEDULE

The above noted work will be completed on a fixed price basis. The fixed price is **\$171,450.00**.

Below is the billing schedule from the previous Statement of Work.

	Service Description ¹	Price
15	Project Kick-Off	\$7,500.00
16	Detailed Project Plan and Schedule	\$3,500.00
1	Physical Architecture Review and Implementation Assistance	\$3,000.00
2	SharePoint Installation and Updates	\$3,000.00
3	SharePoint Business Applications Creation and Configuration	\$4,500.00
4	Logical Architecture Review, Design, and Implementation	\$2,000.00
5	Implementing Support for Accessibility in SharePoint	\$0.00
6	Site Collections Hierarchical Structure Design Review and Implementation	\$4,500.00
7	Collaboration Sites and My Sites Environments Design Review and Implementation	\$4,500.00
8	Functional Sites Design Review and Implementation	\$500.00
9	Records Management Center Environment Design Review and Implementation	\$60,000.00
9.1	Records Management Center Environment Design Review	\$18,000.00
9.2	Configuration of Records Management Center Environment	\$15,000.00
9.3	Acceptance Testing	\$27,000.00
10	Enterprise and Departmental Search Scopes Design Review and Implementation	\$2,500.00
11	Security Concepts Specification and Implementation Requirements	\$2,000.00
12	Project Documentation Requirements Total	\$39,000.00
12.1	As-Built Guide	\$3,000.00
12.2	Project Management Plan	\$2,500.00
12.3	Solution Architecture Document	\$10,000.00
12.4	System Administrator Guide	\$11,000.00
12.5	System Design Document	\$6,500
12.6	Training Manual	\$6,000
13	Training Requirements	\$34,950.00
13.1	4-day Commercial SharePoint Farm Administrator Course	\$5,950.00
13.2	2-day Custom SharePoint Power User Course	\$18,000.00
13.3	0.5 day Custom SharePoint End User Training Course	\$11,000.00
13.4	Online Accessible Generic End User Training	\$0.00
14a	Ongoing Support Requirements Fixed Monthly	\$1,200.00
14b	Ongoing Support Requirements Time and Material Rate Per Hour	\$150.00

The billing schedule below replaces the same section from the previous Statement of Work.

BILLING SCHEDULE			
INVOICE#	PROJECT MILESTONE	ESTIMATED BILLING	FEES (\$)
1	Program Management Stream	Week 2	\$15,000.00
2	Information Technology Stream – Solution Architecture	Week 4	\$35,000.00
3	Information Technology Stream – TownSquare Configuration	Week 6	\$46,000.00
4	Document Management Pilot Group – Readiness Phase	Week 9	\$2,550.00
5	Document Management Pilot Group – Onboarding Phase	Week 11	\$10,400.00
6	Document Management Pilot Group – Stabilization Phase	Week 12	\$2,500.00
7	Records Management Center Environment Design Review and Implementation	Week 15	\$60,000.00
SUB TOTAL			\$171,450.00

Pricing Assumptions:

- Prices are quoted in CAD dollars and are exclusive of taxes.
- Invoices are due 30 days from receipt.

7. ACCEPTANCE

STONESHARE INC.		CITY OF CLARENCE-ROCKLAND	
Signatory		Signatory	
Name		Name	
Title		Title	
Date		Date	

stoneshare

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW NO. 2018-144****BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO AWARD A CONTRACT TO STONESHARE INC. FOR THE IMPLEMENTATION OF A SHAREPOINT DOCUMENT AND RECORDS MANAGEMENT INTRANET.**

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

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to award a contract to StoneShare Inc. for the implementation of a SharePoint Document and Records Management Intranet, for an amount of \$171,450.00 excluding HST;

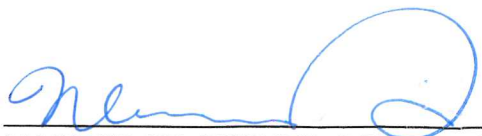
NOW THEREFORE, the Council of the Corporation of the City of Clarence-Rockland enacts as follows:

1. **THAT** Municipal council authorizes the Mayor and the Clerk to award a contract to StoneShare Inc. for the implementation of a SharePoint Document and Records Management Intranet, as per RFP No. F18-ADM-2018-027, for an amount of \$171,450.00 excluding HST;
2. **THAT** the award letter be in the form hereto annexed and marked as Schedule "A" to this by-law;
3. **THAT** this by-law shall come into force on the day of its adoption.

READ, PASSED AND ADOPTED BY COUNCIL THIS 10TH DAY OF OCTOBER 2018.



GUY DESJARDINS, MAYOR



MARYSE ST-PIERRE, DEPUTY CLERK



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

Award Letter

StoneShare Inc.
 200 Montcalm Street
 Gatineau, Québec
 J8Y 3B5

October 25th, 2018

Attention: Mr. Keith Carter – Chief Executive Officer

SUBJECT: Notice of Award: F18-ADM-2018-027 (SharePoint)

We thank you for your Tender submitted on August 31st, 2018 and the subsequent discussions in connection with the above contract. I have been duly authorized by the City of Clarence-Rockland (hereafter referred to as the City), to award to you the contract for the captioned works.

The price for the Works shall be in the amount of \$ 171,450.00 Canadian dollars excluding taxes. The price is deemed to include the cost of all works necessary for the timely and satisfactory completion of the works in their entirety.

The following letters and documents shall constitute integral parts of the contract hereby Awarded;

- Request for Tender Document dated, July 3rd, 2018
- Addendum #1, dated July 9th, 2018
- Addendum #2, dated July 12th, 2018
- Addendum #3, dated July 17th, 2018
- Addendum #4, dated July 17th, 2018
- Addendum #5, dated July 24th, 2018
- Addendum #6, dated July 25th, 2018
- Contractor Tender Response, dated August 31st, 2018

When all of the Works are properly completed or when each stage of the work described is properly completed, the Contractor shall give the City an invoice for the amount due. The works or each stage of works shall be considered as being properly completed only when they are free from obvious defects.

THE CORPORATION OF THE CITY OF
CLARENCE ROCKLAND

Per: 

Guy Desjardins – Mayor

Date: November 8, 2018

Per: 

Monique Ouellet – Clerk

Date: OCT 25/2018

We have authority to bind the Corporation

Please signify your acceptance of the terms and conditions of this award by signing and returning a duplicate copy to us immediately. The original of this Letter of Award is for your retention.

Signed for and on behalf of:

 Signature

KEITH CHAVER Print Name (Director/Authorized Signatory*)

Nov 8 2018. (date) ROCKLAND (place of signing)

RÈGLEMENT DE ZONAGE N° 2019-36

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

Partie du lot 10 concession 9
600 chemin du Golf
rédigé par

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

ZONING BY-LAW NO. 2019-36

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

Part of Lot 10 Concession 9
600 du Golf Road

prepared by

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

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2019-36

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

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

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

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

Article 1: La propriété décrite comme étant une partie du lot 10, concession 9, soit le 600 chemin du Golf, et identifiée à la cédule « A » ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: L'article 7.4.3 (b) du Règlement de zonage n. 2016-10, est par la présente modifiée pour lire comme suit :

« (b) CT-2, 600, chemin du Golf, partie du lot 10, concession 9

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

(i) Utilisations additionnelles permises :

- Habitation isolée
- Production alimentaire

(ii) Superficie de plancher maximale pour production alimentaire :
85 m²

Article 3: Le présent règlement entrera en vigueur à la date de son adoption par le Conseil sous réserve de l'approbation du Tribunal ou suite à la date limite pour le dépôt des avis d'opposition, selon le cas.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 1^{er} JOUR D'AVRIL 2019.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-36

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

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

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

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

Section 1: The property described as part of Lot 10, Concession 9, 600 du Golf Road, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Section 7.4.3 (b) of the Zoning By-law No. 2016-10 is hereby modified to read as follows:

“(b) CT-2, 600 du Golf Road, Part of Lot 10, Concession 9

Notwithstanding the provisions of this By-law to the contrary, the lands zoned CT-2 shall be used in accordance with the following provision(s):

(i) Additional permitted uses:

- detached dwelling
- food production

(ii) Maximum floor area for food production use: 85 m²

Section 3: This by-law shall become effective on the date of passing hereof, subject to the approval of the Tribunal or following the last date for filing objections as the case may be.

DATED AND PASSED IN OPEN COUNCIL, THIS 1ST DAY OF APRIL, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin d'ajouter la production alimentaire à la liste des utilisations permises afin de permettre une micro-brasserie.

Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec Mme Claire Lemay, urbaniste municipale du Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022, poste 2267.

EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 in order to add food production to the list of permitted uses in order to permit a micro-brewery.

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact Mrs. Claire Lemay, Municipal Planner for the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022, ext. 2267.

CÉDULE « A » / SCHEDULE "A"



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

Certification d'authenticité
Certificate of Authentication

Ceci constitue le plan Cédule « A » du
Règlement de zonage n° 2019-36,
adopté le 1^{er} avril 2019.

This is plan Schedule "A" to Zoning
By-Law No. 2019-36, passed the 1st
day of April, 2019.

Guy Desjardins, Maire / Mayor

Plan Cédule «A» du règlement n°
2019-36

Schedule "A" to By-Law No. 2019-36

600 du Golf Road

600 chemin du Golf

Cité de Clarence-Rockland City

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

Pas à l'échelle/Not to scale

Monique Ouellet, Greffière / Clerk



REPORT N° AMÉ-19-39-R

Date	07/03/2019
Submitted by	Claire Lemay
Subject	Zoning By-law Amendment – 600 du Golf Road – Hammond Golf
File N°	D-14-520

1) **NATURE/GOAL :**

The goal of this report is to present a Zoning By-law Amendment in order to add “food production” to the list of permitted uses for the property located on the north-east corner of Joannis Road and du Golf Road. The property owner, 1618566 Ontario Inc. (Hammond Golf) has the intention of opening a small-scale micro-brewery associated with the restaurant in the golf club house if the amendment is approved.

2) **DIRECTIVE/PREVIOUS POLICY :** N/A

3) **DEPARTMENT’S RECOMMENDATION :**

WHEREAS the proposed amendment to the City of Clarence-Rockland Zoning By-law for 600 du Golf Road is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell;

THAT the Committee of the Whole recommends that Council adopts a By-law to amend Zoning By-law 2016-10, in order to add “food production” to the list of permitted uses in the zoning category “Tourist Commercial – Exception 2 (CT-2) Zone” in order to permit a micro-brewery, limited to 85m² floor area, as recommended by the Planning Committee.

ATTENDU QUE l’amendement proposé au Règlement de zonage de la Cité de Clarence-Rockland pour le 600 chemin du Golf est conforme à la Déclaration de principes provinciale et au Plan officiel des Comtés unis the Prescott et Russell;

QUE le Comité plénier recommande au Conseil Municipal d’adopter un règlement pour modifier le Règlement de Zonage 2016-10 afin d’ajouter « production alimentaire » à la liste des usages permis dans la catégorie de zonage « Zone commerciale touristique – Exception 2 (CT-2) » afin de permettre une micro-brasserie, restreint à une superficie de plancher de 85m², tel que recommandé par le Comité d’aménagement.

4) **BACKGROUND :**

Hammond Golf submitted an application for a zoning by-law amendment on February 14th, 2019 in order to permit a micro-brewery on the property of

the golf course at 600 du Golf Road (at the corner of du Golf and Joannis). The property is serviced by private well and septic system.

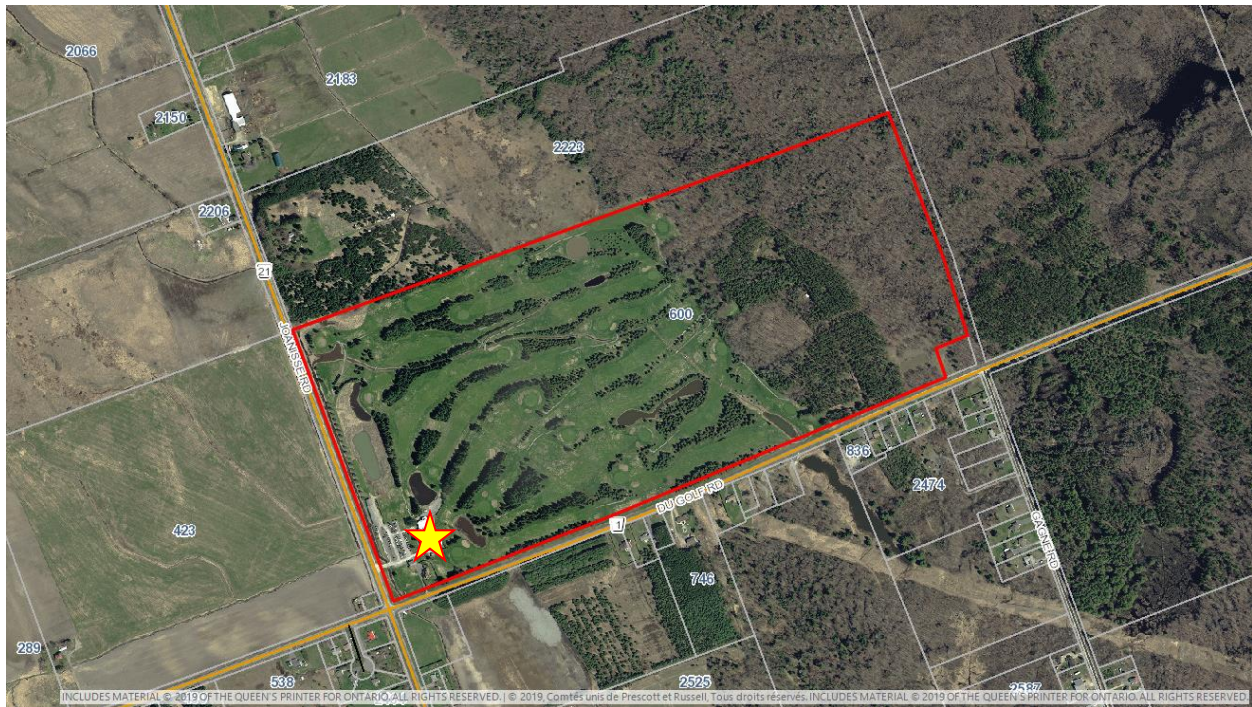


Figure 1: Location of subject property

Details of the proposal:

Number of litres of water permitted to be used by the clubhouse:	40,000 L/day
Number of barrels of beer proposed to be produced:	7 barrels, 4 times per week
Number of litres of beer proposed to be produced:	3284 L/week 170,768 L/year
Maximum number of litres possible within floor area restriction (7 batches/week):	5,747 L/week 298,844 L/year
Floor area to be occupied by the micro-brewery use:	900 square feet 83.6 square metres

The proposed micro-brewery is small-scale and will be located entirely within the existing Clubhouse building. No addition to the existing Clubhouse building is proposed and no modifications to the parking area are required for this additional proposed use.

A copy of the golf course's permit to take water as well as the hydrogeological study and other background information regarding quantities of water used on the site have been provided to support the application.

The golf course already has a Permit to Take Water from the Ontario Ministry of Environment and the additional water use required for the proposed micro-brewery is within the quantity approved for this property. A total of 40,000L of water is permitted to be used per day by the Clubhouse according to the Permit to Take Water. The pump for the Clubhouse well cannot pump more than 28L/minute; therefore, it is not possible for the water consumption of the Clubhouse (including the proposed micro-brewery) to exceed the maximum permitted amount ($28 \times 60 \times 24 = 40,320$). Ongoing monitoring of test wells is required by the Ministry as part of the Permit to Take Water. Should water consumption exceed sustainable levels, the Ministry will take action to ensure the protection of local groundwater resources.

The existing septic system has sufficient capacity to accommodate the proposed micro-brewery use.

5) DISCUSSION : PROVINCIAL POLICY STATEMENT

The subject property is located on rural lands, as defined by the Provincial Policy Statement. Permitted uses on rural lands include "resource-based recreational uses" which includes the golf course and associated restaurant. Section 1.1.5.3 of the Provincial Policy Statement states that: "Recreational, tourism and other economic opportunities should be promoted." Adding a micro-brewery to the existing uses at the golf course club house is consistent with the goal of promoting tourism.

OFFICIAL PLAN OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL

The subject property is located within the "Rural Policy Area" according to Schedule A of the Official Plan of the United Counties of Prescott and Russell. "Tourism commercial uses" and "recreational commercial uses such as marinas, golf courses and campgrounds" are included in the list of permitted Commercial and Industrial Uses within the Rural Policy Area, as per section 2.5.3 of the Official Plan.

CITY OF CLARENCE-ROCKLAND ZONING BY-LAW 2016-10

The subject property is located in the "Tourist Commercial – Exception 2 (CT-2) Zone" according to Schedule A of the Zoning By-law 2016-10. Section 7.4.1 lists the permitted uses for the Tourist Commercial Zone, including: retail store, sports and recreation facility, restaurant, personal service establishment, place of entertainment, farmer's market, golf course, etc. The proposed amendment would modify section 7.4.3 (b) of the Zoning By-law 2016-10 in order to add "food production" to the list of permitted uses. Part 3 of the Zoning By-law defines "food production" as:

"a premises for the specialized production or preparation and packaging of a limited number of food and beverage products for sale to the public primarily for consumption off the premises such as catering establishments, make-your-own wine and beer establishments, test kitchens, bulk meal preparation, bakeries, and butchers"

It is the opinion of the Infrastructure and Planning Department that this defined use "food production" includes micro-breweries and micro-distilleries. The beverages produced on the site could then be sold or served through an associated retail store or restaurant, which are already permitted uses in the "Tourist Commercial – Exception 2 (CT-2) Zone".

In conclusion, the proposed amendment to the Zoning by-law is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell. The proposed use of a micro-brewery on the property is desirable and in the public interest as it will increase tourism opportunities in the region.

6) **CONSULTATION:**

A public notice was sent to all property owners within 120m of the subject property and a notice was posted on the site on February 14th, 2019. A public meeting of the Planning Committee was held on March 6th, 2019, at which time members of the public had the opportunity to provide comments on the proposed amendment.

During the public meeting, the owner of the property at 2223 Joannis Road, located immediately to the north of the Golf Course lands, stated his objections to the proposed Zoning by-law amendment. His objections were primarily in relation to the quantity of water required for the micro-brewery and the potential impacts this proposed use might have on the quantity of water available in the wells of adjacent properties. He indicated that there have been water quantity issues in the past for his and another nearby property, which he believes are related to the golf course. He also voiced concerns regarding the potential future expansion of the proposed micro-brewery into a large-scale industrial use.

Members of the Planning Committee requested further information from the property owner and his partners in the proposed micro-brewery business regarding the proposed scale of the micro-brewery, water consumption, and septic system capacity. The following information was provided:

- The proposed micro-brewery consists of the re-opening of a small-scale micro-brewery previously located on Canotek Road in Ottawa.
- The proposed micro-brewery will produce three batches per week, with each batch consisting of 7 barrels (220 gallons).
- There are no plans to expand the micro-brewery beyond the scale currently proposed.
- The equipment required for the micro-brewery is very expensive and will therefore not be replaced or upgraded in the foreseeable future.

- This equipment is of a size to be able to fit in the existing clubhouse building. Any larger equipment which would be required if production were to be increased would not fit within the existing building.
- In preparing their business plan, the partners in the micro-brewery business set out to ensure that certain environmental criteria were met for their brewery, of which the re-use of water is a key component.
- Water used for the brewing process will be re-used multiple times before being treated and released back into the irrigation ponds for the golf course in order to ensure a minimal impact on the local water table.
- The partners had previously looked at a location in Cumberland for their micro-brewery, where they would have had to truck in water from outside sources for the business. This remains an option at the proposed location at the Hammond Golf Course if the micro-brewery's demand exceeds the amount they are permitted to use.
- The quantities of beer to be produced on site are suitable for on-site consumption in the associated restaurant but will not be exported for sale elsewhere.
- The golf course's permit to take water from the provincial Ministry of Environment requires ongoing testing and monitoring. Over the past 10 years, water levels have varied by less than 1.5m in the shallow aquifer and less than 0.5m in the deep aquifer.
- The capacity of the current septic system is adequate for the water to be discharged from the proposed micro-brewery; an additional filter is required.
- The Golf Course typically has between 25,000 and 30,000 rounds of golf played per year.

A second public meeting of the Committee of the Whole was held on March 19th, 2019. Further comments were made by the same neighbour at this meeting. An additional objection letter was submitted following this meeting. A copy of the letters submitted by the neighbours are included as Attachments 2 and 3 of this report.

7) RECOMMENDATION FROM PLANNING COMMITTEE :

THAT the Planning Committee recommends to Committee of the Whole to recommend Council to amend Zoning By-law 2016-10, in order to add "food production" to the list of permitted uses in the zoning category "Tourist Commercial – Exception 2 (CT-2) Zone" in order to permit a micro-brewery once additional information has been provided.

QUE le Comité d'aménagement recommande au Comité plénier de recommander au Conseil Municipal d'approuver le règlement modifiant le Règlement de Zonage 2016-10 afin d'ajouter « production alimentaire » à la liste des usages permis dans la catégorie de zonage « Zone commerciale touristique – Exception 2 (CT-2) » afin de permettre une micro-brasserie une fois que des renseignements additionnels ont été fournis.

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

There are no direct financial implications associated with the approval of the zoning amendment. In the event the zoning amendment is refused and appealed, an external planner and external legal counsel would be retained.

9) **LEGAL IMPLICATIONS :**

In accordance with Bill 139, if the proposed zoning by-law is adopted, it can only be appealed to the Local Planning Appeals Tribunal on the basis of inconsistency with the Provincial Policy Statement or lack of conformity with the Official Plan. Were the zoning by-law appealed, the preparation of the necessary documentation for the Tribunal and the making of submissions to the Tribunal could be done within staff resources.

If the zoning amendment is refused, reasons must be provided. For an appeal of a refusal of a zoning application to succeed, the appellant must first show that the existing zoning is inconsistent with the Provincial Policy Statement and/or does not conform to the Official Plan. The City Clerk and Chief Administrative Officer would seek to retain an external planner to provide an affidavit in support of the refusal for the initial Tribunal review of the item should an appeal of the refusal be forthcoming. External legal counsel would also be retained to represent the City at the Tribunal.

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Attachment 1: By-law 2019-XX

Attachment 2: Letter from neighbour Mr. Laslo Mazanji

Attachment 3: Letter from neighbour Mr. Lance Rockwell

Claire Lemay

From: Laslo Mazanji <mazl356lb@gmail.com>
Sent: Monday, March 18, 2019 10:26 PM
To: Claire Lemay; Guy Desjardins; Carl Grimard; samuel cardarelli; Don Bouchard; Michel Levert; Christian Simard; Mario Zanth; Andre J Lalonde; Diane Choiniere; Helen Collier; Julian Lenhart; Phillipe Cormier; info@nation.on.ca; richard.raeburngibson@ontario.ca; lprevost@prescott-russell.on.ca
Subject: submission re: 600 du golf zoning amendment proposal

To: Claire Lemay (Infrastructure and Planning Dept, Clarence-Rockland clemay@clarence-rockland.com) and others.
 cc:

-Guy Desjardins, Mayor gdesjardins@clarence-rockland.com
 -Carl Grimard, Councillor cgrimard@clarence-rockland.com
 -Christian Simard, Councillor csimard@clarence-rockland.com
 -Samuel Cardarelli, Councillor scardarelli@clarence-rockland.com
 -Don Bouchard, Councillor dbouchard@clarence-rockland.com
 -Michel Levert, Councillor metmlevert@gmail.com
 -Mario Zanth, Councillor mzanth@clarence-rockland.com
 -Andre Lalonde, Councillor alalonde@clarence-rockland.com
 -Dianne Choiniere, Councillor, diane_choiniere@yahoo.ca
 -Chief Administrative officer Helen Collier hcollier@clarence-rockland.com
 -Director of Infrastructure and planning Julian Lenhart jlenhart@clarence-rockland.com
 -Manager of environment and water Phil Cormier pcormier@clarence-rockland.com
 -South Nation Conservation Authority info@nation.on.ca
 -Eastern district, Ministry of Environment...director Richard Raeburn-Gibson richard.raeburngibson@ontario.ca
 -Planning and Forestry at County of Prescott and Russell, Louis Prevost, Director lprevost@prescott-russell.on.ca

March 18, 2019
 Clarence-Rockland

To whom it may concern:

Reference: file number D-14-520

I sent an objection earlier and attended the first public meeting regarding the proposed zoning amendment at 600 Du Golf road, and this memo contains some further objections I have on the eve of the second public meeting to take place March 19.

At the meeting, the golf course owner and a representative from the proposed brewery was present, and it was indicated that the total amount of beer production was going to be in the range of 7000 gallons, which is about 28,000 liters.

It was verbally discussed, and it seemed that there was general agreement, that the zoning amendment itself would define and limit the amount of beer production.

I looked at the file on March 18, 2019, and the proposed zoning amendment application still doesn't limit the quantity of beer to be produced, although there is some information in the file about the proposed scale of the operation. This is not good enough. Just because it is mentioned as their current plan, it is likely not binding on the golf course, and may change in the future. It is also not acceptable that the proposed zoning amendment is still for "food production." This zoning may allow future expansion into other food production in the future. Myself and some other members of the public present at the previous meeting are concerned about potential future industrial expansion or growth of the operation, and it seemed from the discussion between the City, the councilors, and the Golf Course and brewery representatives, at the first meeting, that there was tentative agreement to allay such fears by defining the exact operation and its scale by the amendment itself. The application was going to be changed, but as of March 18, 2019, such changes have not been made.

The proposed water use and beer production was grossly misrepresented at the meeting. The information in the file states that the plan is to produce about 170,000 liters of beer per year. I object to this amount. This is about 6 times more than the quantity stated at the

meeting, which was about 7000 gallons (about 28000 liters). The water quantity to be actually used is still not defined (much more water is normally used than the actual beer production). I would like this quantity to be defined as well, and limited.

At the first meeting, a number of people from the public showed up, concerned about the golf course's plans. They were assured that the operation would be very small (28,000 liters of beer per year) and only consumed on the premises and that this small scale of the operation would be conveyed in the zoning amendment. Now the information in the file reflects a very different plan than what the golf course indicated at the meeting, with a much larger operation planned and retail sales expected. This is a serious misrepresentation. Members of the public who came to the first meeting may not show up at further meetings, believing that the matter is settled. Meanwhile, out of the public view, the information in the file changed to something very different. The public should be notified and another meeting held if such changes are made.

The 170,000 liters of beer per year is the initial plan, but the file says that the capacity of the microbrewery equipment is almost 300,000 liters of beer per year. Can they just max out in the future with no further notice?

The quantity of sewage to be produced and discharged into the septic system should also be spelled out.

My objection email sent to Claire Lemay and other persons on March 5 was not in the file. Why not? Can you please add both that letter and this one? A single sentence in the file about my concern regarding water usage trivializes my objections. Unless my first email and this one is included in the file, later on people might think that nobody really objected to this application.

And yes, I still object to water usage by the microbrewery. As I interpret the water permit, this usage is not allowed by the permit.

Thank you for your consideration.

Best regards,

Laslo Mazanji

For your reference and convenience, I have included my earlier email, of March 5, as well. See below:

To whom it may concern,

March 5, 2019
Clarence-Rockland

Reference: file number D-14-520

Please forward this to other persons in your organization or other organizations as you deem appropriate.

The following objection is my submission regarding the proposed amendment to the zoning by-law which would add "food production" to the current "tourist commercial special exception 2 (CT-2) zone for the property at 600 Du Golf Road, which is the Hammond Golf Course and a residential house. I, Laslo Mazanji (please keep my name anonymous, if possible), am the owner of the 100 acre property at 2223 Joannis Road, adjacent to the Golf Course, on its North side, and I have some serious concerns about this proposal.

Food production and microbrewery are industrial activities normally restricted to industrially zoned areas for very good logistical and practical reasons. For instance, sufficient water supply and sewage water disposal facilities normally exist. Having it outside an industrial area may cause problems, some of which are mentioned below. What is the purpose of having a planning act and zoning bylaws if we do not stick to them? As a neighbor, any industry proposed next door makes me very upset. There are several concerns in particular: excessive water use and sewage, noise, odor, unsightly industrial things, pollution, environmental contamination, future growth of the microbrewery or expansion to other food production (proposed bylaw seems to allow for this), lower property values, etc. I shall elaborate on some of these:

1.) I believe that the groundwater use by the Golf Course may already be excessive, affecting the groundwater quality and quantity far beyond its property boundaries, and now it may increase if a microbrewery is allowed, since microbreweries use 7-10 times the amount of water than the quantity of beer produced. We bought our property back in the early 1970's, many years before the Golf Course started, and for years, we had no water problems. Back in the 1980's, and at a time when there was no drought, the water quality in our well dropped, air was getting into the system, pumps were burning out, etc. But we could not figure out why at the time. We now think it was likely because of the Golf Course irrigating with ground water and lowering the water table by up to 10 feet, in my estimation, at about 600 feet beyond their property border, where our well was. The problem was eventually solved by drilling a deeper well. Some years ago during a drought, probably in 2012 since there was drought that summer, the neighbor across

the street about 200 feet further North from us, ended up with a dry well. That well was about 800 feet from the Golf Course boundary. I doubt that this incident was properly investigated as relating to the Golf Course's permit to take water, by the Ontario Ministry of the Environment or by a hydrogeologist, as any significant investigation by an expert would likely have included a visit to us, due to our proximity. From my discussion at City Hall, it seems to me that the City is also not aware of this incident.

I would also like to point out that low ground water levels can cause structural damage to buildings.

If the Golf Course is planning to add this new activity, ie the microbrewery, which would mean increased water usage, we must consider whether this should be allowed in the context of the previous well problems near to it. It will probably be necessary to have the groundwater situation investigated further by a hydrogeologist. Also, I doubt that the current "Permit To Take Water" will be allowed to cover this change in use of the water, as the allowed uses of water removed seem to be strictly defined and limited.

2.) There is not a word in the application about sewage disposal. Upon my verbal inquiry at City Hall, I was told that the Golf Course was asked about this by the City but up to March 1, no answer was received. According to the Ontario Ministry of the Environment website, studies and new infrastructure may be needed. I am worried about potential environmental contamination and in particular groundwater contamination from sewage disposal or other contaminants. It appears to be a complicated matter, and I would be very worried if the Golf Course simply wanted to use their existing infrastructure.

3.) The application contains some apparent errors. The surrounding area to the North is described as wooded with open fields, completely ignoring our house 600 feet away. To the South, many houses are also ignored. The Southwest category is completely omitted from the application, but it actually contains several houses, perhaps best described as a small village, very close to the Golf Course. From the application, you would think that the Golf Course is surrounded only by wooded areas and open fields, but this is not so.

4.) In the unfortunate event that the zoning amendment is allowed, it should be possible to word the zoning exception for the property such that neighbors won't have to worry about future unlimited growth of the operation or expansion into other "food production," which would seem to be allowed (as far as the zoning goes, anyways) by the proposed amendment. The wording could omit food production altogether and be something like: "A microbrewery (or preferably nanobrewery) is allowed at 600 Du Golf Rd, maximum size _____, and limited to the existing facilities in the Southwest corner of the lot."

Thank you for your consideration.

Best regards,

Laslo Mazanji

Claire Lemay

From: Maryse St-Pierre
Sent: Friday, March 22, 2019 1:44 PM
To: Claire Lemay
Subject: FW: sorry, I made an edit, please use this version and can you confirm receipt?

Voilà.

Maryse St-Pierre
Greffière adjointe/Deputy Clerk

Cité de/City of Clarence-Rockland
 1560 rue Laurier Street, Rockland, ON, K4K 1P7
 (613) 446-6022 poste/ext. 2400
 Sans frais pour la région (distributel)|Toll free for the region (distributel) 613-237-7000
www.clarence-rockland.com

From: Lance [mailto:lance4586@aol.com]
Sent: March-22-19 1:43 PM
To: Maryse St-Pierre
Subject: Re: sorry, I made an edit, please use this version and can you confirm receipt?

Thank you. So please use this second email as my objection, as I made a small correction. Thanks

-----Original Message-----

From: Maryse St-Pierre <mstpierre@clarence-rockland.com>
 To: 'Lance' <lance4586@aol.com>; Marie-Eve Belanger <mbelanger@clarence-rockland.com>
 Sent: Fri, Mar 22, 2019 1:41 pm
 Subject: RE: sorry, I made an edit, please use this version and can you confirm receipt?

Good Afternoon Mr. Rockwell,

I acknowledge receipt of your email.

Thank you.

Maryse St-Pierre
Greffière adjointe/Deputy Clerk

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www.clarence-rockland.com

From: Lance [mailto:lance4586@aol.com]
Sent: March-22-19 1:39 PM
To: Marie-Eve Belanger; Maryse St-Pierre
Subject: sorry, I made an edit, please use this version and can you confirm receipt?

To whom it may concern,

March 22,2019

Can you please acknowledge receipt, since emails are sometimes lost.

The following is my objection regarding the proposed zoning bylaw amendment for 600 Du golf. In addition to whoever else normally reads such objections, please ensure that both the planning department and the city council can consider my comments.

I am questioning whether a zoning amendment is actually needed in order for the Golf Course to proceed with the proposed use, and I am also concerned that the current proposal was never presented to the public because what is currently proposed seems to have changed a lot since it was presented to the public.

If I recall correctly, the scale of the proposed microbrewery was presented as being only for consumption on the premises, both in the public meeting on March 6 and in the zoning amendment file. At the public meeting, the amount to be produced was discussed, and I recall it to have been close to 7000 gallons of beer per year or about 28000 liters.

Such a tiny operation, and one where the consumption is on the premises, would likely not require a zoning amendment. I believe some restaurants brew their own beer, just as they prepare other foods, for their customers, for consumption on the premises. So the original plan as presented to the public should probably not require a zoning bylaw amendment at all, since it was for consumption on the premises. I will note here that the definition of "food production" (food production is being added to the proposed bylaw amendment) specifies that it is for food production primary for consumption off the premises. The reason for this discrepancy is probably that food production for consumption on the premises is normally allowed under "restaurant," as that is exactly what a restaurant is. So my position is that if a small microbrewery with consumption mostly on the premises could be allowed without any zoning amendment, then I would prefer if it was done that way. Changing the zoning as proposed in the amendment would seem to unnecessarily open the door to potential future industrial growth, which I don't welcome. If I am correct that a zoning change is not needed, then is it acceptable to make one anyway, or does there have to be a valid proposed reason for any zoning change?

My other concern is that since the public meeting, the proposed plans regarding the scale of the microbrewery seem to have changed a great deal. I think any proposal that is different from the initial plan and what was presented to the public at the first meeting (March 6), should require a new public consultation and advertisement of such consultation. As I understand it, it is now proposed that a much larger amount of beer production is planned. I think the public has been assured that the proposal was for only for about 28,000 liters of beer per year and only for onsite consumption, and this seems to have changed after the public consultation. Now there is talk of export of the product offsite and reference to production possibly in the range of 170,000 liters per year or even a theoretical maximum of about 300,000 liters per year. Also, as I understood at the first meeting, the amount of beer produced was going to be defined and limited, but the current proposed zoning amendment leaves it open.

Respectfully,

Lance Rockwell

RÈGLEMENT DE ZONAGE N° 2019-37

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

733 rue Industrielle
rédigé par

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

ZONING BY-LAW NO. 2019-37

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

733 Industrielle Street
prepared by

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

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2019-37

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

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

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

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

Article 1: La propriété décrite comme étant une partie du lot 23, concession 1 (O.S.), soit le 733 rue Industrielle, et identifiée à la cédule « A » ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: La cédule « B » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone d'industrie générale (MG)* » à « *Zone d'industrie générale – Exception 5 (MG-5)* », tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

Article 3: L'article 10.1.3 (e) du Règlement de zonage n. 2016-10, est par la présente ajoutée et lit comme suit :

« (b) MG-5, 733 rue Industrielle

Nonobstant toute disposition contraire en vertu du présent Règlement, les terrains zonés MG-5 doivent être utilisés conformément aux dispositions ci-après :

(i) Utilisations additionnelles permises :

- garderie

(ii) Une garderie n'est pas sujette aux dispositions de l'article 4.42 du présent règlement. »

Article 4: Le présent règlement entrera en vigueur à la date de son adoption par le Conseil sous réserve de l'approbation du Tribunal ou suite à la date limite pour le dépôt des avis d'opposition, selon le cas.

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 1^{ER} JOUR D'AVRIL 2019.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-37

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

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

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

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

Section 1: The property described as part of Lot 23, Concession 1 (O.S.), 733 Industrielle Street, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "B" of Zoning By-Law No. 2016-10 is hereby amended by changing the "*General Industrial (MG) Zone*" to "*General Industrial – Exception 1 (MG-5) Zone*" on Schedule "A" of the map attached hereto and fully integrated as part of this by-law.

Section 3: Section 10.1.3 (e) of the Zoning By-law No. 2016-10 is hereby added and reads as follows:

"(b) MG-5, 733 Industrielle Street

Notwithstanding the provisions of this By-law to the contrary, the lands zoned MG-5 shall be used in accordance with the following provisions:

(i) Additional permitted uses:

- daycare

(ii) A daycare is not subject to the provisions of section 4.42 of this by-law.

Section 4: This by-law shall become effective on the date of passing hereof, subject to the approval of the Tribunal or following the last date for filing objections as the case may be.

DATED AND PASSED IN OPEN COUNCIL, THIS 1ST DAY OF APRIL, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin de changer la catégorie de zonage de « *Zone d'industrie générale (MG)* » à « *Zone d'industrie générale – exception 5 (MG-5)* » pour l'édifice située au 733 rue Industrielle à Rockland. L'amendement aura l'effet de permettre les une garderie comme usage principale, ainsi que d'éliminer la zone tampon entre la garderie et les usages industriels existants.

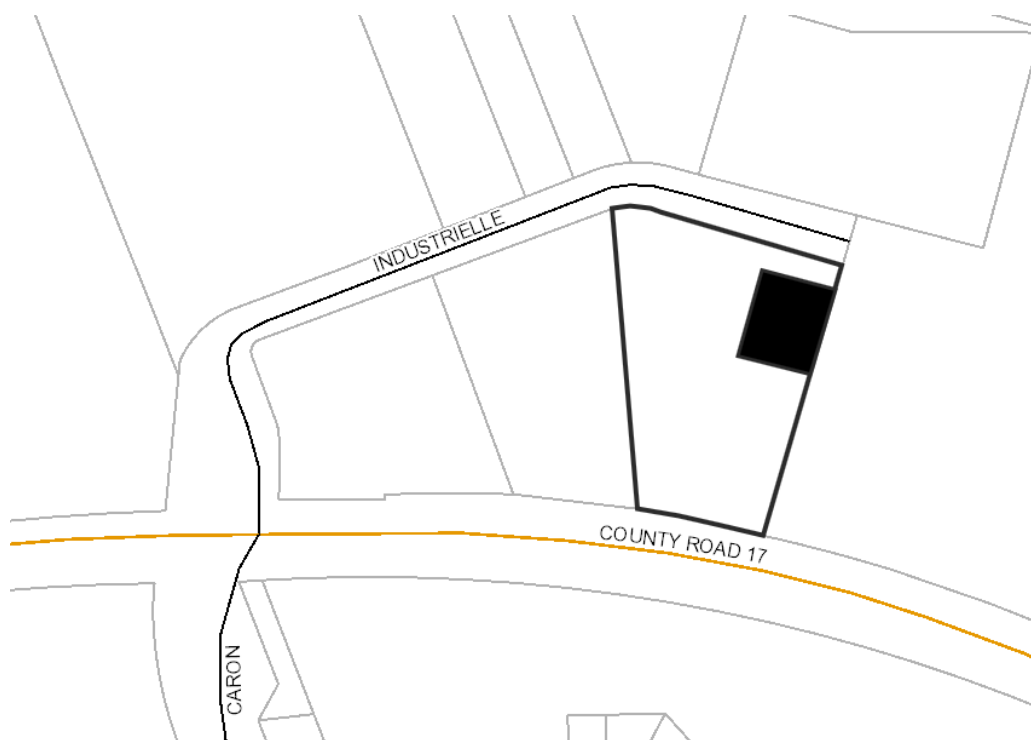
Pour tous renseignements supplémentaires relativement à cette modification au Règlement de zonage n° 2016-10, veuillez communiquer avec Mme Claire Lemay, urbaniste municipale du Service d'infrastructure et aménagement du territoire à l'Hôtel de ville situé au 1560, rue Laurier ou par téléphone au numéro (613) 446-6022, poste 2267.

EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 in order to change the zoning category from "*General Industrial (MG) Zone*" to "*General Industrial – Exception 5 (MG-5) Zone*" for the building located at 733 Industrielle Street in Rockland. The amendment has the effect of permitting a daycare as a principal use on the property as well as eliminating the buffer distance between the daycare and existing industrial uses.

For further information concerning the amendment to Zoning By-Law No. 2016-10, you may contact Mrs. Claire Lemay, Municipal Planner for the Infrastructure and Planning Department, at the Town Hall, 1560 Laurier Street or by telephone at (613) 446-6022, ext. 2267.

CÉDULE « A » / SCHEDULE "A"**De / From (MG) à / to (MG-5)**

 Terrains(s) touché(s) par ce règlement Area(s) affected by this by-law Changement de zonage /Zone change de/from MG à/to MG-5 Certification d'authenticité Certificate of Authentication Ceci constitue le plan Cédula « A » du Règlement de zonage n° 2019-37, adopté le 1^{er} avril 2019. This is plan Schedule "A" to Zoning By-Law No. 2019-37, passed the 1st day of April, 2019. _____ Guy Desjardins, Maire / Mayor	Plan Cédula «A» du règlement n° 2019-37 Schedule "A" to By-Law No. 2019-37 733 Industrielle Street 733 rue Industrielle Cité de Clarence-Rockland City Préparé par/prepared by Cité de Clarence-Rockland City 1560, rue Laurier Street Rockland, Ontario K4K 1P7 Pas à l'échelle/Not to scale _____ Monique Ouellet, Greffière / Clerk
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RAPPORT N° AMÉ-19-33-R

Date	07/03/2019
Soumis par	Claire Lemay
Objet	Modification au Règlement de Zonage – 733 rue Industrielle – Kimberle Herold pour RANN Enterprises Inc.
# du dossier	D-14-518

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de présenter une demande de modification au Règlement de Zonage pour l'édifice située au 733 rue Industrielle à Rockland. La demande est pour ajouter une garderie à la liste des usages permis pour cette propriété.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

S/O

3) **RECOMMANDATION:**

THAT the Committee of the Whole recommend that Municipal Council adopt a By-law to amend Zoning by-law 2016-10 in order to change the zoning category of the subject property from "General Industrial (MG) Zone" to "General Industrial – Exception 5 (MG-5) Zone" in order to permit a daycare as principal use, as recommended by the Planning Committee.

QUE le Comité plénier recommande au Conseil municipale d'adopter un règlement pour modifier le règlement de zonage 2016-10 afin de changer la catégorie de zonage du terrain visé de « Zone d'industrie générale (MG) » à « Zone d'industrie générale – exception 5 (MG-5) » afin de permettre une garderie comme usage principal, tel que recommander par le Comité d'aménagement.

4) **HISTORIQUE :**

Une demande complète de modification au Règlement de zonage 2016-10 fut soumise à la Cité de Clarence-Rockland le 21 janvier 2019 pour la propriété située au 729, 731, et 733 rue Industrielle. Le demandeur a l'intention d'ouvrir une garderie dans un édifice existant (le 733 rue Industrielle) dans le parc industriel de Rockland. La garderie proposée accommodera des nourrissons, des bambins, des enfants d'âge préscolaire, ainsi que des enfants de l'âge scolaire avant et après l'école.

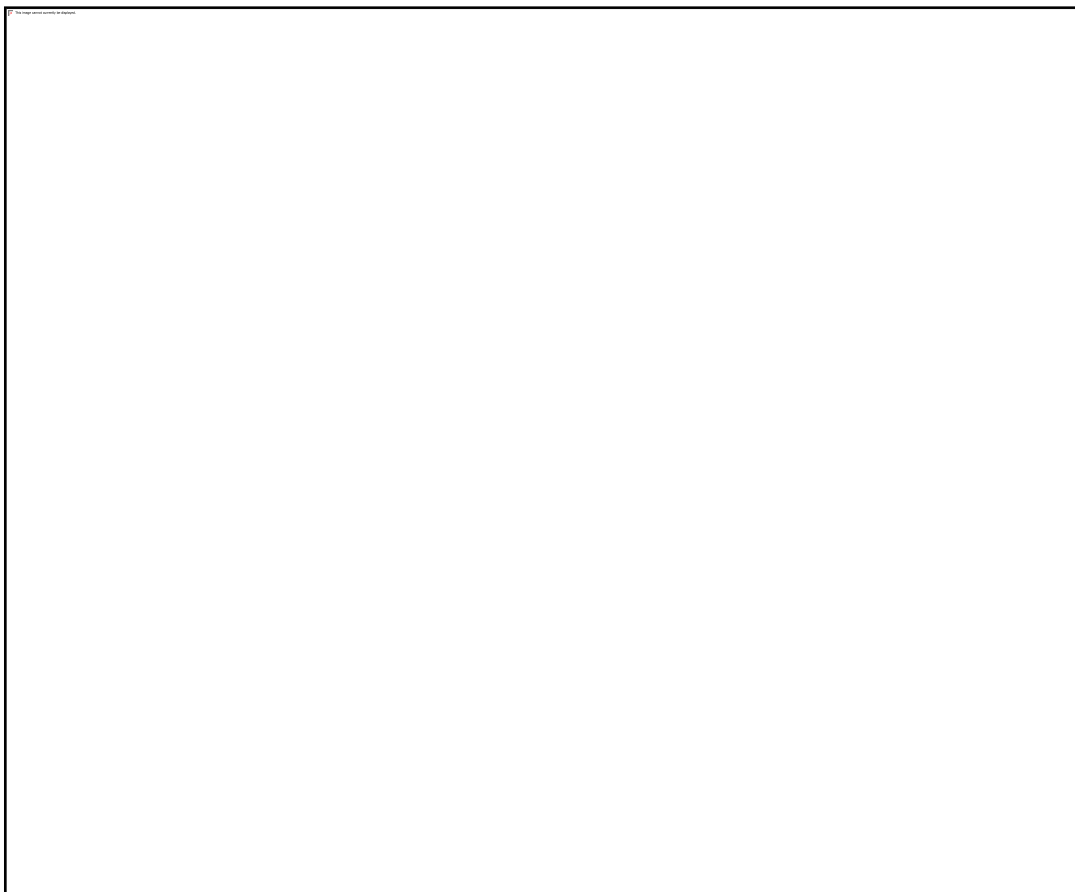


Figure 1 : Emplacement de la propriété sujette à la demande



Figure 2 : Bâtiment sujet à la demande (recommandation du Comité d'aménagement)

5) **DISCUSSION :** DÉCLARATION DE PRINCIPES PROVINCIALE

Le terrain visé est situé dans une zone de peuplement. L'article 1.1.1 de la Déclaration de principes provinciale stipule que :

« Pour assurer l'existence de collectivités saines et sûres, où il fait bon vivre, il faut [...] permettre un éventail et une diversité appropriés d'utilisations à des fins résidentielles [...], institutionnelles (p. ex., lieux de culte, cimetières, foyers de soins de longue durée), de loisirs, d'espaces verts et de plein air et autres pour répondre aux besoins à long terme [...] ».

L'article 1.2.6 de la Déclaration de principes provinciale stipule que :

« Les *grandes installations* et les *utilisations sensibles du sol* doivent être conçues de façon appropriée, dotées de zones tampons ou séparées les unes des autres de manière à éviter ou à atténuer les *conséquences préjudiciables* des odeurs, du bruit et d'autres contaminants, à réduire au minimum les risques pour la santé et la sécurité publiques et à garantir la viabilité à long terme des *grandes installations*. »

Des « *grandes installations* » sont définies comme étant des « Installations qui doivent, dans certains cas, être séparées des *utilisations sensibles du sol*, notamment [...], les installations de traitement des eaux usées [...], les industries [...] » etc.

Les « *utilisations sensibles du sol* » sont définies comme étant des :

« bâtiments, aires d'agrément ou espaces extérieurs où des activités habituelles ou normales se déroulant à des moments raisonnablement prévisibles subiraient une ou plusieurs *conséquences préjudiciables* en raison du rejet de polluants provenant d'une *installation importante* située à proximité. Les *utilisations sensibles du sol* peuvent faire partie de l'environnement naturel ou bâti. Les résidences, les garderies et les établissements scolaires ou de soins de santé en sont des exemples. »

Il y a plusieurs usages industriels ainsi que la station d'épuration des eaux usées de Clarence-Rockland sur les terrains adjacents au terrain visé.

PLAN OFFICIEL DES COMTÉS UNIS DE PRESCOTT-RUSSELL

L'article 2.2.9 – Politiques de développement industriel du Plan officiel des Comtés unis de Prescott et Russell permet des usages industriels dans l'aire urbaine. De plus, la politique numéro 6 stipule que :

- « Les conseils locaux doivent s'efforcer de maintenir le caractère et l'ampleur du développement industriel et s'assurer un contrôle approprié. La révision du développement du site et le développement des règlements de zonage doivent aborder ceci :
- a) Permettre une diversité d'usages industriels;
- b) Identifier les zones industrielles dans des secteurs sélectionnés des municipalités qui sont bien à l'écart des secteurs résidentiels et centre-ville ou qui peuvent être

développé dans une manière qui ne provoquera pas des conflits conformément aux Lignes directrices sur la compatibilité entre installations industrielles et utilisations sensibles du sol du Ministère de l'Environnement et changement climatique;

c) S'assurer la protection des éléments de patrimoine naturel. »

L'établissement d'une garderie dans le parc industriel pourrait empêcher des commerces futurs de s'établir sur le terrain visé ou sur des terrains avoisinants à cause des conflits potentiels avec l'utilisation sensible (la garderie). Par exemple, d'autres commerces qui seraient considérés comme des usages industriels de catégorie I qui sont autrement permis dans le parc industriel à Rockland, ne pourraient pas s'installer sur le terrain visé ou les terrains avoisinants. Ces usages potentiels incluent la production de cannabis, l'entreposage, et la fabrication. Il n'y a pas présentement d'autre endroit dans les environs de Rockland où ces usages sont permis.

PLAN OFFICIEL DE L'AIRE URBAINE DE LA CITÉ DE CLARENCE-ROCKLAND

L'article 5.3 du Plan officiel de l'aire urbaine stipule que : « Certains usages commerciaux dans le parc d'affaires seraient souhaitables, pourvu qu'ils soient mineurs et connexes à l'usage principal du parc d'affaires. » La garderie proposée n'est pas connexe à un usage principal du parc d'affaires et n'est pas mineure.

L'article 5.3.1 du Plan officiel de l'aire urbaine décrit les usages permis dans le secteur Parc d'affaires.

« Les usages permis dans la zone désignée parc d'affaires comprendront toutes les formes d'usages liées à l'industrie légère qui sont compatibles avec les usages dans les zones avoisinantes, qui ne créent pas de nuisance attribuable au bruit, aux odeurs, aux vibrations, à la poussière ou à la fumée, y compris les établissements d'entreposage et de vente en gros, les manufactures, les installations de traitement, de montage et d'emballage, les installations de recherche, les ateliers d'imprimerie, les bureaux commerciaux ou professionnels, les installations récréatives intérieures et tous les usages liés au commerce autoroutier permis dans la zone désignée de commerce de services. »

L'article 4.14 du Plan officiel de l'aire urbaine stipule que :

« Les impacts du bruit et des odeurs devraient être considérés en rapport à tout nouvel usage sensible des terrains adjacents à des routes, des installations de traitement d'eaux usées, des industries ou autres sources fixes ou linéaires, où le bruit et les odeurs peuvent être générés. »

Une étude de bruit et/ou odeurs peut être exigée afin d'identifier les effets potentiels et de suggérer des mesures d'atténuation.

RÈGLEMENT DE ZONAGE 2016-10 DE LA CITÉ DE CLARENCE-ROCKLAND

Le terrain visé est situé dans la « Zone d'industrie générale (MG) ». Une garderie est permise, sujet aux restrictions suivantes :

- La garderie est accessoire à une utilisation permise
- La *surface de plancher nette* maximum doit être la moindre d'une surface de plancher nette maximum correspondant à 15 % de la surface de plancher nette de l'*utilisation* principale ou 200 m²; et,
- L'*utilisation* doit être confinée à l'intérieur des mêmes locaux que l'*utilisation permise* associée.

Des usages industriels légers et des usages de véhicule motorisés sont permis dans la zone d'industrie générale. Les usages de véhicules motorisés tel que des ateliers de carrosserie ou ateliers de réparations de véhicules motorisés ne sont pas permis à côté d'une zone résidentielle, afin de réduire le potentiel de conflit entre les usages. Aucune restriction existe présentement dans le zonage pour réduire des conflits entre les usages de véhicules motorisés et les autres utilisations de sol sensibles comme des garderies. Approuver une garderie sur le même terrain que des ateliers de carrosserie et de réparation de véhicules motorisés n'est pas recommandé comme étant une bonne pratique de l'aménagement du territoire.

L'article 4.42 - Distances de séparation du règlement de zonage 2016-10 stipule que :

« a) Nonobstant toute disposition contraire du présent Règlement, les nouvelles utilisations sensibles comme les logements, les garderies, les maisons de retraite, etc. seront interdites dans les emplacements ci-après :

- [...]
- À moins de 20 m de toute utilisation industrielle de catégorie I;
- À moins de 70 m de toute utilisation industrielle de catégorie II;
- À moins de 300 m de toute utilisation industrielle de catégorie III;

[...]

c) Nonobstant l'alinéa a) ci-dessus, les distances de séparation entre les utilisations industrielles ou les utilisations de granulat minéral et les utilisations sensibles de terrain (et vice versa) peuvent être réduites par un changement de zonage ou une dérogation mineure. Toute demande visant à réduire la distance de séparation doit être soutenue par des études appropriées (sur le bruit, les odeurs, les vibrations, etc.), et des mesures d'atténuation doivent démontrer qu'il n'y aura aucun impact négatif sur l'utilisation des terrains sensibles ou les utilisations à

des fins d'exploitation industrielle ou d'exploitation de granulat minéral. »

Ces distances de séparation sont mesurées de la ligne de propriété de l'utilisation du sol sensible à la ligne de propriété de l'utilisation industrielle.

Une utilisation industrielle légère de catégorie I est définie comme suit :

« un lieu d'activités sur lequel une usine ou un bâtiment indépendant produit, fabrique, assemble ou entrepose, à petite échelle, un produit contenu dans un emballage présentant une faible probabilité d'émissions fugitives, (bruits, odeurs, poussière, vibrations, etc.). Ces industries opèrent durant la journée seulement, exécutent peu fréquemment le déplacement de produits ou de camions lourds, et ne disposent pas d'entreposage extérieur. À titre d'exemples dans cette catégorie d'industrie, on retrouve la fabrication et la réparation de produits électroniques, les industries de haute technologie, la réparation et la restauration de meubles, l'embouteillage de boissons, les services d'emballage, les services d'artisanat, l'assemblage à petite échelle et la fourniture de pièces motorisées. Une utilisation industrielle légère ne nécessite pas de permis de prélèvement d'eau (PPE). »

Les usages suivants, qui sont tous permis dans la Zone d'industrie générale (MG) dans laquelle se situe le terrain visé, pourraient être classifiés comme des usages industriels de catégorie I :

- *Production alimentaire*
- *Atelier de fabrication sur commande*
- *Atelier de réparations*
- *Entreposage*
- *Entreposage à l'extérieur*
- *Fabrication*
- *Impression et imprimerie*
- *Installation de nettoyeur à sec*
- *Installation de production de cannabis*
- *Installation de stockage en vrac*
- *Installation d'un entrepreneur*
- *Traitement à l'extérieur*
- *Vente en gros et distribution*

Sur le terrain visé, il y a trois bâtiments existants, dont celui au 733 rue Industrielle qui est présentement utilisé par un commerce de golf virtuel, un atelier de réparation et l'unité vacante d'où la garderie serait située si autorisée. Le 729 rue Industrielle est utilisée pour un atelier de réparation de véhicules motorisés, un atelier de carrosserie pour véhicules motorisés, et un centre de conditionnement physique. L'édifice au 731 rue Industrielle était utilisé par ATG Industries (usage de fabrication). Les unités à louer dans ces trois édifices pourraient accommoder des usages industriels de

catégorie I dans le futur, d'après les politiques du règlement de zonage et du Plan officiel actuellement en vigueur.

Si l'amendement proposé est approuvé pour permettre une garderie sur le terrain visé, les unités au 729, 731, et 733 rue Industrielle ne pourront pas être utilisées pour des nouveaux usages industriels de catégorie I.

À l'ouest du terrain visé, au 701 rue Industrielle, l'édifice est occupé par Pack All Manufacturing. Les usages actuels sur le terrain incluent la fabrication et l'entreposage. Ce commerce est classifié comme usage industriel léger de catégorie I. La distance de séparation minimale requise par le règlement de zonage entre cet usage et une garderie ou autre usage sensible proposés est de 20m. Le terrain situé au 701 rue Industrielle partage une ligne de propriété avec le terrain visé; la distance minimale de séparation n'est pas respectée. Aucun nouvel usage industriel léger de catégorie I ne pourra s'installer au 701 rue Industrielle si l'amendement proposé est approuvé.

Au nord de la rue Industrielle, la Cité de Clarence-Rockland utilise une parcelle de terrain pour l'entreposage de neige. Une autre parcelle au nord de la rue Industrielle mais plus à l'ouest, est le site de la station d'épuration des eaux usées de Clarence-Rockland. La station d'épuration crée des odeurs déplaisantes. La ligne directrice D-2 du Ministère de l'Environnement, de la protection de la nature et des parcs de l'Ontario recommande une distance minimale de séparation de 150 mètres entre un réseau de traitement des eaux usées et des utilisations de sol fragile (tel qu'une garderie). La distance actuelle de 170 mètres (mesuré de la ligne de propriété du terrain visé au bâtiment de la station de traitement des eaux usées) n'est peut-être pas suffisante pour éviter que les enfants de la garderie proposée, lors de leur temps de jeu extérieur, ne sentent pas les odeurs de la station d'épuration des eaux usées. Une étude de bruit et odeur pourrait déterminer si la distance actuelle entre les bâtiments est suffisante et identifier des mesures d'atténuation, si nécessaires. De plus, tout futur agrandissements de la station de traitement des eaux usées pourrait être affecté à cause de la distance minimale de séparation. La distance entre les deux lignes de propriété est seulement 90 mètres.

Également, au nord de la rue Industrielle, plus à l'ouest, au 710 et au 720 rue Industrielle, l'usage est de l'entreposage, qui pourrait être classifié comme un usage industriel léger de catégorie I. Au 730 rue Industrielle, l'édifice est occupé par Pilon Fasteners; les usages actuels sur le terrain incluent la fabrication et l'entreposage. Vers l'est, le 760 rue Industrielle est appartenu et utilisé par ATG Industries. Ces deux commerces sont classifiés comme usages industriels légers de catégorie I. La distance de séparation minimale requise par le règlement de zonage entre ces usages et une garderie ou autre usage sensible proposé est de 20m. La distance entre la ligne de propriété du terrain visé et la ligne de propriété du 760 rue Industrielle et à la ligne de propriété du 730 rue Industrielle est 26 mètres.

La distance minimale de séparation est respectée.

Le terrain à l'est du terrain visé est utilisé par l'académie de hockey CIH. Cet usage n'a pas de conflit potentiel avec la garderie proposée.

Si la Cité de Clarence-Rockland décide dans le futur de détacher d'autres terrains dans le parc industriel et si l'amendement proposé est approuvé, ces terrains ne pourront peut-être pas être utilisés pour des usages industriels légers de catégorie I à cause du conflit potentiel avec la garderie.

Aucune étude n'a été soumise pour démontrer que les usages industriels situés sur le terrain visé ou sur les terrains adjacents n'auront pas d'impact négatif sur la garderie proposée et vice versa.

Il y a suffisamment de stationnements sur le terrain visé pour accommoder les usages existants et la garderie proposée. Le nombre d'espaces de stationnement requis est calculé pour tout le terrain au complet, et non pas pour chaque unité ou pour chaque bâtiment.

Un plan préliminaire pour l'aire de jeu extérieur et pour l'aménagement intérieur de la garderie a été soumis et est inclus avec ce rapport. Des révisions au plan proposé seront nécessaires afin de satisfaire des commentaires et inquiétudes du Département d'infrastructures et aménagement du territoire par rapport à la sécurité des enfants et le stationnement. Une révision aux dessins et la signature d'un amendement à l'Entente de plan d'implantation, ainsi qu'un permis de construction pour le changement d'usage, seront nécessaire afin de finaliser l'approbation municipale de cet usage proposé. L'approbation du Ministère de l'Éducation est également nécessaire.

CONCLUSION

En conclusion, le Département d'infrastructures et aménagement du territoire ne recommande pas l'approbation de la modification au Règlement de zonage proposée. Permettre une garderie dans le bâtiment du 733 rue Industrielle pourrait avoir l'effet d'interdire des usages industriels légers sur le terrain visé et les terrains adjacents du parc industriel. De plus, les impacts potentiels des usages industriels légers existants et futurs sur le terrain visé et le terrain adjacent ainsi que les impacts potentiels de la station d'épuration des eaux usées sur la garderie proposée n'ont pas été identifiés. La demande n'est pas conforme au Plan officiel des Comtés unis en raison qu'elle aurait l'effet d'interdire des futurs usages industriels dans la seule partie de Rockland où les usages industriels sont permis d'après le Plan officiel de l'aire urbaine et le Règlement de zonage, contrairement aux politiques de l'article 2.2.9. L'amendement proposé n'est pas conforme au Plan officiel de l'aire urbaine en raison que l'usage commercial proposé n'est pas mineur ni connexe à un usage principal dans le parc d'affaires.

6) **CONSULTATION :**

Un avis public a été envoyé aux propriétaires des terrains à 120 mètres de la propriété visée et un avis a été érigé sur le terrain le 25 janvier, 2019. La réunion du Comité d'aménagement du 6 mars 2019 a servi pour recevoir les commentaires du public.

Lors de la réunion du Comité d'aménagement, les membres du Comité ont discuté des mérites de l'utilisation proposée et des enjeux potentiels. Il fut remarqué qu'une future utilisation industrielle aura besoin de faire une demande de modification au règlement de zonage pour pouvoir opérer sur le terrain visé et les terrains adjacents, à cause de la distance de séparation entre une utilisation industrielle et la garderie, même si les utilisations industrielles sont des utilisations permises dans la Zone d'industrie générale.

Les membres du Comité ainsi que le demandeur ont présenté des points reliés aux emplois que la garderie apportera à Rockland et la nécessité pour des places dans des garderies à Rockland. L'emplacement proposée pour la garderie fut comparé à d'autres emplacements possibles, dans les secteurs commerciaux de Rockland où il y a des problèmes de sécurité pour les enfants et une manque d'espace vert pour l'aire de jeu extérieure. Le point fut soulevé qu'il y a déjà d'autres commerces situé au 729 et 733 rue Industrielle qui accueillent des jeunes enfants pour des activités (un gym de crossfit et le golf virtuel).

Il fut suggéré que la modification au règlement de zonage proposée soit modifiée pour changer le zonage du bâtiment au 733 rue Industrielle uniquement, et non pas pour toute la propriété au complet.

Suite à la direction du Comité d'aménagement, le Département d'infrastructures et aménagement du territoire a préparé un Règlement pour ajouter une garderie comme usage principale au 733 rue Industrielle ainsi que d'exempter la garderie des distances de séparation aux utilisations industrielles adjacentes. Ceci aurait l'effet de permettre la garderie à l'emplacement proposé, ainsi que d'interdire les usages industriels sur le terrain sujet à la demande et sur les terrains adjacents.

7) **RECOMMANDATION DU COMITÉ D'AMÉNAGEMENT :**

THAT the Municipal Council authorize the amendment to the zoning by-law submitted by Mrs. Kimberle Herold for RANN Enterprises Inc. uniquely for the unit at 733 Industrielle Street in Rockland.

QUE le Conseil municipale autorise la demande de modification au règlement de zonage soumis par Mme Kimberle Herold pour RANN Enterprises Inc uniquement pour l'unité au 733 rue Industrielle à Rockland.

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

Il n'y a pas d'impact financier direct associé avec le refus de l'amendement

au Règlement de zonage. Si l'amendement proposé est approuvé et un appel est déposé, un urbaniste externe et un conseiller juridique externe seraient retenus.

9) **IMPLICATIONS LÉGALES :**

Conformément avec le projet de loi 139, si l'amendement au règlement de zonage proposé est adopté, un appel au Tribunal d'appel de l'aménagement local peut seulement être déposé basé sur un manque de conformité avec la Déclaration de principes provinciale et/ou le Plan officiel. Par ce que le personnel recommande que la demande soit refusée, si un appel est déposé contre le règlement de zonage, la Greffière et la Directrice générale chercheraient à retenir un urbaniste externe pour fournir un affidavit appuyant le refus pour la révision initiale de l'item au Tribunal. Un conseiller juridique externe serait aussi retenu afin de représenter la Cité auprès du Tribunal.

Si le règlement de zonage est refusé, des raisons doivent être données. Pour qu'un appel contre un refus d'une demande de modification au Règlement de zonage puisse réussir, l'appelante doit premièrement démontrer que le règlement de zonage existant n'est pas conforme à la Déclaration de principes provinciale ou au Plan officiel. La préparation des documents nécessaires pour le Tribunal d'appel de l'aménagement local et les soumissions au Tribunal pourraient être faites par le personnel.

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

S/O

11) **IMPLICATIONS STRATÉGIQUES :**

Si l'amendement proposé est approuvé pour permettre une garderie au 733 rue Industrielle, des nouveaux usages industriels légers seront interdites dans les autres unités au 729, 731, et 733 rue Industrielle sur le même terrain que la garderie, ainsi qu'au 701 rue Industrielle, et sur le terrain vacant situé à l'est du terrain visé, appartenant à la municipalité, qui est actuellement utilisé comme terrain de soccer. Un commerce désirant de s'installer avec un usage industriel léger sur l'un de ces terrains dans le parc industriel aurait besoin de faire une demande de modification au règlement de zonage afin d'éliminer la distance de séparation entre l'usage proposé et la garderie. Une étude de bruit, odeur, vibration, etc. pourrait être nécessaire afin d'appuyer la demande de modification au règlement de zonage.

12) **DOCUMENTS D'APPUI:**

Règlement 2019-XX

Lettre de Kimberle Herold

Lettre du Ministère de l'éducation

Lettre de recommandation de la Centre d'entrepreneurship de Prescott et Russell

Kimberle Herold
903 Lise Crescent, Rockland
K4K1G8
Tél : 613-869-2029
E-mail : kherold12 @gmail.com

Rockland, le 10 mars 2019

A l'attention du Conseil, Service
d'Infrastructure et tout autre secteur
concerné au règlement de zonage du 733
Industrielle

Adresse: 1560 Laurier St, Rockland, ON
K4K 1P, Ontario
Téléphone : (613) 446-6022

Objet : Règlement au zonage au 733 rue industrielle à Rockland

À qui de droit,

La francophonie canadienne fait face à un état d'urgence concernant l'accès à des services en petite enfance francophones en situation minoritaire. Le Réseau de développement économique et d'employabilité (RDÉE Canada) en partenariat avec la Commission nationale des parents francophones (CNPFP) et l'Association des collèges et universités de la francophonie canadienne (ACUFC) a créé une alliance stratégique afin d'intervenir en petite enfance pour les communautés francophones au Canada. Les trois organismes nationaux ont joint leurs forces, en misant sur la complémentarité de leurs mandats respectifs, afin d'explorer et de concrétiser des solutions novatrices dans le but d'améliorer l'accès à des services en français de qualité pour la petite enfance au sein des communautés francophones partout au Canada au sein des CLOSM.

Dans le cadre de la Stratégie nationale en petite enfance pour les communautés de langues officielles en situation minoritaire (CLOSM), cette initiative propose des solutions concrètes pour surmonter les défis liés à l'accès des services de qualité dans le milieu de la petite enfance au Canada.

Notre désir est de vous rendre attentif à ce projet, crucial pour nous comme pour ceux qui sollicitent de l'aide. Beaucoup de tension dans les jeunes familles en ce qui attrait à un retour impossible au travail a cause de la pénurie de service en petite enfance dans notre région. Nous ne sommes pas sans savoir que la liste d'attente pour un service de garde à Rockland est d'une durée de 2 ans minimum et 3 ans maximum.

De ce fait, nous avons répondu à l'appel d'offre du Réseau de développement économique et d'employabilité dans le but d'obtenir les subventions possibles pour la réalisation de ce projet.

En ce qui attrait au parc industriel de Rockland, il a été fondé avec de bonnes intentions ; industriel léger et commercial. La plus grande majorité a été réaménagée pour une école de hockey, un terrain de football et le solde a été transformé en logement. Plusieurs nouveaux projets en vigueur parmi lesquels une école secondaire ou primaire qui viendra s'installer très prochainement a coté du 733 industrielle. Et pourquoi pas une garderie ? Une garderie qui ajoutera la diversité, la vie à ce beau parc.

Dans le règlement de zonage de mai 2016

(www.clarence-rockland.com/images/zbl05.pdf), partie 10, page 226, 227, "**Garderie**" existe déjà.

Donc, c'est déjà acceptable. Nous pouvons tout même opérer une garderie avec les 200 mètres carrés, mais tout ce que nous voulons c'est rendre l'espace plus attrayant en ayant plus d'espace afin d'un aménagement qui répondra mieux aux normes ministérielles et aux bien-être de nos jeunes enfants dans la communauté. Oui c'est un parc "parc industriel et commercial". Mais qu'en est-il des autres garderies qui offrent leurs services dans des parcs industriels à Orleans, Ottawa et autres. Si on fait des recherches sur Google Taylor Creek à Orléans. On peut compter jusqu'à 3 garderies. C'est pourtant de véritable parc industriel dans des lieux très fréquenté avec de vrai trafic. Sans pour autant aller plus loin ici à Rockland nous avons Tiny Hopper qui se trouve dans la rue la plus animée avec un stationnement rapide pour prendre une pizza. La garderie accompagne les enfants sur Laurier. Qu'advientra si un conducteur oublie d'arrêter pour les feux rouges d'un autobus scolaire.

Au 733 industriel, l'unité contient beaucoup de fenêtres adaptées, c'est beaucoup plus calme que d'autres endroits. Nous serons à l'abri des camions parce nous serons éloignés de leur parcours. C'est à côté du vieux terrain de football et à côté de l'arène. Les petits enfants pourront s'amuser et participer à des activités dans un environnement plus sûr, mieux que d'autres endroits. Pour l'instant c'est la place la plus pratique et commode pour un service de garde tant pour les citoyens de Clarence-Rockland, Clarence-Creek, Wendover et environ. L'emplacement est parfait pour les parents avec un accès facile sur la 174.

Notre but est d'appuyer directement dans le développement de nouvelles places en service de garde pour assurer un continuum de départ misant fortement sur la qualité des services en petite enfance avant l'entrée scolaire de l'enfant.

Nous voulons avoir un impact concret sur le maintien et l'augmentation du nombre de places en service de garde au pays.

Les cibles qu'ont visent sont les suivants :

- ✓ Augmenter, maintenir, et développer de nouvelles places en garderie pour les enfants de 0 à 13 ans
- ✓ Accroître notre connaissance de l'état des lieux en petite enfance
- ✓ Nous doter d'une stratégie de développement
- ✓ Développer un plan de viabilité à long terme
- ✓ Assurer un service de qualité
- ✓ Appuyer le secteur de la petite enfance
- ✓ Faire partie d'un plan, d'une stratégie ou d'un projet de plus grande envergure
- ✓ Répondre à un besoin ou à un problème identifié
- ✓ Être une valeur ajoutée au secteur de la petite enfance
- ✓ Contribuer au développement économique
- ✓ Créer de nouveaux emplois

Nous vous prions d'accepter le changement au zonage à l'édifice 733 rue industrielle comme il a été indiqué dans notre demande car nous n'avons jamais demandé de changer le zonage du 729 et 731 rue industrielle. Ceci pour permettre la création d'un

nouveau service de garde agréé de qualité, nous pensons que Clarence-Rockland doit saisir cette opportunité pour créer de nouveaux emplois et aider le long délai nécessaire à trouver un service de garde.

On vous remercie.

Au nom de la compagnie ;

Kimberle Herold

Signature

La Municipalité de Clarence-Rockland

Objet: Lettre de recommandation
Kimberle Herold

Monsieur, Madame,

La présente a pour but de souligner le travail effectué par madame Kimberle Herold en tant que cliente du Centre d'entrepreneurship de Prescott et Russell.

Madame Herold a su travailler efficacement et stratégiquement pour répondre à un besoin de la région de Clarence-Rockland. Elle est une personne dynamique, travaillante, organisée, ponctuelle et discrète. De plus, elle démontre un souci du travail afin de produire des documents qui correspondent aux exigences du ministère.

Je crois sincèrement que Madame Herold saura accomplir les tâches et fournir le travail demandé et, pour l'ensemble des raisons évoquées, avec l'appui des services de garde des Comtés unis de Prescott et Russell ainsi que le travail effectué avec le Centre d'entrepreneurship de Prescott et Russell, je ne peux que vous la recommander.

Les services de garde à l'enfance jouent maintenant un rôle de premier plan dans le fonctionnement de nos sociétés. L'analyse de la localisation des garderies et de leur clientèle par rapport aux milieux sociaux de la région de Clarence-Rockland permet d'aborder la question des variations dans l'accessibilité aux services de garde. Les grands traits de l'espace socio-résidentiel de Clarence-Rockland sont d'abord définis à l'aide d'une écologie factorielle. En général, les garderies ont tendance à se localiser dans les zones centrales alors que les enfants d'âge préscolaire habitent très majoritairement dans les banlieus éloignées. Cette contradiction apparente fait l'objet d'une analyse plus poussée qui montre que le lieu de travail des parents influence grandement le rapport entre la répartition de l'offre de places en garderie et la répartition de la demande, ce qui pourrait avoir des conséquences intéressantes pour les quartiers urbains centraux.

Rockland est une communauté en banlieue d'Ottawa des plus importantes dans la région de Prescott et Russell. Avec une des plus grandes concentration de la population (Recensement 2016 = 12,302) et d'un revenu médian des plus élevé de la région (42,721\$), le besoin d'une garderie en région est d'une importance cruciale. Suffit qu'il y a plusieurs jeunes familles avec des enfants d'où les parents travaillent en ville/ont la navette, le besoin d'une garderie en région serait complémentaire (Groupes d'âge et d'âge moyen de la population de 0 à 14 ans est de 2,220). Enfin, des relations significatives sont établies entre la localisation des garderies et leur degré de mixité sociale.

N'hésitez pas à communiquer avec moi pour de plus amples renseignements. Veuillez, recevoir, Madame, Monsieur, mes salutations distinguées.



Benoit Brunette, agent de projet
Centre d'entrepreneurship de Prescott et Russell
59 rue Court, L'Orignal, ON K0B 1K0
613-675-4661 poste 8106

politique d'urgence

Inbox



Brisebois, Stephanie (EDU)

Thu, Mar 7, 1:26 PM (2 days ago)

to me

Brisebois, Stephanie (EDU) <Stephanie.Brisebois@ontario.ca>

to: Kimberle Herold <kherold12@gmail.com>

date: Mar 7, 2019, 1:26 PM

subject: politique d'urgence

mailed-by: ontario.ca

security: Standard encryption (TLS) [Learn more](#)

Bonjour

La première étape d'une application est de faire approuver les plans afin que vous puissiez commencer la construction. Ceci dit, nous ne pouvons pas approuver les plans sans avoir le OK pour le zonage, car vos plans démontrent plus de 200m², mais la lettre du zonage indique que vous ne pouvez pas avoir plus de 200m². L'application ne peut pas avancer sans savoir si tu auras accès à plus de 200 m². Alors, il est primordial d'avoir une réponse pour le zonage, car l'approbation des plans dépend de cette réponse. Si tu reçois le OK pour le zonage, les plans pourront être approuvés assez rapidement, car nous y avons travaillé entre temps.

J'ai joint la politique d'urgence du Minsitère, vous devez ajouter la page 13 (Phase 3 : Rétablissement (une fois la situation d'urgence terminée) à votre politique. Merci

Stephanie Brisebois

Program Advisor, East Region
Child Care Quality Assurance and Licensing Branch
Early Years and Child Care Division | Ministry of Education

Conseillère en programmes, Région Est
Direction de l'assurance de la qualité et de la délivrance des permis des services de garde d'enfants
Division de la petite enfance et de la garde d'enfants
Ministère de l'Éducation

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2019-38**

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 APRIL 1ST, 2019.

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 1ST DAY OF APRIL, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk