



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

May 10, 2019, 8:30 am

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

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CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND
RÉUNION SPÉCIALE

le 10 mai 2019, 08 h 30

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

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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).



REPORT N° INF2019-005

Date	10/05/2019
Submitted by	Julian Lenhart/Dave Darch
Subject	2019 Flood : Sandbag and Debris Removal Strategy
File N°	Click here to enter text.

1) NATURE/GOAL :

The purpose of this report is to secure Council approval of a removal strategy for sandbags, debris etc. that are located on properties affected by the 2019 flood.

2) DIRECTIVE/PREVIOUS POLICY :

N/A

3) DEPARTMENT'S RECOMMENDATION :

WHEREAS the City of Clarence-Rockland has been subject to severe flooding conditions as a result of this year's spring snow melt and excessive periods of rain; and

WHEREAS extensive preventative measures, including the placement of sandbags, have been implemented to residences and seasonal properties situated along the Ottawa River to address the flooding conditions; and

WHEREAS, there is a necessity to develop a strategy to remove the sandbags, restore impacted roadways, and remove contaminated construction materials once the floodwaters have subsided;

BE IT RESOLVED THAT Council, hereby, endorses Option 2(b) as detailed in Report No. INF2019-005, to address the removal of sandbags, construction debris, and other waste goods from the affected flood zones.

4) BACKGROUND :

2017 Flood

In the spring of 2017, approximately 59 residences and seasonal properties adjacent to the Ottawa River experienced severe flooding conditions and property damage. The City, in conjunction with a

provincial agencies and emergency response providers, developed and coordinated a Disaster Recovery Plan (DRP).

One of the key components of this Plan was a strategy to address the collection and removal of sandbags, appliances and electronics, household hazardous waste, construction and demolition materials and miscellaneous woody debris. The coordination of this component of the DRP rested with City staff. Attachment 1 is an extract from the DRP which details the Debris/Waste/Sandbags management initiatives.

Response to the flooding conditions experienced in 2017 resulted in the placement of 125,000 sand bags. After assessing the capabilities of contractors to provide the required services, the City retained Tomlinson Environmental Services Limited to pick up the sandbags from individual residences, deposit them to curbside and ultimately transport the sandbags to the City's landfill site where the contents were used for landfill capping operations.

Tomlinson, as well, provided special curbside collection services for appliances and electronics, construction and demolition materials and miscellaneous woody debris.

The cost of the cleanup operation was approximately \$375,000 (\$3.00 per bag or \$6356 per dwelling). Approximately 61% of this cost was attributable to moving sandbags to curbside. The remaining 39% represented the cost to transport the sandbags from curbside to the City's landfill site.

2019 Flood

The response required for the 2019 flood has been considerably more intensive than 2017. The 2017 flood resulted in a maximum water elevation of 43.69 m. The response to the 2019 flood was based on a projected peak water level of 44.10 m. In order to provide adequate protection to the residents along the Ottawa River based on the projected peak water level, approximately 250,000 sandbags have been placed around individual homes and seasonal properties.

As of the writing of this report, the water levels in the Ottawa River and adjacent tributaries are now subsiding. It is, therefore, critical to develop and implement an effective and efficient strategy to remove the sandbags, contaminated construction materials, white goods, woody debris etc. from those properties affected by the flooding conditions.

5) **DISCUSSION :**

Timing of Removal Operations:

The optimum timing for implementation of the removal strategy will be contingent on favourable site conditions. Once the floodwaters have receded, it will be necessary to ensure that the land surrounding the affected properties is reasonably dry.

In 2017, our contractor resisted any removal operations until a person could walk on a lawn without sinking into the grass. Extreme care needs to be taken to initiate removal operations too early due to the likelihood of causing excessive damage to lawns, shrubs, plants etc. homeowner. These costs are the financial responsibility of the individual property owner.

Sandbag/Waste/Debris Management Options:

Staff has carefully reviewed the success and lessons learned from the recovery management plan utilized in the 2017 flood. Accordingly, the following presents a summary of the options considered by staff, the associated costs and the pros and cons of each initiative.

Option 1: Contractor Managed Process

Process:

This option would “mirror” the removal program utilized in the 2017 flood. Since there are twice as many sandbags in place, there will be a proportional increase in labour and equipment costs. In 2017, the contractor’s labour force varied from 28-45 labourers. This workforce took approximately 11 working days to affect the cleanup operations.

It would be extremely difficult for the contractor to double the labour workforce to complete cleanup operations within the same 11 day working period. In view of this constraint, staff estimates that using the 28-45 labour workforce would result in cleanup operations taking approximately one full month to be completed.

Financial Implications:

The cost of this option is estimated to be \$730,000 (\$700,000 contractor+\$30,000 landfill operational costs).

Pros:

- the results and implementation timelines are guaranteed
- this option does not require the solicitation of the same volunteers that placed the sandbags etc.

Cons :

- This represents the most expensive option with the cost of \$730,000 or \$2.92 per bag
- the likelihood of provincial reimbursement for this option is risky since the city was closely scrutinized in 2017 for its reported contractor costs.
- In view of the labour manpower limitations, it will take an extended period of time (approximately one month) to complete the cleanup operations.

Option 2: Volunteer Collection Program:

Process:

Staff has had preliminary discussions with an organization called Team Rubicon (TR). This organization is “an international non-profit disaster response organization that unites skills and experience of military veterans with first responders to rapidly deploy disaster response teams free of charge to communities affected by disasters....” TR is currently involved in the City of Ottawa’s flood response.

TR comprises a roster of 35,000+ volunteers and is able to respond to disaster needs in a reasonably quick timeframe. For example, they are able to mobilize 30 volunteers within a 96 hours. TR recruits, trains, equips and organizes and deploys veterans to aid in disaster response operations. They have been involved in over 225 missions: rebuilding communities from such disasters as hurricanes, tornadoes, floods etc.

Staff has met with a representative of TR and they are in the process of assessing the requirements to provide the required removal services for our affected residences and seasonal properties. We anticipate hearing back from them shortly.

With this option, TR would be responsible for the management and recruitment of volunteers to relocate the sandbags, building waste, white goods etc. to either a designated location or on individual driveways. These two options are discussed below.

Property owners would have to be notified of TR’s mandate and make their own arrangements with TR to have the sandbags, white goods,

construction debris etc. relocated for pickup by a City retained contractor. It is expected that property owners will have to sign a right of entry waiver for the cleanup operations. It will also be necessary to ensure that the cleanup works are carried out within a specified timeframe determined jointly by TR and the City.

Once the specifics of the cleanup operation are finalized, it is recommended that a public meeting be convened with the affected property owners to ensure they are familiar with the roles and responsibilities of TR, the property owner, the contractor and the City.

It is important that Council recognize that the City relinquishes the control and management of the sandbags removal until they are placed in a designated area or at the end of the driveway (depending on which option is approved) for removal by the City's contractor to the landfill site. This phase of the operation will be between TR and the individual property owner.

Option 2 (a)-Driveway Collection:

Volunteers would place sandbags and debris at individual driveways for pickup by a collection contractor retained by the city. Collection would be done using smaller loaders and rolloff containers. Sandbags located in the front of a residence would not have to be relocated for collection by the contractor. The City would then load the sandbags, etc. and transport them to the City's landfill site.

The estimated cost of the City's collection contractor would be approximately \$275,000 (\$245,000 contractor; \$30,000 landfill operations).

Staff will solicit at least three invitational quotations from qualified contractors to provide the driveway/central collection services

Option 2(b)- Centralized Collection:

This option requires the property owners to move the sandbags to a designated collection area(s) on an adjacent roadway. The volunteers would remove the sandbags from around a residence/recreational property and transport them to the identified collection areas.

This option enables the contractor to use larger equipment and thus be more efficient in loading the material into dump trucks. TR's volunteers would remove the sandbags from the residences/seasonal properties and transport them to the designated central collection areas.

The cost of this option is approximately \$215,000 (\$185,000

contractor; \$30,000 landfill operations). Similar to Option 2(a), staff will solicit at least three invitational quotations from qualified contractors to provide the collection services and distribute the material to the landfill site.

Pros:

- this option is less costly than Option 1
- higher likelihood of reimbursement from the province since city investigated all possible options
- more universally accepted strategy since this concept is being used by bigger cities such as the city of Ottawa

Cons:

- represents a longer process to complete removal operations
- dependent on commitment/availability of volunteers
- proactive volunteers' solicitation program experience needed

Option 3: Property Owner Managed

Process:

This option contemplates that each individual property owner will be responsible for the removal of sandbags, hazardous material, contaminated material, debris from their property and ensure that it is directed to the City's landfill site.

The City's role would be to ensure that the landfill site remains open for a specified time to facilitate the disposal operations from the homeowners. Staff would recommend that the landfill tipping fee be waived for the disposed materials.

It would also be necessary to define a specific time limit for the transfer of sandbags etc. to the landfill site. It would be the responsibility of the homeowner to transport the materials to the landfill site within the specified timeframe.

Financial:

This operation will require the City to retain an excavator and operator at the landfill site for about a one-month time period. This will cost approximately \$30,000. This expenditure is common to the aforementioned options.

Pros:

- minimal cost to the City (approximately \$30,000 for excavator and operator for one month)
- the City's management of the disposal program is minimal

Cons:

- onus of removal operations rests solely with the individual property owner. This represents a variance with the 2017 flood strategy
- overall cleanup will be staggered since some property owners will delay cleanup operations.

6) CONSULTATION :

The emergency response team has been extremely diligent in liaising with those property owners affected by the flooding emergency. Consultation with the owners will continue until the recovery operations are completed

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS:

N/A

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

It is difficult to fully assess the financial impacts of the flood response at this time. In order to be considered for provincial funding assistance through the Municipal Disaster Recovery Assistance Program (MDRA), the City must realize eligible expenditures that are at least equal to 3% of the municipality's taxation levy. This means that the City must incur expenditures of at least \$575,000 in order to be considered for funding assistance.

9) LEGAL IMPLICATIONS :

Staff is recommending Option 2(b): Volunteer Collection Program to affect the removal of sandbags etc. There is a potential that some volunteers may experience a mishap during the collection process and decide to take legal action against the City. Prior to pursuing this option, staff should consult with the City's legal counsel in this regard to ensure that city has adequately protected itself as best it can against third-party claims.

10) RISK MANAGEMENT:

The risks associated with Option2(b) are highlighted in Section 5 of this report. Using a third-party firm such as Team Rubicon will be beneficial in terms of recruiting volunteers that have not been involved in the initial emergency response operations

11) STRATEGIC IMPLICATIONS:

The recommended strategy highlighted in this report is consistent with the Emergency Preparedness Strategy Priority outlined in the Health and Wellness section of the approved strategic plan

12) SUPPORTING DOCUMENTS:

Attachment 1:2017 Disaster Recovery Plan Extract re-debris management



REPORT N° INF2019-018

Date	10/05/2019
Submitted by	Julian Lenhart
Subject	Road reparations due to Spring Flood 2019
File N°	

1) **NATURE/GOAL :**

To finance road reparation and associated costs due to Spring 2019 floods.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS staff will submit to the Province for costs associated with the Spring flood of 2019 under the Municipal Disaster Recover Assistance (MDRA) program if applicable; and

WHEREAS an estimated cost of \$500,000 is required for road reparations and associated works on Voisine, Pago, Wilson, Gagné, Lacroix, Ettyville, Boileau, Bouvier, Johnston, Lalonde roads and the parking lot at the Jean-Marc Lalonde arena; and

WHEREAS there is uncertainty concerning Provincial reimbursement as the MDRA program is not yet activated;

BE IT RESOLVED THAT Council approves an amount of \$500,000 for the reparation of roads affected by the 2019 Spring Flood and that this be funded from the Road Reserve Fund, conditional to the approval of report FIN2019-014 and that Road Reserve fund be reimbursed if a reimbursement is received from the Province.

ATTENDU QUE le personnel soumettra à la province les coûts associés à l'inondation du printemps de 2019 sous le programme d'Aide aux municipalité pour la reprise après une catastrophe si applicable; et

ATTENDU QU'un coût estimé à 500 000 \$ est requis pour la réparation des routes et les travaux connexes sur les chemins Voisine, Pago, Wilson, Gagné, Lacroix, Ettyville, Boileau, Bouvier, Johnston Lalonde et le stationnement de l'aréna Jean-Marc Lalonde; et

ATTENDU QU'il existe une incertitude concernant l'approbation provinciale de ces coûts;

ATTENDU QU'il existe une incertitude concernant le remboursement de la Province pour ces coûts puisque le programme d'aide aux municipalité pour la reprise après une catastrophe n'est pas encore activé ;

QU'IL SOIT RÉSOLU QUE le conseil approuve un montant de 500 000 \$ pour la réparation des chemins affectés par les inondation du printemps 2019 et que ce montant soit financé à partir de la réserve de chemin, conditionnel à l'approbation du rapport FIN2019-014 et que le fonds de réserve des chemins soit remboursé si un remboursement est reçu de la Province.

4) **BACKGROUND :**

In 2017 Council received and approved report FIN2017-030 Road Reparations – 2017 Spring Flood to secure founding from the road reserve fund for road reparations associated with damages caused by Spring flooding. The City successfully received provincial funding under the Provincial Municipal Disaster Recovery Assistance program (MDRA) for these costs.

This program reimburses municipalities for extraordinary cost associated with emergency response and repairs to essential property and infrastructure. The City will submit, again this year, a request for funding for costs associated with repairs to essential infrastructure if all of the conditions are met.

5) **DISCUSSION :**

With respect to the road damage incurred to Voisine, Pago, Wilson, Gagné, Lacroix, Ettyville, Boileau, Bouvier, Johnston, Lalonde roads and the parking lot at the Jean-Marc Lalonde arena, the Department recommends the following rehabilitation strategies and associated costs to bring these roadways back to pre-flood conditions.

150mm to 300mm gravel road reinstatement

Voisine, Pago, Wilson, Gagné, Ettyville, Boileau, Bouvier, Johnston and Lalonde roads have all been adversely impacted by the flood and associated works and require 150mm to 300mm gravel reinstatement. At this time, the Department estimates that the cost to repair these roads is \$150,000.

Localized road reconstruction and culvert replacement

Lacroix Road has been adversely impacted by spring flooding in the creek that crosses this section of the road. Due to increased flows, debris blocked the culvert, which severely damaged it and eroded the road. At this time, the Department estimates that the cost to repair the culvert and road including engineering is \$300,000.

Asphalt reinstatement Jean-Marc Lalonde arena parking lot

The JML parking lot was strategically chosen over the TSC parking lot as the main sandbagging and volunteer site. This site was preferred because of the City's greater control of the access points and the improved traffic safety. The asphalt was damaged due to the excessive use and weight of the sand trucks. At this time, the Department estimates that the cost to repair the parking lot is \$50,000.

6) **CONSULTATION:**

N/A

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

N/A

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

A new project will be established as Road reparation – 2019 Spring Floods in the amount of \$500,000 and will be funded from the Road reserve fund. If funds are received from the MDRA program, the Road reserve fund will be reimbursed.

The amount currently available in the road reserve fund is only \$40,000 but there's a proposed transfer of \$650 000 in report FIN2019-014 from the 2018 year-end surplus. Therefore, the source of funding is conditional on the approval of FIN2019-014. The only 2 other options for financing would be the tax stabilization reserve with a current amount available of approximately \$800,000 or to issue long term debt.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Attachment 1 – Pictures of Flood Damaged Roads



RAPPORT N° FIN2019-018

Date	02/05/2019
Soumis par	Frédéric Desnoyers
Objet	Exemption des intérêts et pénalités sur les services municipaux pour les propriétés affectés par les inondations / Exemption to interest and penalties on municipal services for properties affected by the flooding
# du dossier	F22 Tax Rolls and Records

1) **NATURE / OBJECTIF :**

Demander au conseil une dérogation à la collection d'intérêts et pénalités sur les paiements des taxes foncières, l'eau et les égouts et le service de garde pour les propriétés directement affectées par les inondations.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Selon le By-Law 2019-43, 50% de la facturation finale des taxes foncières deviendra exigible le 30 juin 2019 et le 31 août 2019.

3) **RECOMMANDATION DU SERVICE:**

BE IT RESOLVED THAT By-law No. 2019-51, being a by-law to authorize an exemption to interests and penalties on invoices related to property taxes, water/sewer charges, and daycare services for the taxpayers affected by the floods, until December 31, 2019, be adopted.

QU'IL SOIT RÉSOLU QUE le Règlement No. 2019-51, étant un règlement pour autoriser une exemption des intérêts et des pénalités relativement à la facturation des taxes foncières, de l'eau et les égouts et du service de garde jusqu'au 31 décembre 2019, pour les contribuables affectées par les inondations, soit adopté.

4) **HISTORIQUE :**

La Cité de Clarence-Rockland a déclaré l'état d'urgence le 26 avril 2019 étant donné des inondations importantes dans la région. Certaines propriétés ont été grandement affectées et ont subi d'importants dommages.

5) **DISCUSSION :**

Le 30 juin et le 31 août 2019 sont deux dates limites pour les derniers paiements des taxes foncières 2019. Afin de fournir un support financier aux propriétés affectées par les inondations, on recommande de reporter la date limite pour le paiement des taxes foncières, l'eau et les égouts et les services de garde au 31 décembre 2019 pour les propriétés éligibles.

6) **CONSULTATION :**

N/A

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

N/A

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

Il n'y a aucune perte de revenu, il s'agit plutôt d'une question de flux monétaire puisque l'argent sera reçu plus tard que prévu.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

By-Law : 2019-51 Exemption of interest and penalties for flood victims

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2019-51

BEING A BY-LAW TO AUTHORIZE AN EXEMPTION TO INTEREST AND PENALTIES IN RELATION TO PROPERTY TAXES, WATER/SEWER CHARGES AND DAYCARE SERVICES FOR TAXPAYERS AFFECTED BY THE FLOODS.

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it necessary to provide some relief to those affected by the recent floods;

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

1. **THAT** notwithstanding the provisions of By-law No. 2019-43, 2019-13 and 2018-33, the taxpayers affected by the 2019 floods in accordance with the list approved by the Chief Administrative Officer, shall be exempt from interest and penalties on invoices related to property taxes, water/sewer charges, and daycare services, until December 31, 2019.
2. **THAT** this By-law shall be effective on the date of its passing.

READ AND PASSED IN OPEN COUNCIL THIS 10th DAY OF MAY 2019.

Monique Ouellet, Clerk

Guy Desjardins, Mayor



RAPPORT N° FIN2019-014

Date	05/04/2019
Soumis par	Frédéric Desnoyers
Objet	Modifications au budget 2019
# du dossier	F05 Budget and estimates

1) **NATURE / OBJECTIF :**

Le rapport a pour but d'apporter des modifications au budget 2019 et de présenter des recommandations concernant l'utilisation de fonds supplémentaires ayant été reçus suite à l'approbation du budget 2019. Le rapport présente aussi un plan de réduction de dette à long terme.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Le Règlement 2019-09 adopté le 20 février 2019 avait pour but d'établir le budget 2019

3) **RECOMMANDATION DU SERVICE:**

QU'IL SOIT RESOLU QUE le Conseil approuve le plan de réduction des dettes à long terme au montant total de 3 703 104 \$ qui permettra une économie annuelle de 73 525 \$ tel que recommandé dans le rapport FIN2019-014; et

QU'IL SOIT AUSSI RÉSOLU QUE le Conseil accepte l'allocation des fonds de 1 918 000 \$ tel que proposé dans le rapport FIN2019-014.

QUE le Conseil adopte le Règlement 2019-53 étant un règlement pour apporter des modifications au budget d'opération et d'immobilisation 2019

BE IT RESOLVED THAT Council's approves the long term debt reduction plan of \$3,703,104, which will allow an annual saving of \$73,525, as presented in report FIN2019-014; and

BE IT FURTHER RESOLVED THAT Council authorizes the allocation of the additional funds of \$1,918,000 as presented in report FIN2019-014.

THAT Council's approves By-Law 2019-53, being a By-Law to adjust the 2019 operating and capital budget

4) **HISTORIQUE :**

N/A

5) **DISCUSSION :**

Fonds provincial de modernisation des municipalités :

Le 20 mars 2019, le Ministère des Affaires municipales et du Logement a annoncé une distribution de 200 \$ millions à 405 municipalités. La municipalité de Clarence-Rockland a reçu un montant de 624 072 \$. L'utilisation des fonds n'est pas restreinte, toutefois, le Ministère précise dans la lettre que les fonds devraient être utilisés pour améliorer l'efficacité et l'efficience des municipalités en vue de diminuer l'augmentation des dépenses à long terme.

Taxes fédérales :

Lors de la présentation du budget fédéral le 19 mars dernier, celui-ci comprenait un montant de 2.2 \$ milliards pour doubler le montant à être reçu en 2019 par les municipalités. Par conséquent, la municipalité recevra un montant supplémentaire de \$743,602 en 2019.

Surplus budgétaire 2018 :

Plusieurs facteurs ont mené à un surplus s'élevant à approximativement 997 831 \$ pour les départements supportés par les taxes. Il est à noter que le montant n'est toujours pas confirmé et est sujet à l'audit des états financiers. Il s'agit d'une évaluation préliminaire puisque l'audit de l'année financière 2018 n'est pas terminé. À l'annexe A, on retrouve un sommaire qui présente les variances et explications ayant causées cet écart.

Par contre, de ce montant, l'administration recommande que 447 505 \$ soit retourné dans la réserve de stabilisation du taux de taxes / urgence, puisque cette réserve a grandement été utilisée au cours des dernières années. Il s'agit de la seule réserve disponible afin de financer des éléments non prévus au budget. Suivant le transfert de 447 505 \$, un montant de 1 250 000 \$ sera disponible dans cette réserve. Ce montant représente environ 3 % du budget d'exploitation municipal. Ainsi un montant de \$550,326 est disponible pour allouer à des projets.

Total des fonds supplémentaires disponibles :

Fonds provincial de modernisation des municipalités :	624 072 \$
Taxes fédérales :	743 602 \$
Surplus budgétaire 2018 :	550 326 \$
Total	1 918 000 \$

Il est à noter que les montants présentés dans le tableau ci-haut sont pour une seule fois et ne seront pas répétés dans les années futures.

Recommandations de l'utilisation des fonds :

Réduction de la dette à long terme	1 000 000 \$
Contribution à la réserve des chemins	650 000 \$
Budget pour les inondations 2019	100 000 \$
Entrée électronique pour les stations d'incendie	28 000 \$
Rénovation de l'hôtel de ville	40 000 \$
Services contractuels	100 000 \$
Total	1 918 000 \$

Réduction de la dette à long terme : Pour des raisons stratégiques, l'administration recommande de réduire la dette à long terme de 1 000 000 \$. Les projets qui seront réduits sont \$277,810 pour l'achat d'un camion approuvé dans le budget 2018, 200 000 \$ pour le parc du Village Morris et 522 190 \$ pour les stations d'incendie. Ainsi, une économie annuelle d'approximativement \$73,525 est prévue pour le paiement de ces dettes. Il s'agit d'une économie permanente au niveau du budget de la dette. De ce montant, 50% était déjà inclus dans le budget 2019, par conséquent, le montant économisé de \$36,762 sera utilisé pour augmenter la contribution annuelle au fonds de réserve des chemins.

Contribution à la réserve des chemins : Un montant de 650 000 \$ est proposé pour les chemins. Étant donné le temps de l'année, l'utilisation exact de ce montant sera recommandé lors du processus budgétaire 2020. De plus, étant donné le risque d'incertitude relié au remboursement des inondations et le coût total qui est toujours inconnu, les coûts d'inondations de 2019 seront couverts à partir de ce montant.

Entrée électronique pour les stations d'incendie : L'administration recommande d'installer les accès électroniques pour les stations d'incendie au coût de 28 000 \$. Présentement les stations seront construites sans serrures électroniques. La gestion de clé traditionnelle apporte plusieurs défis et inefficiences. Pour chaque rotation de personnel, il y a beaucoup de risques reliés aux clés traditionnelles. On doit s'assurer que la clé est remise à la municipalité et il n'y a aucun moyen de savoir si celle-ci a été copiée. Ainsi les serrures doivent être changées quelques fois par année avec plusieurs clés qui doivent être distribuées à chaque volontaire. Un accès électronique permet de réduire le temps d'administration des clés. De plus, ce genre de système permet d'identifier exactement quels individus ont accédé aux stations.

Rénovation de l'hôtel de ville : Un projet afin d'effectuer des rénovations à l'hôtel de ville était proposé dans l'ébauche budgétaire 2019 et celui-ci a été annulé dans le processus budgétaire.

L'administration veut rapporter ce projet afin d'effectuer certaines rénovations telles que la peinture, des fils électriques, et des éléments de chauffage. La fiche détaillée du projet est incluse à l'annexe C.

Services contractuels : Une somme de 100 000 \$ est recommandée pour des services contractuels afin de mettre à terme certains projets. Parmi ces projets on retrouve : la révision du Règlement de stationnement, la révision de la structure de division des travaux public ainsi qu'un consultant pour l'étude des redevances d'aménagement. Un autre rapport sera présenté au Conseil afin de confirmer l'utilisation exacte de ce montant.

Dettes à long terme :

L'administration veut aussi recommander un plan de réduction pour la dette à long terme.

Le tableau ci-dessous présente un sommaire des réductions proposées par type de dette à long terme.

Dettes payées par le taux de taxes	1 000 000 \$
Dettes payées par les taux de déchets	703 104 \$
Dettes payées par les redevances d'aménagement	2 000 000 \$
Total	3 703 104 \$

- Des réserves d'environ 1 188 397 \$ sont disponibles au 31 décembre 2018 pour le département de gestion des déchets, ainsi suite à cette recommandation de réduction de dette un montant de 485 293 \$ sera encore disponible.
- Le fonds de réserve pour les redevances d'aménagement présentait un montant de 3,9M\$ au 31 décembre 2018. Ainsi, une réduction du financement par la dette de \$2M est recommandée.

Les recommandations présentées ci-haut auront pour effet de réduire l'émission de dette à long terme pour un total de 3 703 104 \$ au cours des prochaines années.

6) **CONSULTATION :**

Le groupe de haute gestion a été rencontré afin d'avoir leur opinion sur les projets qui devraient être considérés avec ces nouveaux fonds.

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

N/A

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

Les modifications finales au budget, par grands livres sont présentés à l'annexe G et D. En plus d'intégrer les recommandations présentées dans ce rapport, les ajustements inclus la révision salariale, les revenus supplémentaires de taxes et la subvention pour la sécurité des tribunaux et le transport des prisonniers qui n'étaient pas inclus au budget 2019 ainsi que la réduction de 7 000 \$ de la subvention FPMO. Par contre, tous ces ajustements s'annule et n'ont aucun impact sur l'augmentation du taux de taxes de 2.92% approuvées dans le Règlement 2019-09.

Les deux tableaux ci-dessous présente un résumé de tous les ajustements nécessaires dans le budget 2019.

Ajustements au budget opérationnel.

Salaire	70 402 \$
Économie de surtemps	-20 000 \$
Réduction FPMO	7 000 \$
Subvention, sécurité des tribunaux	-17 658 \$
Revenus de taxes	-5 800 \$
Économie des postes vacants	-33 944 \$
Paiement de dette	-36 762 \$
Contribution au fonds de réserve des routes	36 762 \$

Ajustements au budget d'immobilisations, Voir annexe D.

Ajustements au budget d'opérations, Voir annexe G.

9) **IMPLICATIONS LÉGALES :**

N/A

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

Lors de l'évaluation de l'allocation des fonds, l'administration a tenté de faire une recommandation afin d'améliorer l'efficacité à long terme de la municipalité, tel que recommandé dans la lettre du ministre des Affaires municipales et du Logement.

La Province a confirmé pour 2019 le renouvellement de la subvention du Fonds de partenariat avec les municipalités de l'Ontario (OMPF) qui est reçu au montant de \$610,000 annuellement. Malgré ceci, il semble avoir beaucoup d'incertitude pour les années futures, ce qui a mené à recommander des solutions pour économiser des coûts dans le futur,

voir annexe E. De plus, le budget provincial pourrait avoir un impact sur cette subvention.

11) **IMPLICATIONS STRATÉGIQUES :**

Le remboursement de dette à long terme permet à la municipalité des frais d'intérêts annuels et affecte positivement la capacité d'endettement de la municipalité.

12) **DOCUMENTS D'APPUI :**

Annexe A : Variance par rapport au budget 2018

Annexe B : Lettre de Steve Clark, ministre des Affaires Municipales et du Logement

Annexe C : Fiche détaillée – Rénovations

Annexe D : Ajustements au budget en immobilisations

Annexe E : Lettre pour le Fonds de partenariat avec les municipalités de l'Ontario

Annexe F : Règlement 2019-53 – 2019 budget Adjustment

Annexe G : Ajustements 2019 au budget d'opérations

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Tel.: 416 585-7000
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**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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Téléc. : 416 585-6470



March 20, 2019

Your Worship
Mayor Guy Desjardins
City of Clarence–Rockland
1560 Laurier Street
Rockland ON K4K 1P7

Dear Mayor Desjardins:

Our government for the people was elected to restore trust, transparency and accountability in Ontario's finances. As you know, the province has undertaken a line-by-line review of our own expenditures, and we have been clear that we expect our partners, including municipalities, to take steps to become more efficient as well.

Municipalities play a key role in delivering many provincial services that people across Ontario rely on. Taxpayers deserve modern, efficient service delivery that puts people at the centre and respects hard-earned dollars.

Transforming service delivery and identifying more modern, efficient ways of operating is critical and complex work. As Minister of Municipal Affairs and Housing, I recognize that many of Ontario's small and rural municipalities may have limited capacity to plan and manage transformation, depending on the resources they have available and how far they have moved on their own modernization agendas.

That is why we are providing a one-time payment in the 2018-19 fiscal year to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term.

To ensure that this investment is targeted to where it is needed most, municipal allocations are based on a formula, which takes into consideration the number of households in a municipality and whether it is urban or rural.

While this investment is unconditional, it is intended to help modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared services agreements, and capital investments. Our government believes that municipalities are best positioned to understand the unique circumstances and determine where and how this money is best spent.

I am pleased to share that City of Clarence–Rockland will receive a one-time payment of \$624,072 which will flow in this fiscal year.

Staff from our regional Municipal Services Offices will be in touch in the coming days for your acknowledgement of this letter and to discuss any questions that you might have. I encourage you to work with ministry staff as you begin to think about the best way to proceed for your community. The Municipal Services Offices can offer advice and point to examples that may be helpful as you contemplate local solutions. In the future, we would be interested to hear about your modernization success stories.

Thank you once again for your commitment to demonstrating value for money. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Steve Clark', with a stylized, cursive script.

Steve Clark
Minister of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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20 mars 2019

Maire Guy Desjardins
Cité de Clarence–Rockland
1560 rue Laurier
Rockland ON K4K 1P7

Bonjour Maire Desjardins:

Notre gouvernement pour la population a été élu pour rétablir la confiance, la transparence et la responsabilisation en ce qui concerne les finances de l'Ontario. Comme vous le savez, la province a entrepris un examen de chacune de ses propres dépenses, et nous avons indiqué clairement que nous nous attendons à ce que nos partenaires, y compris les municipalités, prennent des mesures pour accroître leur efficience également.

Les municipalités jouent un rôle clé dans la prestation de nombreux services provinciaux utilisés par la population des diverses régions de l'Ontario. Les contribuables méritent des services modernes et efficaces qui soient axés sur les personnes et respectent leur argent durement gagné.

La transformation de la prestation des services et la détermination de façons de faire plus modernes et plus efficaces sont des tâches cruciales et complexes. À titre de ministre des Affaires municipales et du Logement, je suis conscient que beaucoup de municipalités rurales et de petite taille de l'Ontario peuvent avoir une capacité réduite de planifier et de gérer la transformation, selon les ressources à leur disposition et l'avancement de leurs propres programmes de modernisation.

En conséquence, nous fournissons un paiement unique durant l'exercice financier 2018-2019 afin d'appuyer les efforts des municipalités rurales et de petite taille pour accroître leur efficience et réduire la croissance des dépenses à long terme.

Pour que cet investissement parvienne là où il sera le plus utile, les allocations municipales sont fondées sur une formule qui tient compte du nombre de ménages de la municipalité et de son caractère urbain ou rural.

Bien que cet investissement soit inconditionnel, il vise à contribuer à la modernisation de la prestation des services et à la réduction des coûts futurs au moyen d'investissements dans des projets comme les examens de la prestation des services, l'élaboration d'ententes de services partagés et les investissements dans les immobilisations. Notre gouvernement croit que les municipalités sont les mieux placées pour comprendre leur situation particulière et déterminer où et comment cette somme sera dépensée de la façon la plus utile.

Je me réjouis d'annoncer que Cité de Clarence–Rockland recevra un paiement unique de 624 072 \$ qui sera versé au cours du présent exercice financier.

Le personnel du Bureau des services aux municipalités de votre région communiquera avec vous dans les prochains jours pour obtenir votre accusé de réception de la présente lettre et pour répondre à vos questions, le cas échéant. Je vous invite à collaborer avec le personnel du ministère lorsque vous commencerez à réfléchir à la meilleure façon de procéder pour votre collectivité. Le Bureau des services aux municipalités peut offrir des conseils et montrer des exemples qui pourraient être utiles lorsque vous envisagerez des solutions locales. À l'avenir, nous aimerions être informés de vos histoires de réussite en matière de modernisation.

Je vous remercie de nouveau pour votre engagement envers l'optimisation des ressources. Je serai heureux de continuer à collaborer avec vous pour contribuer à l'épanouissement des personnes et des entreprises des collectivités de notre province.

Veuillez agréer l'expression de mes meilleurs sentiments.

A handwritten signature in dark ink, appearing to read 'Steve Clark', with a stylized, flowing script.

Steve Clark
Ministre des Affaires municipales et du Logement

Cité de / City of Clarence-Rockland
2019 Budget 2019
Fiche Détaillée Capital Budget Project Detail Sheet



Department	Services communautaires/ Community Services				
Nom du projet	Hôtel de ville - Rénovations				
Project name	City Hall - Renovations				
Ward	All	Début / Start Fin / End			

Expenses	Total	2019	2020	2021	2022	2023
Construction	40,000	40,000				
Consultant	-					
Design	-					
Internal	-	-				
Total Expenditures	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -

Revenues

Surplus	-					
	40,000	40,000				
	-					
Total revenues	40,000	40,000	-	-	-	-

Net cost or debt

	-	-	-	-	-	-
--	---	---	---	---	---	---

Operating Budget Impact

	2019	2020	2021
Costs(Savings)	\$ -	\$ -	\$ -

Objective of Project / Objectif du Projet

Le but de ce projet est de procéder à certains travaux de rénovations à l'intérieur des deux hôtels de ville. Les travaux proposés consistent à de la réparation de mur de plâtre, de la peinture, de l'adaptation mineur de certains bureaux et la rectification/balancement du système de chauffage. L'achat de certains équipement sera également effectué (nouvelle table pour la salle à huis clos).

The purpose of this project is to carry out some renovations work within the two City Halls. The proposed work consist of wall repairs, painting, minor office space modifications and some heating system repairs. The purchase of some equipment will also be done (new table for the in camera room).

Justification / Explanation:

Les dernières rénovations majeures à l'hôtel de ville à Rockland ont eu lieu en 2000. Depuis ce temps plusieurs événements tel que le déménagement de la bibliothèque publique, la venue de la salle du conseil, le déménagement de la salle du conseil, la création du service à la clientèle, le déménagement de la garderie Carrousel, etc. Certaines sections des hôtels de ville ont besoin d'être réparer et peinturé.

The last major renovations at the Rockland City Hall took place in 2000. Since then, there have been several events such as the relocation of the public library, the relocation of the council chamber, the creation of Client Service Center, the removal of the Carrousel daycare, etc. Some sections of both City Halls needs to be repaired and painted.

Asset Management Program / Programme de question des actifs

N/A

Operational Impact / Répercussions Opérationnelles

Le projet ne causera aucun impact direct sur les opérations.

The project will not cause any direct impact on operations.

Schedule D
City of / Cité de Clarence-Rockland
Draft Budget 2019

2019 Capital Budget Changes

	Capital Project	Budgeted	Revised	Change	Financing							
					Debt	Waste Debt	DC Debt	Waste Surplus	DC Revenues	Grant	FGT	General Surplus
1		277,810	277,810	-	- 277,810							277,810
2		200,000	200,000	-	- 200,000					101,882		98,118
3	Rockland Fire station	3,000,000	3,000,000	-	- 522,190					522,190		
4	Road Reseve contribution	-	750,000	750,000							743,602	6,398
5	Fire Stations - Swipe Cards	-	28,000	28,000	-							28,000
6	City halls renovations	-	40,000	40,000								40,000
7	Contracted Services	-	100,000	100,000								100,000
8	Notre-Dame Landfill	525,000	525,000	-	- 525,000			525,000				
9	Loader	178,104	178,104	-	- 178,104			178,104				
10	Screening system capacity upgrade	12,404,482	12,404,482	-			- 2,000,000		2,000,000			
	Net Change	16,585,396	17,503,396	918,000	- 1,000,000	- 703,104	- 2,000,000	703,104	2,000,000	624,072	743,602	550,326

Annexe A / Schedule A
City of / Cité de Clarence-Rockland
Variances par rapport au budget 2018 / Variances with 2018 budget

	Budget	Variance		
Revenues et dépenses corporatives		524,541	Surplus	
Provision offence act (POA) revenues	-225,000	-75,000	Déficit	Le montant inclus budgété pour les revenus est surévalué depuis plusieurs années. Le revenu budgété en 2019 a été baissé de \$25 000 afin d'adresser ce problème.
Interest on AR	0	14,233	Surplus	Aucun montant n'était budgété pour les revenus d'intérêts sur les comptes recevables, un montant a été ajouté au budget 2019.
Investment income	-100,000	244,169	Surplus	Les revenus d'investissements ont été plus élevés étant donné l'augmentation de la trésorerie et la hausse du taux directeur à 2 reprises en 2018.
Interest on tax arrears	-430,000	21,000	Surplus	Plus d'intérêts sur les arrérages de taxes ont été reçus que le prévoyait le budget. Ce revenu ne sera pas aussi élevé en 2019, causé par la vente de taxes.
Other income	-14,000	136,094	Surplus	\$114,329 est relié à une écriture pour éliminer un ancien payable qui n'était pas dû. \$21,765 est un revenu supplémentaire relié à un ajustement de HST, suite à une vérification d'un consultant externe, pour des montants qui n'avaient pas été réclamés dans les années antérieurs.
Debt budget	1,662,532	230,087	Surplus	Le surplus est principalement causé par les stations de pompiers, la dette de ceux-ci n'a pas été émise. De plus, le budget avait été préparé avec une moyenne et prévoyait initialement un économie.
Insurance	238,500	23,000	Surplus	Le contrat d'assurance a été légèrement inférieur au budget.
Admin Cost revenues	-1,196,000	45,000	Surplus	Plus de revenus ont été tirés du département de construction suite à un ajustement pour refléter les coûts réels selon les rapports financiers de construction de fin d'année.
Staff recovery to capital	-150,000	25,000	Surplus	Un montant plus élevé a pu être récupéré sur les projets en capitaux en partie relié par du sur temps et des travaux effectués à l'interne.
Court Security Prisoner transportation grant	0	16,958	Surplus	Cette subvention n'était pas budgétée.
WSIB schedule 2	0	-156,000	Déficit	Le montant pour WSIB annexe 2 n'était pas budgété en 2018. L'ajustement a été apporté au budget 2019.

Annexe A / Schedule A
City of / Cité de Clarence-Rockland
Variances par rapport au budget 2018 / Variances with 2018 budget

Budget Variance

Conseil		17,692	Surplus	
Salaries	267,468	11,692	Surplus	Un poste a été vacant pendant une partie de l'année.
Advertising	3,000	2,000	Surplus	Pas dépensé autant que le prévoyait le budget
Committee	3,000	3,000	Surplus	Pas dépensé autant que le prévoyait le budget
Conference & convention	10,000	1,000	Surplus	Pas dépensé autant que le prévoyait le budget

CAO		77,394	Surplus	
Telephone	40,500	8,394	Surplus	Pas dépensé autant que le prévoyait le budget
Staff Training	25,000	8,000	Surplus	Pas dépensé autant que le prévoyait le budget
Legal fees - HR	105,000	50,000	Surplus	Pas dépensé autant que le prévoyait le budget
Accessibility program	11,100	11,000	Surplus	Autres
		77,394		

Finance		220,792	Surplus	
Finance - Salaries	875,513	59,792	Surplus	Épargne supplémentaire au budget des postes vacants puisque le poste de gestionnaire en approvisionnement a été vacant pour l'année complète.
IT - Salaries	297,444	74,000	Surplus	Épargne supplémentaire au budget des postes vacants puisque quelques poste ont été vacants.
IT - Softwares	228,400	87,000	Surplus	Moins dépensé que ce que le budget prévoyait.

Annexe A / Schedule A
City of / Cité de Clarence-Rockland
Variances par rapport au budget 2018 / Variances with 2018 budget

	Budget	Variance		
Services communautaires		-6,440	Déficit	
Other		-6,440	Déficit	Plusieurs petites variations
Daycare Services		43,710	Surplus	
Salaries and Benefits	3,064,285	-36,000	Déficit	Principalement causé par les temps partiel, cependant inclus aussi un montant pour l'équité salariale.
User Fees	-4,306,630	-9,000	Déficit	Les revenus ont été légèrement inférieur au budget.
Other Grants	-1,235,392	88,710	Surplus	Argent supplémentaire reçu principalement des CUPR. Inclus la subvention pour l'abordabilité des frais de garde.
Services de protection		76,348	Surplus	
OPP	3,385,263	56,348	Surplus	P.P.O. crédit d'ajustement pour 2017
Revenues	-30,000	20,000	Surplus	Plus de revenus ont été reçus que le budget, relié à la facturation lors d'accident.
Infrastructures		33,431	Surplus	
Planning	-225,600	33,431	Surplus	Le département d'infrastructure et aménagement ont eu plusieurs variances, cependant en somme le département a fini avec un surplus causé par des revenus supplémentaires d'aménagement.
		33,431		
Transit		10,363	Surplus	
Materials and supplies	32,000	10,363	Surplus	Pas dépensé autant que le prévoyait le budget.
Total des variations :		997,831		



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Télécopieur : 416 325-0374

Le 13 février 2019

Madame,
Monsieur,

Les présentes visent à faire le point sur le Fonds de partenariat avec les municipalités de l'Ontario (FPMO) pour 2019.

Reconnaissant que l'année budgétaire des municipalités est déjà bien avancée, le gouvernement maintiendra pour 2019 la structure actuelle du FPMO et de l'Aide transitoire. C'est donc dire que le programme et le financement resteront pratiquement les mêmes qu'en 2018, tout en permettant les mises à jour des données annuelles et les rajustements connexes. Nous avons entendu les préoccupations des municipalités, et c'est pourquoi nous leur offrons la prévisibilité dont elles ont besoin pour finaliser leur budget.

Le personnel du ministère s'emploie à finaliser les mises à jour des données pour faire en sorte que le FPMO continue de répondre aux besoins changeants des municipalités comme c'est le cas actuellement. Les avis indiquant le financement alloué à chaque municipalité ainsi que les documents connexes seront disponibles à la mi-mars. À ce moment, l'enveloppe de financement définitive pour 2019 sera également annoncée. Conformément à la pratique des années précédentes, l'Aide transitoire diminuera progressivement vu que moins de municipalités ont besoin de ce financement.

Comme nous vous en avons fait part précédemment, l'Ontario a hérité d'un déficit de 15 milliards de dollars. Si nous ne faisons rien pour nous attaquer au coût élevé du service de cette dette massive, cela mettra en danger nos hôpitaux, nos écoles et d'autres services publics. Nous ne pouvons pas permettre que cela se produise. Nous continuons de passer en revue les paiements de transfert du gouvernement, y compris le FPMO, dans le but de remettre notre province sur la voie de la viabilité et de la responsabilité financières.

...2

Dans les mois à venir, nous continuerons de consulter les municipalités pour nous assurer que le FPMO est viable et axé sur les municipalités du Nord et les municipalités rurales qui ont le plus besoin de ce financement. Comme nous l'avons mentionné en décembre, le FPMO fera l'objet d'un examen. Pour cette raison, nous nous engageons à annoncer les montants alloués en 2020 bien avant l'année budgétaire des municipalités pour que celles-ci aient le temps de planifier.

Nous respectons nos partenaires municipaux et continuons de les écouter et de collaborer avec eux de façon constructive pour trouver des moyens plus judicieux et plus économiques d'améliorer la vie de nos collectivités.

Veillez agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

Le ministre des Finances,

Original signé par

Vic Fedeli

- c. L'honorable Steve Clark, ministre des Affaires municipales et du Logement
Jamie McGarvey, président, Association of Municipalities of Ontario

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW 2019-53

**BEING A BY-LAW TO AMEND BY-LAW 2019-09, BEING A BY-LAW TO
ADOPT THE BUDGET ESTIMATES FOR THE YEAR 2019**

WHEREAS By-Law 2019-09 was adopted on February 20, 2019;

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to amend the 2019 Budget as adopted under By-Law 2019-09 in order to include all the changes presented in Schedule A to report FIN2019-014;

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

1. **THAT** Schedule 'A and B' to By-Law 2019-09 be amended according to Schedule 'D & G' attached hereto, entitled 2019 Budget Amendments;
2. **THAT** this by-law shall come in force and effect as of the date of its adoption.

READ AND ADOPTED IN OPEN COUNCIL THIS 10th DAY of MAY, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

Schedule G
City of / Cité de Clarence-Rockland
Budget 2019

Operating budget Amendments

Department			Adjustments	Tax \$'s	Tax Impact
Previously approved budget pressures				\$ 569,826	2.92%
1)	CAO	Salary review impact	1-4-1221-1100	5,436	
	Infrastructure &				
2)	Planning	Salary review impact	1-4-3111-1100	9,884	
3)	IT	Salary review impact	1-4-1321-1100	6,187	
4)	Community Serv.	Salary review impact	1-4-7111-1100	3,430	
5)	Finance	Salary review impact	1-4-1231-1100	17,574	
6)	CAO	Salary review impact	1-4-1361-1100	9,871	
	Infrastructure &				
7)	Planning	Salary review impact	1-4-8111-1100	1,655	
8)	Protection Serv.	Salary review impact	1-4-2411-1100	3,507	
9)	Community Serv.	Salary review impact	1-4-1103-1100	6,452	
10)	Construction	Salary review impact	1-4-2431-1100	1,356	
11)	Daycares	Salary review impact	1-4-6111-1100	1,356	
12)	Daycares	Salary review impact	1-4-6131-1100	1,847	
13)	Daycares	Salary review impact	1-4-6201-1100	1,847	
14)	Community Serv.	Overtime	1-4-7111-1130	-5,500	
15)	Community Serv.	Overtime	1-4-7311-1130	-2,000	
16)	Daycares	Overtime	1-4-6111-1130	-6,500	
17)	IT	Overtime	1-4-1321-1130	-2,500	
18)	Finance	Overtime	1-4-1231-1130	-3,500	
19)	Corp. Rev & Exp.	Court Security Prisoner Transportation Grant	1-3-0140-0541	-17,658	
20)	Corp. Rev & Exp.	OMPF Grant	1-3-0140-0538	7,000	
21)	Corp. Rev & Exp.	Tax Revenues	1-3-01140-0501	-5,800	
22)	CAO	Vacancy Factor	1-4-1221-1104	-3,671	
23)	Finance	Vacancy Factor	1-4-1231-1104	-5,215	
24)	Protection Serv.	Vacancy Factor	1-4-2111-1104	-5,308	
	Infrastructure &				
25)	Planning	Vacancy Factor	1-4-3111-1104	-12,714	
26)	Daycares	Vacancy Factor	1-4-6111-1104	-1,173	
27)	Community Serv.	Vacancy Factor	1-4-7111-1104	-5,863	
28)	Corp. Rev & Exp.	Debt payment - Capital	1-4-1106-2100	-8,531	
29)	Corp. Rev & Exp.	Debt payment - Interests	1-4-1106-2200	-3,610	
30)	Corp. Rev & Exp.	Debt payment - Capital	1-4-1107-2100	-20,751	
31)	Corp. Rev & Exp.	Debt payment - Interests	1-4-1107-2200	-3,870	
32)	Corp. Rev & Exp.	Additional road reserve contribution	1-4-3127-7150	36,762	
				0	
Revised Pressures May 10				\$ 569,826	2.92%



REPORT N° PRO2019-012

Date	10/05/2019
Submitted by	Monique Ouellet for Brian Wilson
Subject	Fire Stations Construction - Project Management Contract Extension
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The intent of this report is to obtain approval to extend the project management contract with Colliers Project Leaders for the construction of two new fire stations.

2) **DIRECTIVE/PREVIOUS POLICY :**

The Project Management contract for the design and construction of the two new fire stations was awarded to Colliers Project Leaders in May 2017, under By-Law 2017-70.

The Construction

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT By-law No. 2019-52, being a by-law to authorize the Mayor and the City Clerk to sign the necessary documents to award an extension of the existing contract with Colliers Project Leaders for the project management of the construction of the two fire stations.

QU'IL SOIT RÉSOLU QUE le règlement no. 2019-52, visant à autoriser le maire et la Greffière à octroyer une prolongation au contrat existant avec Colliers Project Leaders pour les services de gestion de projet pour la construction de deux casernes de pompier.

4) **BACKGROUND :**

[Click here to enter text.](#)

5) **DISCUSSION :**

The construction completion date has been delayed by the Design-Build, ASCO Construction Ltd. The completion date is now tentively anticipated for February 3, 2020.

The Project Management Contract, as adopted, covered the period from April 18, 2017 to completion of project which was projected for September 4, 2018. Because of the initial delay of the contract award to the Design-Build, the project management contract has been somewhat extended accordingly, but the authorized contract amount

has not been exceeded. To date, being as of March 31st, the amount which remains unspent under this contract is \$10,195. Therefore, the existing Project Management Contract Amount needs to be amended to reflect an increase of \$40,784 (excluding HST), to cover the costs of project management to February 3, 2020.

6) **CONSULTATION:**

n/a

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

n/a

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

The anticipated financial impact of extending the Project Management contract is \$40, 784 (excluding HST).

This financial impact could be mitigated as per Section 1.21 of the existing contract with the Design-Builder, ASCO Construction Inc. which reads as follows:

In view of the difficulty of ascertaining the losses which the Owner may suffer by reason of delay in the performance of the said works, it is hereby agreed and determined by the parties to fix an amount for liquidated damages that the Owner will suffer by reason of said delay and default, and not as a penalty. In case the Design-Builder fails to achieve either one of the above Substantial Completion dates in accordance with the Contract and to the satisfaction of the Project Manager, the Design-Builder shall pay to the Owner Liquidated Damages in the amount of \$1,500.00 per calendar day for each and every day that the work or works is not substantially complete. The Owner may deduct and retain the amounts of such liquidated damages out of the monies which may be due or become due to the Design-Builder under the contract.

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

n/a

12) **SUPPORTING DOCUMENTS:**

By-Law 2019-52

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-52

BEING A BY-LAW TO AUTHORIZE A CONTRACT EXTENSION TO COLLIERS PROJECT LEADERS FOR THE PROJECT MANAGEMENT OF THE DESIGN AND CONSTRUCTION OF THE ROCKLAND AND BOURGET FIRE STATIONS.

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; and

WHEREAS the project management contract for the design and construction of the Rockland and Bourget Fire Stations was awarded to Colliers Project Leaders under By-law No. 2017-70; and

WHEREAS the Design-Builder, ASCO Construction Inc. encountered performance issues which is delaying the completion date of the construction; and

WHEREAS it is deemed necessary to extend the project management contract accordingly;

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

- 1. THAT** Municipal council authorizes the Mayor and the Clerk to sign an extension of Project Management Services for the Rockland and Bourget Fire/EMS Station Project;
- 2. THAT** the extension agreement be in the form hereto annexed 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 MAY 2019.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



April 15, 2019

Mr. Brian Wilson
Director of Protective Services / Fire Chief
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario K4K 1P7

Dear Mr. Wilson:

**Re: Proposal for Extension of Project Management Services
Rockland and Bourget Fire/EMS Station Project**

Further to our discussion, we are pleased to present an extension of project management services for the "Clarence-Rockland Fire/EMS Station Project", for the period of June 1, 2019 to January 31, 2020 for the Design-Build of the two Fire/EMS Stations in Rockland and Bourget. We understand that this project is a very significant investment for the City and we take it's project management very seriously.

Project Experience

Colliers Project Leaders is a leading Canadian project management firm committed to representing our clients' interests at every stage of their real property construction projects.

Municipal Experts

Colliers Project Leaders is considered the go-to project management firm for successful on time and on-budget delivery of major municipal projects. We have led the delivery of municipal projects ranging from fire halls and life safety facilities to new arenas, recreation complexes, community centres, aquatic centres, cultural centres, civic centres and city halls, to libraries and theatres of every size, scope and budget. Our project leaders are experienced and well versed in the municipal project environments, including setting realistic project timelines that allow for required municipal approvals, preparing reports to Council, managing fixed capital constraints from multiple funding sources, public consultation processes, and public procurement practices.

Fire Hall Experience

Colliers Project Leaders has extensive experience leading fire hall projects for municipalities across Ontario. The team that we are proposing for this project brings a strong understanding of fire hall requirements, and will plan the project with the depth of detail required to ensure that each part of the work is completed in time to allow the next to begin. We also understand the health and safety

requirements and post-disaster building standards that fire halls must meet. Our fire station experience includes, but is not limited to:

Project Name	Value	Project Name	Value
Prince Edward County, Picton Fire Hall and EMS Facility	\$4M	City of Vaughn, Fire Hall 7-5 Expansion	\$500k
Prince Edward County, Consecon Fire Hall	\$2M	City of Markham, Fire Station #99	\$4.5M
Loyalist Township, Amherstview Fire Station	\$2M	City of Markham, Fire Station #93	\$3.7M
Municipality of Trent Hills, Fire Station	\$4.5M	City of Abbotsford, Fire Hall #2	\$500k
City of Pembroke, Fire Station	\$4.3M	City of Abbotsford, Fire Hall #6	\$6M
City of Ottawa, Design-Build Delivery Methodology Assistance for Two Fire Halls (Planning and Procurement)	\$10.4M	City of Abbotsford, Fire Hall #8	\$15M
Township of Whitchurch-Stouffville, Fire Station/EMS/Arena Complex	\$25M	City of Hamilton, Multi-Agency Training Centre (fire, police, EMS)	\$24M

Design-Build Experience

When it comes to design-build, Colliers Project Leaders wrote the book (or at least parts of it!). Colliers Project Leaders is a founding member of the Canadian Design-Build Institute (CDBI). Franklin Holtforster, Colliers Project Leaders' founder, President and CEO, currently resides on the CDBI Owner's Committee and is a regular speaker at Canada's Design-Build Institute.

A design-builder provides both design and construction services in one package – yielding single source responsibility for quality, price, schedule, delivery and performance. Colliers Project Leaders has an intimate understanding of both the benefits and inherent risks associated with the design-build contract and project delivery process. We offer the following advantages on design-build projects:

- The most design-build project experience of any project management firm in Canada
- Experience delivering a design-build RFP for an almost identical fire station.
- Experience in the development of creation of design-build contracts within regulated, municipal public procurement environments
- Our ISO 9001:2008 registered Quality Management System
- A strong reputation for providing quality project management services and completing projects on time and within budget, and meeting the quality expectations of our clients.

Colliers Project Leaders has a long history of successful design-build delivery in Ontario. The following table outlines some of our design-build experience:

Project Name	Value	Project Name	Value
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City of Ottawa –Design-Build Delivery Methodology Assistance for Two Fire Halls (Planning and Procurement)	\$10.4M	Government of Nunavut, Cape Dorset High School	\$30M
Kashechewan First Nation – Housing Repatriation Project	\$40M	Town of Pembroke, Fire Station	\$4.3M
Town of Kirkland Lake – Aquatic Centre	\$9.4M	Town of Milton, Milton Sports Centre	\$40M
Township of Edwardsburgh/Cardinal, Cardinal Arena	\$6.4M	City of Kingston, Kingston Multiplex Planning	\$32M
Prince Edward County, Wellington & District Centre	\$12M	Town of Cobourg, Cobourg Community Centre	\$27M
New Tecumseth, Recreation Facility – Arena and Indoor Soccer Pitch	\$14.5M	City of St. Thomas Elgin, Community Centre	\$12M
City of Hamilton, Mohawk Sports Park, Arena	\$17M	City of Abbotsford, Community Centre	\$23M

Project Team

To ensure project continuity, efficiencies and cost effectiveness, Colliers is pleased to propose Luc Fréchette as the Senior Project Manager for this project. Luc will be supported by assistant project managers as required. Luc is a long-time resident of Clarence-Rockland and takes great pride in serving the City to make this project successful.

Luc Fréchette, P.Eng, M.Eng, PMP, LEED AP BD+C

Luc Fréchette is a Professional Engineer (P.Eng), Project Management Professional (PMP), and LEED Accredited Professional (BD+C), with over 25 years of project management experience in the construction industry. He is one of Colliers Project Leaders' most experienced and successful senior project managers, leading projects for public and private sector clients throughout Ontario and Quebec. Luc is adept at identifying and delivering practical time- and cost-effective solutions to technical challenges. He has a successful track record of delivering projects on time and on budget, in both private and public sector environments. Luc recently completed the fast-tracked Lansdowne Park project for Ottawa Sport and Entertainment Group (OSEG), which had many stakeholders and tight budgets.

Luc's technical training and experience, combined with his superior management skills, make him an excellent project manager. He is hard working and conscientious, and has the personality and ability to work very well with all project stakeholders, including contractors, consultants, utilities, public officials, and end-users. He identifies his client's needs and objectives quickly at the outset of his projects, and continues to build to them at every stage.

Increased Project Schedule

The original February 23, 2017 RFP for project management services from the City included a “Project Completion Time” of 460 days (Clause 1.13). Our original proposal included a detailed MS-Project schedule (Appendix C) which included a 460 day duration. We received the Award Letter on May 16, 2017 with a Commencement Date of May 30, 2017. Based on this May 30, 2017 commencement date and a 460 day duration, the completion date of the project would have been September 4, 2018. However, based on the latest schedule from Asco, the Rockland fire station completion date is February 3, 2020, which is 17 months longer.

Several factors affected the overall duration of the project. The principal factor that had the most impact on the delayed project schedule is the budget approval process at City Council. The second factor that increased the project duration is the General Contractor’s delay with the prefabricated steel structure. Below is an overview of the original and actual milestone schedule dates, prior to contract award, which highlights the impact of the budget approval process on the schedule:

	<u>Original Milestone Dates</u>	<u>Actual Milestone Dates</u>
PM Contract Award Date	April 18, 2017	May 16, 2017
Initial Budget Report to Council	May 22, 2017	June 12, 2017
Second Budget Report to Council	NA	August 23, 2017
Final Budget approval by Council	NA	Dec 18, 2018
Design-Build Tender	June 1, 2017	January 9, 2018
Design-Build Tender Close	July 5, 2017	March 8, 2018
Value Engineering to meet Budget	NA	March-April 2018
Council Approval	August 7, 2017	April 30, 2018
Contract Award Date	August 8, 2017	May 8, 2018

Below is an overview of Asco’s original and actual milestone schedule dates, after contract award, which highlights the impact of the prefab steel structure delay on the schedule:

	<u>Original Milestone Dates</u>	<u>Latest Anticipated Milestone Dates</u>
Bourget substantial completion	May 30, 2019	July 8, 2019
Bourget final completion	July 4, 2019	August 12, 2019
Rockland substantial completion	September 27, 2019	January 13, 2020
Rockland final completion	October 25, 2019	February 3, 2020

Fee Proposal

As indicated above, our original fee proposal should have expired in September 2018. Given our understanding of the City's budget challenges, Colliers has managed to extend our existing fees an additional 9 months to May 31, 2019. As discussed previously, Colliers managed to do this by not charging all of Luc Fréchette's hours to the project.

This proposal covers the additional 8 month period from June 1, 2019 to the anticipated project completion date of February 3, 2020. It comprises the same monthly fee as the original 2017 proposal.

Resource	Monthly Rate	Months	Total Fee Upset Limit
Luc Fréchette	\$5,098	8	\$40,784
Subtotal			\$40,784
Disbursements	7.5%		\$3,058.80
Total			\$43,842.80

Yours truly,



Luc Fréchette M.Eng, P.Eng., PMP, LEED AP

Senior Project Manager

COLLIERS PROJECT LEADERS

Mobile 613 415 7382

Suite 700, 150 Isabella Street | Ottawa, ON K1S 1V7 | Canada

luc.frechette@colliersprojectleaders.com

General Terms & Conditions

Colliers Project Leaders submits our proposal and fee for services herein under the following general terms and conditions:

- The lump sum fixed fee excludes disbursements and HST. Disbursements will be charged at 7.5% of the invoiced fee value.
- Invoices will be submitted monthly, with payment due net 30 days from date of invoice and interest payable at 2% per month on overdue accounts.
- This fee proposal is valid for acceptance for a period of 60 days from the date of submission.

- The services and fees proposed are strictly based on the information contained within the submitted proposal, and may be subject to amendment if found to be inaccurate or incomplete.
- Colliers Project Leaders' described value added services and disbursements are excluded from the fee proposal for project management services.
- This proposal is submitted in confidence and contains some or all of the following types of information: trade secrets, scientific information, financial information, technical information, commercial information, and labour relations information. Disclosure of any information contained in any of the documents herein would result in undue loss to Colliers Project Leaders.

IN WITNESS WHEREOF, the parties below agree to the terms stated above and hereto have executed this Agreement by their duly authorized representatives:

Approved by (print name): _____

City of Clarence-Rockland

Title: _____

Signature: _____

Date: _____

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW 2019-40

BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF MUNICIPAL COUNCIL, COMMITTEE MEMBERS AND VOLUNTEERS COMPLAINT PROTOCOLS, ADVICE REQUEST PROTOCOL AND TO ADOPT A COUNCIL AND STAFF RELATIONS POLICY.

WHEREAS the *Municipal Act 2001*, S.O. 2001, c 25, Section 223.2 (1) provides that a municipality shall establish codes of conduct for members of the council of the municipality and its local boards; and

WHEREAS the *Municipal Act 2001*, S.O. 2001, c 25, Section 223.3 authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the responsibilities set out in section 223.3 of the *Municipal Act*, including, but not limited to, the application of the Code of Conduct for Members of Council; and

WHEREAS the *Municipal Act 2001*, S.O. 2001, c 25, Section 270 (1), subsection 2.1 provides that a municipality shall adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality; and

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient and necessary to adopt a revised Code of Conduct for Council, establish a Code of Conduct for Committees and Volunteers, establish Complaint Protocols and establish a Council and Staff Relations Policy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND ENACTS AS FOLLOWS:

1. That the Council Code of Conduct, attached hereto and forming part of this by-law as Schedule "A", is hereby established and adopted.
2. That the Complaint Protocol for the Council Code of Conduct, attached hereto and forming part of this by-law as Schedule "B", is hereby established and adopted.
3. That the Committee and Volunteer Code of Conduct, attached hereto and forming part of this by-law as Schedule "C", is hereby established and adopted.

4. That the Complaint Protocol for the Committee and Volunteer Code of Conduct, attached hereto and forming part of this by-law as Schedule "D", is hereby established and adopted.
5. That the Council and Staff Relations Policy, attached hereto and forming part of this by-law as Schedule "E", is hereby established and adopted.
6. That the Council Request for Advice Protocol/Form, attached hereto and forming part of this by-law as Schedule "F", is hereby established and adopted.
7. That By-law 2013-116 is hereby repealed upon the adoption of this by-law.
8. That this By-law shall come into force and take effect on the day of its passing.

READ, PASSED AND ADOPTED IN OPEN COUNCIL THIS 15TH DAY OF APRIL 2019.



Guy Desjardins, Mayor



Monique Ouellet, Clerk

Council Code of Conduct

1.0 Policy Statement

The City of Clarence-Rockland is committed to setting a high standard of conduct for Members of Council in order to provide good governance and a high level of public confidence in the administration of the City by its Members as duly elected or appointed public representatives to ensure that they operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.

2.0 Purpose

The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with.

3.0 Scope

This Code of Conduct applies to Members of Council. It may be extended to Members of Local Boards as defined in Section 223.1 of the *Municipal Act, 2001*

4.0 Definitions

- a) "Agent" means a representative who acts on behalf of other persons or organizations, but does not include Members performing official duties;
- b) "Assets" means all property of the City, including equipment, financial assets, facilities, land, vehicles, material, paper and electronic documents, inventories, tools, electronic equipment, computers, email, internet services and intellectual property;
- c) "By-Law" means a regulation passed by Council for the government of its affairs;
- d) "Chief Administrative Officer" or "CAO" means the senior executive appointed by Council who is responsible for managing the City;
- e) "City" means the Corporation of the City of Clarence-Rockland.
- f) "Clerk" means the person as appointed by Council pursuant to Section 228 of the *Municipal Act, 2001*
- g) "Confidential Information" means:
 - i. Information in the possession of, or received in confidence by the City, that it is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act*;
 - ii. A matter that has been debated or discussed at a meeting of Council closed to the public, unless the matter is subsequently discussed in Open Session, or it is authorized to be released by Council;
 - iii. Information concerning litigation, negotiation, or personnel matters; and;
 - iv. Reports of consultants, draft documents and internal communications, which, if disclosed may prejudice the reputation of the City, its officers and employees, or its effective operation.

- h) “Employee” means a person employed by the City, including those employed on a personal services contract and volunteers but does not include Members.
- i) “Family Relationship or Interest » means a situation involving the interest of any family member, specifically:
 - i. spouse, including but not limited to common-law spouse and same-sex partner;
 - ii. child, mother, father, sibling, grandchild, grandparent, aunt, uncle, niece or nephew;
 - iii. parent-in-law or sibling-in-law;
 - iv. step-parent, step-sibling, or step-child;
 - v. parent or child in a relationship where the role of the parent has been assumed; or
 - vi. any person who lives with the Member on a permanent basis.
- j) “Head of Council” means the Mayor or delegate;
- k) “Integrity Commissioner” means a person or persons appointed by Council who is responsible for performing the functions as per section 223.3 of the *Municipal Act, 2001*.
- l) “Local Board” means a local board as defined in Section 223.1 of the *Municipal Act, 2001*.
- m) “Members” means a member of Council or a member of a Local Board.
- n) “Official Duties” means functions performed by Members necessary to provide responsible and accountable governance.
- o) “Personal Information” as defined in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA)*, means recorded information about an identifiable individual and includes:
 - i. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
 - ii. Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relation to financial transactions in which the individual has been involved;
 - iii. Any identifying number, symbol or other particular assigned to the individual;
 - iv. The address, telephone number, fingerprints or blood type of the individual;
 - v. Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
 - vi. The views or opinions of another individual about the individual;
 - vii. The individual’s name if it appears with other personal information relation to the individual or where the disclosure of the name would reveal other personal information about the individual.

5.0 Policy Requirements

5.1 Statutory Provisions Regulating Conduct

- a) This Code of Conduct complements the existing legislation governing the conduct of Members. The following federal and provincial legislation governs conduct:
 - i. *Municipal Act, 2001*
 - ii. *Municipal Conflict of Interest Act*
 - iii. *Municipal Elections Act, 1996*
 - iv. *Municipal Freedom of Information and Protection of Privacy Act*
 - v. *Provincial Offences Act*
 - vi. *Ontario Human Rights Code*
 - vii. *Criminal Code of Canada*.
- b) Complaints regarding statutory matters outlined in 5.1 a), should be directed to the appropriate process or authority. In the case of any inconsistency between this Code of Conduct and Federal or Provincial statute or regulation, the statute or regulation shall prevail
- c) Members will follow by-laws, policies and decisions of Council as adopted and amended from time to time.

5.2 General Principles and Values

- a) Members shall act in accordance with his/her declaration of office;
- b) Members will respect the role of Council as set out in the *Municipal Act, 2001*;
- c) Members will support the mission, vision and values of the City.
- d) Members will respect the decision-making process of Council by accurately communicating the decision reached by majority of Council, even if they disagree with the outcome.
- e) Members will maintain professionalism, integrity, respect, and trust.
- f) Members will promote open, accountable and transparent local government.
- g) Members will encourage public respect for the City, its by-laws and policies

5.3 Standards of Behaviour and Conduct

5.3.1 Respect and Dignity

- a) Members have a duty to treat members of the public, one another, and staff with respect and without abuse, bullying or intimidation.
- b) Members will ensure their work environment is free from discrimination and harassment.
- c) Members will conduct themselves according to legislative

requirements, including the municipal workplace harassment and violence policies.

- d) Members will observe decorum and conduct themselves as outlined in the procedural by- law.
- e) Members will refrain from public criticism of other Members, staff or any other person that questions their professional reputation, competence and credibility.

5.3.2 Conduct Respecting Staff

- a) Members will be respectful of the fact that staff work for the City and are charged with making recommendations and advice based on political neutrality that reflects their professional expertise and objectivity, without undue influence from any individual member or group of members.
- b) Members acknowledge that only Council as a whole, in a duly called meeting with a quorum present, has the capacity to direct staff members.
- c) Members recognize that the Chief Administrative Officer is the only staff person directly reporting to Council. Members will direct any concerns respecting staff through the Chief Administrative Officer.
- d) Members of Council will not:
 - i. Maliciously or falsely injure the professional or ethical reputation of staff;
 - ii. Compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or
 - iii. Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties.

5.3.3 Gifts, Benefits and Hospitality

- a) Members will not accept a fee, advance, gift or personal benefit connected directly or indirectly to the performance of duties, unless permitted by law.
- b) Members will make decisions free from the influence of gifts, favours, hospitality, and entertainment.
- c) Members will decline any personal gift where the acceptance of

such gift may imply a contractual agreement with or obligation to the donor.

- d) Notwithstanding a), b), and c), Members may accept tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$300.00 that are received as a result of the responsibilities of the office. Tokens, mementoes, souvenirs or gifts with a value greater than \$300.00 shall be the property of the City.
- e) Exceptions outlined in Section 5.3.3 d) must be reported to the Clerk by the Member in writing using Form 2. These exceptions will be reported to Council on an annual basis, at the end of the year.
- f) Members will not seek or obtain by reason of their office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not following as a result of official duties.

5.3.4 Use of Municipal Assets

- a) Members may only use municipal property, equipment, services or supplies of consequence for official duties or associated community activities, unless previously approved by Council.
- b) Members will comply with corporate policies related to the use of municipal assets, including but not limited to municipal vehicles, municipally owned computers, internet and email.
- c) Members will not seek or gain personal benefit from the use of municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the City.

5.3.5 Confidentiality, Privacy and Use of Information

- a) All information, documentation or deliberations received, reviewed or taken in closed session meetings are confidential, except as otherwise directed by Council.
- b) Members will not disclose or release by any means to any Member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.
- c) Requests for information should be referred to the Clerk to be addressed in conformity with the *Municipal Freedom of Information*

and Protection of Privacy Act.

- d) Members will follow the established practices within the City for closed meeting materials.
- e) Members will not use information gained in the execution of their duties that is not available to the general public for any other purpose.

5.3.6 Personal and Political Interests

- a) Members will not use municipal facilities, services or property for personal business gain.
- b) Members will not use the services of employees for personal business during the hours in which the employees are in the paid employment of the City.
- c) Members will not use municipal resources for political purposes, including re-election, in conformity with municipal policy and in compliance with the *Municipal Elections Act*.
- d) Members will not borrow money from any person who regularly does business with the City unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- e) Members will not act as a paid agent before Council or its committees, agencies or boards.
- f) Members will recognize their obligations to follow and respect both the letter and the spirit of the provisions of the *Municipal Act, 2001* as amended and the *Municipal Conflict of Interest Act*, or successor legislation.
- g) Members shall not attempt to influence any outcome or decision regarding or based on a family relationship or interest.

Council Code of Conduct

Complaint Protocol

1.0 Informal Complaint:

Any individual who identifies or witnesses behaviour or activity by a Member that appears to breach the Code of Conduct may pursue the following informal complaint process or proceed directly to filing a formal complaint as defined in section 2:

- a) Advise the Member that the behaviour or activity appears to breach the Code of Conduct;
- b) Encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
- c) Document the incidents including dates, times, locations, other persons present, and any other relevant information;
- d) Request the Head of Council or designate to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue;
- e) If applicable, confirm satisfaction with the response of the Member, or if applicable, advise the Member of dissatisfaction with the response; and
- f) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in section 2.

2.0 Formal Complaint:

Any individual who identifies or witnesses behaviour or an activity by a Member that they believe is in contravention of the Code of Conduct may file a formal complaint in accordance with the following:

- a) All formal complaints shall be made in writing either by using Form 1, or by providing all of the information requested therein, originally signed and filed with the Clerk. All complaints filed with the Clerk will be forwarded directly to the Integrity Commissioner.
- b) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct.
- c) The identity of the complainant shall be protected.
- d) The Integrity Commissioner shall follow a process similar to that depicted in diagram 1 for all complaints received.
- e) If a report is warranted by the Integrity Commissioner, the Integrity Commissioner and/or the Clerk will protect any personal information about the complainant.
- f) Council will review the report of the Integrity Commissioner in closed session due to personal matters about an identifiable individual being the complainant.
- g) Determination of any reprimand will be completed in open session. Council will report out in open session and Council will state its reasons for the decision. If Council decides there was a breach in the code of conduct, Council will decide if there will be a penalty as may be imposed under section 223.4(5) of the *Municipal Act, 2001*.

Committee and Volunteer Code of Conduct

1.0 Policy Statement

The City of Clarence-Rockland values the important contribution of its volunteers, including Advisory Committee members, which are appointed by Council. This Code is intended to ensure that Volunteers and Advisory Committee members carry out their duties with respect, integrity, transparency, justice, truth, honesty and courtesy.

2.0 Purpose

The purpose of this Code of Conduct is to establish a general standard to ensure that all volunteers, including Advisory Committee members share a common basis for acceptable conduct, and to which they are expected to adhere to and comply with.

3.0 Scope

This Code of Conduct applies to persons who volunteer with the City of Clarence-Rockland in a formal way, including Advisory Committees, sub-committees, Task Force and Working Group members. This policy does not apply to members of Council, Local Board, Clarence-Rockland Public Library Board, staff or volunteer firefighters, who must adhere to their own Codes of Conduct.

4.0 Definitions

- a) "Advisory Committee" means a body, primarily made up of citizen appointees with one member of Council serving as Liaison. Providing advice to Council and staff on an area of expertise. The work of the advisory committee is undertaken in keeping with Terms of Reference adopted by Council.;
- b) "By-Law" means a regulation passed by Council for the government of its affairs;
- c) "Chief Administrative Officer" or "CAO" means the senior executive appointed by Council who is responsible for managing the City;
- d) "City" means the Corporation of the City of Clarence-Rockland.
- e) "Clerk" means the person as appointed by Council pursuant to Section 228 of the *Municipal Act, 2001*.
- f) "Confidential Information" means:
 - i. Information in the possession of, or received in confidence by the City, that it is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act*;
 - ii. A matter that has been debated or discussed at a meeting of Council closed to the public, unless the matter is subsequently discussed in Open Session, or it is authorized to be released by Council;

- iii. Information concerning litigation, negotiation, or personnel matters; and;
 - iv. Reports of consultants, draft documents and internal communications, which, if disclosed may prejudice the reputation of the City, its officers and employees, or its effective operation.
- g) "Employee" means a person employed by the City, including those employed on a personal services contract and volunteers but does not include members.
- h) "Family Relationship or Interest" means a situation involving the interest of any family member, specifically:
 - i. spouse, including but not limited to common-law spouse and same-sex partner;
 - ii. child, mother, father, sibling, grandchild, grandparent, aunt, uncle, niece or nephew;
 - iii. parent-in-law or sibling-in-law;
 - iv. step-parent, step-sibling, or step-child;
 - v. parent or child in a relationship where the role of the parent has been assumed; or
 - vi. any person who lives with the member on a permanent basis.
- i) "Head of Council" means the Mayor or delegate;
- j) "Integrity Commissioner" means a person or persons appointed by Council who is responsible for performing the functions as per section 223.3 of the *Municipal Act, 2001*.
- k) "Local Board" means a local board as defined in Section 223.1 of the *Municipal Act, 2001*.
- l) "Official Duties" means functions performed by volunteers sanctioned by the City of Clarence-Rockland.
- m) "Personal Information" as defined in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA)*, means recorded information about an identifiable individual and includes:
 - i. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
 - ii. Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relation to financial transactions in which the individual has been involved;
 - iii. Any identifying number, symbol or other particular assigned to the individual;
 - iv. The address, telephone number, fingerprints or blood type of the individual;
 - v. Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
 - vi. The views or opinions of another individual about the individual;
 - vii. The individual's name if it appears with other personal information relation to the individual or where the disclosure of the name would reveal other personal information about the individual.
- n) "Task Force or Working Group" means a body of limited duration established by Council through Terms of Reference to produce recommendations for

Council's consideration.

- o) "Volunteer" means a person who freely offers to take part in an activity, body or undertake a task on behalf of and sanctioned by the City of Clarence-Rockland, and includes Advisory Committees, sub-committees, Task Force and Working Group members.

5.0 Policy Requirements

5.1 Statutory Provisions Regulating Conduct

- a) This Code of Conduct complements the existing legislation governing the conduct of members of Council. The following federal and provincial legislation governs conduct:
 - i. *Municipal Act, 2001*
 - ii. *Municipal Conflict of Interest Act*
 - iii. *Municipal Elections Act, 1996*
 - iv. *Municipal Freedom of Information and Protection of Privacy Act*
 - v. *Provincial Offences Act*
 - vi. *Ontario Human Rights Code*
 - vii. *Criminal Code of Canada*.
- b) Complaints regarding statutory matters outlined in 5.1 a), should be directed to the appropriate process or authority. In the case of any inconsistency between this Code of Conduct and Federal or Provincial statute or regulation, the statute or regulation shall prevail.

5.2 General Principles and Values

- a) Volunteers will support the mission, vision and values of the City.
- b) Volunteers will respect the decision-making process of Council.
- c) Volunteers will maintain professionalism, integrity, respect, and trust.
- d) Volunteers will promote open, accountable and transparent local government.
- e) Volunteers will encourage public respect for the City, its by-laws and policies

5.3 Standards of Behaviour and Conduct

5.3.1 Respect and Dignity

- a) Volunteers have a duty to treat members of the public, one another, and staff with respect and without abuse, bullying or intimidation.
- b) Volunteers will ensure their work environment is free from discrimination and harassment.
- c) Volunteers will conduct themselves according to legislative requirements, including the municipal workplace harassment and violence policies.

- d) Volunteers will observe decorum and conduct themselves as outlined in the procedural by- law and/or Terms of Reference.
- e) Volunteers will refrain from public criticism that questions the professional reputation, competence, and credibility of Council, other volunteers, staff or any other person.
- f) Volunteers will protect and not divulge personal and confidential information obtained or encountered in the course of volunteering.

5.3.2 Conduct Respecting Staff

- a) Volunteers acknowledge that only Council as a whole, in a duly called meeting with a quorum present, has the capacity to direct staff members.
- b) Volunteers will be respectful of the fact that staff work for the City and are charged with making recommendations and provide advice based on political neutrality that reflects their professional expertise and objectivity.
- c) Volunteers will not:
 - i. Maliciously or falsely injure the professional or ethical reputation of staff;
 - ii. Use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties.

5.3.3 Conduct Respecting Advisory Committees, Sub-Committees, Task Forces and Working Groups

- a) Volunteers shall, when conducting committee business, preparing written correspondence, interacting with members of Council, the media, the public or staff, act in a manner that:
 - i. Fulfills the mandate and Terms of Reference of the body;
 - ii. Respects due process and the authority of the Chair and Council;
 - iii. Demonstrates respect for all fellow members, Council, the public, and staff;
 - iv. Respects and gives fair consideration to diverse and opposing viewpoints;
 - v. Represents the community and works with community members to bring forward their views;
 - vi. Demonstrates professionalism, transparency, accountability, and timeliness in completing any tasks or projects undertaken by the body;
 - vii. Conforms with all relevant legislation, by-laws, policies, and guidelines;

- viii. Contributes in a meaningful manner, offering constructive comments to Council, staff, and fellow members; and
 - ix. Supports committee recommendations.
- b) A member of an Advisory Committee, Sub-Committee, Task Force or Working Group shall not:
- i. Place themselves in a position where they could derive any direct personal benefit or interest from any matter about the member can influence decisions;
 - ii. Accord preferential treatment to relatives, or to organizations in which the member or a family member have an interest, financial or otherwise.
 - iii. Deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or a family member;
 - iv. Place themselves in a position where the member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
 - v. Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
 - vi. Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration.
- c) An Advisory Committee, Sub-Committee, Task Force or Working Group member shall disclose immediately to the Clerk or Recording Secretary, any potential pecuniary interest.
- d) Despite b) and c), the City acknowledges that certain advisory committees are intentionally comprised of citizens representing business interests, organizations, or specific sectors. Therefore, a member's interest that arises as a result of this connection does not constitute a breach of b) or c).
- e) Where a Member believes they have a conflict of interest in a particular matter, they shall:
- f) Prior to any consideration, disclose their interest and the general nature thereof;
- i. Leave the room for the duration of time that the matter is being considered;
 - ii. Not take part in the discussion of, or vote on, any question or recommendation in respect of the matter; and
 - iii. Not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question or recommendation.

Committee and Volunteer Code of Conduct

Complaint Protocol

1.0 Informal Complaint:

Any individual who identifies or witnesses behaviour or activity by a volunteer that appears to breach the Code of Conduct may pursue the following informal complaint process or proceed directly to filing a formal complaint as defined in section 2:

- a) Advise the volunteer that the behaviour or activity appears to breach the Code of Conduct;
- b) Encourage the volunteer to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
- c) Document the incidents including dates, times, locations, other persons present, and any other relevant information;
- d) Request the Chair of the body, Head of Council or designate to assist in informal discussion of the alleged complaint with the volunteer in an attempt to resolve the issue;
- e) If applicable, confirm satisfaction with the response of the volunteer, or if applicable, advise the volunteer of dissatisfaction with the response; and
- f) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in section 2.

2.0 Formal Complaint:

Any individual who identifies or witnesses behaviour or an activity by a volunteer that they believe is in contravention of the Code of Conduct may file a formal complaint in accordance with the following:

- a) All formal complaints shall be made in writing either by using Form 1, or by providing all of the information requested therein, originally signed and filed with the Clerk. All complaints filed with the Clerk will be forwarded directly to the Integrity Commissioner.
- b) The complaint must set out reasonable and probable grounds for the allegation that the volunteer has contravened the Code of Conduct.
- c) The identity of the complainant shall be protected.
- d) The Integrity Commissioner shall follow a process similar to that depicted in diagram 1 for all complaints received.
- e) If a report is warranted by the Integrity Commissioner, the Integrity Commissioner and/or the Clerk will protect any personal information about the complainant.
- f) Council will review the report of the Integrity Commissioner in closed session due to personal matters about an identifiable individual being the complainant.
- g) Determination of any reprimand will be completed in open session. Council will report out in open session and Council will state its reasons for the decision. If Council decides there was a breach in the code of conduct, Council will decide if there will be a penalty.



REPORT N° CLERK2019-06

Date	01/04/2019
Submitted by	Monique Ouellet, Clerk
Subject	Code of Conduct, Complaint Protocol, Council and Staff Relations Policy
File N°	

1) **NATURE/GOAL :**

The purpose of this report is to recommend that Council's Code of Conduct be revised to ensure its compliance with new legislation and to further recommend that a Code of Conduct for committees and volunteers be established, and that a Complaint Protocol as well as a Council and Staff Relations Policy be adopted.

2) **DIRECTIVE/PREVIOUS POLICY :**

- By-law 2013-116, establishing a Code of Conduct

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole recommends that Council adopts a by-law to establish a newly revised Code of Conduct for Council, a Code of Conduct for Committees and Volunteers, Code of Conduct Complaint Protocols, Request for Advice Protocol/Form, as well as a Council and Staff Relations Policy, as recommended in Report No. CLERK2019-06.

QUE le Comité plénier recommande que le conseil adopte un règlement pour établir un nouveau Code de déontologie pour les membres du conseil, un Code de déontologie pour les membres des comités et les bénévoles, des protocoles de plaintes relatifs au Codes de déontologie, un protocole/formulaire pour les requêtes d'avis, ainsi qu'une politique relative aux relations entre les membres du conseil et les employés, tel que recommandé au rapport no. CLERK2019-06.

4) **BACKGROUND :**

On May 30, 2017, Bill 68, received Royal Assent. At that time, Report No. CLERK2017-12, was presented to Council providing an overview of the new obligations imposed on municipalities through amendments to Ontario's municipal legislation including *the Municipal Act, 2001, the Municipal Conflict of Interest Act and the Municipal Elections Act, 1996*.

On March 4, 2019, Council appointed Mr. John Saywell as Integrity Commissioner for the City of Clarence-Rockland.

5) **DISCUSSION :**

The role and responsibilities of the Integrity Commissioner, as per section 223.3 (1) of the *Municipal Act, 2001, as amended* is to perform the following functions:

1. The application of the Code of Conduct members of Council and members of Local Boards.
2. The application of any procedures, rules and policies of the Municipality and Local Boards governing the ethical behaviour of members of Council and of Local Boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of Council and Local Boards.
4. Requests from members of Council and Local Boards for advice regarding their obligations under the Code of Conduct applicable to the member.
5. Requests from members of Council and of Local Boards for advice respecting their obligations under a procedure, rule or policy of the municipality or the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of Council and of Local Boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of Council, members of Local Boards, the municipality and the public about the municipality's codes of conduct for members of Council and members of Local Boards and about the *Municipal conflict of Interest Act*.

Further to the appointment of the Integrity Commissioner, it is important for Council to review its Code of Conduct to ensure that it is compliant with the new legislative requirements. Instead of amending the current document, staff is proposing a new Code of Conduct for members of Council as well as for Committees and Volunteers for review and approval.

In addition, it is important to establish complaint protocols as well as establish a manner in which members of Council will proceed in order to obtain advice from the Integrity Commissioner.

Also, paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*, provides that municipalities shall adopt and maintain a policy to govern the relations between members of Council and Staff. Therefore, a policy has been drafted and is being submitted for Council's consideration.

Council Code of Conduct

The Council's Code of Conduct Statement of Principles is intended to set a high standard of conduct for members in order to provide good governance and a high level of public confidence in the administration

of the Municipality by its members as duly elected or appointed public representatives to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.

As prescribed under Ontario Regulation 55/18, the proposed Code of Conduct addresses the following subject matters:

1. Gifts, benefits and hospitality;
2. Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be;
3. Confidential information; and
4. Use of Municipal or Local Board property.

A Disclosure Statement Form is included with the Code of Conduct for the disclosure of tokens, mementoes, souvenirs or such gifts or benefits as required.

Committee and Volunteer Code of Conduct

The Committee and Volunteer's Code of Conduct Statement of Principles is intended to ensure that Volunteers and Advisory Committee members carry out their duties with respect, integrity, transparency, justice, truth, honesty and courtesy.

Complaint Protocols

The complaint protocols include both an informal complaint process which will be encouraged initially, and a formal complaint process to be followed should the complainant not be satisfied with the outcome of the informal process or wishes to proceed directly to filing a formal complaint.

A formal Complaint Form which serves as an official declaration by an individual (the complainant) that a member of Council or member of a Committee or a Volunteer has contravened with one or more section(s) of the Code of Conduct, is included as part of the protocols.


Council and Staff Relations Policy

The Council and Staff Relations Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the City by its Council as duly elected public representatives and its Staff as public administrators.

Request for Advice –Integrity Commissioner

A Request for Advice Protocol /Form, which shall serve as an official request for advice from the Integrity Commissioner, has been included for consideration and approval.

- 6) **CONSULTATION:**
These new Codes of Conduct were reviewed and are endorsed the City's appointed Integrity Commissioner, Mr. John Saywell.
- 7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**
n/a
- 8) **FINANCIAL IMPACT (expenses/material/etc.):**
n/a
- 9) **LEGAL IMPLICATIONS :**
n/a
- 10) **RISK MANAGEMENT :**
n/a
- 11) **STRATEGIC IMPLICATIONS :**
n/a
- 12) **SUPPORTING DOCUMENTS:**
- Proposed By-law which includes:
 - Council Code of Conduct
 - Committee and Volunteer Code of Conduct
 - Complain Protocols
 - Council and Staff Relations Policy
 - Request for Advice Protocol/Form
 - By-law No. 2013-116 (Current Code of Conduct)

 Clarence-Rockland	FORM 1
	CITY OF CLARENCE-ROCKLAND
	FORMAL COMPLAINT FORM / DECLARATION MEMBERS OF COUNCIL/COMMITTEE AND VOLUNTEER CODE OF CONDUCT

I, _____ (full name), of the _____ (City, Town, etc.), in the _____ (Municipality), in the Province of Ontario.

DECLARE THAT:

1. I have personal knowledge of the facts as set out in this Declaration, because (choose one):
- ☐ I work for _____
 - ☐ I attended a meeting at which _____
 - ☐ other (please explain) _____

2. I have reasonable and probable grounds to believe that:

(name of Member of Council / member of a committee / volunteer of the City of Clarence-Rockland)

has contravened section(s) _____ of the (choose one)

- ☐ Council Code of Conduct of the City of Clarence-Rockland
- ☐ Volunteer Code of Conduct of the City of Clarence-Rockland


3. The particulars of which are as follows:

(Set out statements of facts in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of facts. If you require more space, please use an additional sheet. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this Declaration.)

3. This Declaration is made for the purpose of requesting that this matter be reviewed by the Integrity Commissioner appointed by the City of Clarence-Rockland and for no other purpose.
4. I understand that the original version of this form shall be submitted to the Clerk's Office and that no copy/san version will be accepted.

_____ Signature of person making the declaration	_____ Date (dd/mm/yyyy)
---	----------------------------

FOR OFFICE USE ONLY		
_____ Date received	_____ Date submitted to IC	_____ Signature of the Clerk or designate

	FORM 2
	<div>CITY OF CLARENCE-ROCKLAND</div> <div>DISCLOSURE STATEMENT FORM</div> <div>MEMBERS OF COUNCIL CODE OF CONDUCT</div>

Section 5.3.3. of the Council Code of Conduct requires Members of Council to disclose the receipt of gifts and benefits. This Disclosure Statement Form is to be used to report all these gifts and benefits and shall be filed with the Clerk of the City of Clarence-Rockland by the end of each year, during the term of the member of council.

I _____(full name), member of Council of the City of Clarence-Rockland

DECLARE THAT I received the following gifts and benefits during the year _____
(If you require more space, please use an additional sheet)

Nature of gift or benefit received	Source of Gift or benefit	Circumstances under which gift was received	Estimated value of gift or benefit (\$)	Date gift or benefit received.

I understand that the original version of this form shall be submitted to the Clerk’s Office and that no copy/scan version will be accepted.

Signature of member of council

Date (dd/mm/yyyy)

FOR OFFICE USE ONLY	
<div>Date received (dd/mm/yyyy)</div>	<div>Signature of the Clerk or designate</div>



CITY OF CLARENCE-ROCKLAND

REQUEST FOR ADVICE FORM

MEMBERS OF COUNCIL/COMMITTEE AND VOLUNTEER CODE OF CONDUCT

Protocol:

- Every Request for Advice form the Integrity Commissioner shall be submitted with the use of this Form;
- This Form shall be completed and submitted to the Clerk.

Name: _____

Telephone number : _____

Email address: _____


Advice Requested (Please provide as many details as possible. If you require more space, please use an additional sheet.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of requestor

Date (dd/mm/yyyy)

FOR OFFICE USE ONLY		
<u> </u> Date received	<u> </u> Date submitted to IC	<u> </u> Signature of the Clerk or designate

	FORM 4
	<p>CITY OF CLARENCE-ROCKLAND</p> <p>ACKNOWLEDGEMENT</p> <p>MEMBERS OF COUNCIL/COMMITTEE AND VOLUNTEER CODE OF CONDUCT</p>

I, _____ (full name)

Being a : (choose one)

- ☐ Member of council of the City of Clarence-Rockland
- ☐ Member of a committee of the City of Clarence-Rockland
- ☐ Volunteer of the City of Clarence-Rockland

Acknowledge the receipt of a copy of the: (choose one)

- ☐ Council Code of Conduct of the City of Clarence-Rockland
- ☐ Committee and Volunteer Code of Conduct of the City of Clarence-Rockland

I agree to be bound by the terms of the identified Code of Conduct.

Signature of person making the acknowledgement

Date (dd/mm/yyyy)

FOR OFFICE USE ONLY	
_____ Date received (dd/mm/yyyy)	_____ Signature of the Clerk or designate

CORPORATION de la Cité de / of the City of Clarence-Rockland		Politique <i>Policy No.:</i>	G2019-001
		Sujet <i>Subject:</i>	Council and Staff Relations – Relations Conseil et Personnel
		Categorie <i>Category:</i>	Governance - Gouvernance
Date:	April 2019	Résolution <i>Resolution No:</i>	
Auteur <i>Author:</i>	Monique Ouellet	Règlement <i>By-law No:</i>	2019-40

1.0 Énoncé de politique

La Cité de Clarence-Rockland s’engage à établir des normes élevées quant aux relations entre le conseil et les employés afin de promouvoir une bonne gouvernance et inspirer un niveau élevé de confiance du public envers l’administration de la Cité par son conseil dûment élu à titre de représentants du public et de son personnel à titre d’administrateurs publics.

1.0 Policy Statement

The City of Clarence-Rockland is committed to setting a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the City by its Council as duly elected public representatives and its Staff as public administrators.

2.0 But/Objectif

L’objectif de cette politique est d’établir une norme générale pour assurer une compréhension commune du conseil et du personnel de leurs rôles et responsabilités respectifs.

Les énoncés de principes clés suivants ont pour but de guider le conseil et le personnel et d’aider à l’interprétation de la politique.

- Le conseil et le personnel doivent reconnaître que les relations internes positives sont fondamentales à l’habileté collective du conseil et du personnel à promouvoir une bonne gouvernance et inspirer un haut niveau de confiance du public envers l’administration de la Cité;
- Le conseil et le personnel doivent interagir entre eux de façon respectueuse, professionnelle et courtoise;
- Le conseil et le personnel doivent comprendre et respecter les rôles et les responsabilités respectifs de chacun; et
- Le conseil et le personnel doivent travailler ensemble afin de poursuivre l’objectif commun de bien servir le

2.0 Purpose/Objective

The purpose of this policy is to set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities.

The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the policy.

- Council and Staff shall recognize that positive internal relations are central to the collective ability of Council and Staff to provide good governance and instill a high level of public confidence in the administration of the City;
- Council and Staff shall relate to one another in a respectful, professional and courteous manner;
- Council and Staff shall understand and respect each other’s respective roles and responsibilities; and
- Council and Staff shall work together in furtherance of the

<p><u>5.1. Obligations générales :</u> À tous égards, le conseil et le personnel doivent :</p> <ul style="list-style-type: none"> a) Interagir envers l'autre d'une façon courtoise, respectueuse et professionnelle; b) Maintenir des relations formelles de travail afin de promouvoir l'égalité et défavoriser le favoritisme, ce qui comprend, mais sans s'y limiter, à l'utilisation des titres appropriés et d'éviter l'utilisation des prénoms lors des réunions publiques ou lors des relations formelles d'affaires; c) Comprendre leurs rôles et responsabilités respectifs, et reconnaître et respecter les rôles et responsabilités de chacun; d) Travailler ensemble afin de produire les meilleurs résultats pour la Cité, toujours dans le meilleur intérêt de la collectivité de la Cité; et e) Agir de façon à augmenter la confiance du public envers un gouvernement local 	<p><u>5.1 General Obligations:</u> In all respects, Council and Staff shall:</p> <ul style="list-style-type: none"> a) Relate to one another in a courteous, respectful and professional manner; b) Maintain formal working relationships in order to promote equality and discourage favoritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings; c) Understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other; d) Work together to produce the best results and outcomes for the City and always for the collective public interest of the City; and e) Act in a manner that enhances public confidence in local government.
<p><u>5.2. Rôles et responsabilités du personnel</u> Le personnel reconnaît et accepte que:</p> <ul style="list-style-type: none"> a) Le conseil est l'autorité décisionnelle collective de la Cité et est ultimement responsable envers l'électorat pour la bonne gouvernance de la Cité; b) Le personnel doit implanter les décisions du conseil et établir des pratiques et procédures administratives afin de mettre en œuvre les décisions du conseil et toutes autres directives leur étant spécifiquement désignées par le conseil; c) Le personnel doit accompagner le conseil dans son processus de décision relativement aux politiques et programmes en fournissant au conseil de l'information basée sur une expertise professionnelle, bien recherchée et qui fait preuve de bon jugement, avec professionnalisme dans un délai convenable; d) Le personnel doit servir l'ensemble du conseil au lieu d'un membre en 	<p><u>5.2 Roles and Responsibilities of Staff</u> Staff acknowledge and agree that:</p> <ul style="list-style-type: none"> a) Council is the collective decision-making and governing body of the City and is ultimately responsible to the electorate for the good governance of the City; b) Staff shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council; c) Staff shall assist Council in their decision-making process with respect to policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner; d) Staff shall serve the whole of Council rather than any individual

<ul style="list-style-type: none"> d) Le conseil gouverne, fournit des directives politiques et prend des décisions dans son ensemble; e) Le conseil doit respecter la chaîne de commandement administrative et disciplinaire en : <ul style="list-style-type: none"> i. Dirigeant toute question ou inquiétude en matière de relation avec l'administration ou la gestion de la Cité au maire ou à la haute direction pour leur considération; ii. Donnant des directives au personnel uniquement en tant que conseil par l'entremise du greffier, tel qu'enregistré dans le procès-verbal des réunions; iii. Évitant d'être impliqué dans la gestion du personnel; f) Le temps du personnel doit être utilisé de façon efficace, ce qui inclut, mais sans s'y limiter à référer seulement les dossiers essentiels au personnel pour les rapports; g) Le personnel entreprendra des projets importants uniquement s'ils ont eu la directive claire du conseil par le biais d'une motion inscrite dans le procès-verbal des réunions, laquelle définit l'étendue du projet; h) Le conseil doit informer le personnel, lorsque possible, si une action ou une position du personnel doit être questionné ou critiqué lors d'une réunion publique afin de s'assurer que le personnel a suffisamment de temps de formuler une réponse intelligente, éclairée et utile pour la considération du conseil et que tout questionnement ou critique de ce type doit être entrepris de façon courtoise, respectueuse et professionnelle, et dans aucune éventualité il ne doit y avoir une tentative d'humilier, réprimander, dénigrer ou décrier le personnel et que le conseil doit éviter de critiquer publiquement le personnel relativement à son intelligence, intégrité, compétence ou autre; 	<ul style="list-style-type: none"> b) Members of Council are representatives of the entire City; c) Staff serve the whole of Council rather than any individual member of Council; d) Council governs, provides political direction and makes decisions as a whole; e) Council shall respect the administrative and managerial chain of command by: <ul style="list-style-type: none"> i. Directing any questions or concerns in relation to the administration or management of the City to the Mayor or Senior Management for their consideration; ii. Giving direction to Staff only as Council and through the Clerk as recorded in the minutes of the meetings; iii. Refraining from becoming involved in the management of Staff; f) Staff time shall be used effectively, which includes but is not limited to only referring essential matters to Staff for reports; g) Staff will undertake significant projects only if they have been directed to do so by Council through a motion recorded in the minutes of the meetings clearly directing Staff and defining the scope of the project; h) Council shall notify Staff, whenever possible, if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or
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**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2019-54**

BEING A BY-LAW OF THE CITY OF CLARENCE-ROCKLAND TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CITY OF CLARENCE-ROCKLAND AT ITS SPECIAL MEETING HELD ON MAY 10, 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 10TH DAY OF MAY 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk