



Clarence-Rockland

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

August 7, 2019, 8:00 pm
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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1. Opening of the meeting	
2. Adoption of the agenda	
3. Disclosure of pecuniary interests	11
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4.1 Presentation by Caroline Arcand of the Prescott-Russell Employment Service Centre regarding immigration vs housing needs	
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6. Notice of Motion	

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for OGRA & ROMA; and

WHEREAS according to a letter from ROMA to OGRA dated March 22, 2019, ROMA states that its Board is not prepared to enter into discussions with OGRA for the purpose of combining their respective conferences at this time; and

WHEREAS as a past attendee of the combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort each February for the benefit of the participating municipalities;

BE IT RESOLVED THAT the City of Clarence-Rockland ask that ROMA reconsider the possibility of re-establishing the ROMA/OGRA combined conference.

6.2 Notice of motion presented by Councillor Diane Choinière to withdraw a penalty applied under By-law 2015-176 to 4002 Champlain Street

WHEREAS the owners of 4002 Champlain Street in Bourget, Adam Gregory Nicholson and Sarah Bidnyk, obtained a minor variance for the height of their garage further to the reconstruction; and

WHEREAS despite having started the reconstruction of their garage before obtaining a building permit, they now meet all the criteria of the building permit application; now therefore

BE IT RESOLVED THAT the penalty applied under By-law 2015-176, in the amount of \$ 1033, be withdrawn.

- 6.3 Notice of motion presented by Councillor Diane Choinière regarding the «Leadership féminin Prescott-Russell » (LFPR) in order to increase female representation within municipal councils

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WHEREAS the Federation of Canadian Municipalities (FCM) has just called on municipalities to apply for grants for demonstration projects to encourage more women to be involved in municipal politics; and

WHEREAS a group of women from Prescott-Russell have set up the «Leadership féminin Prescott-Russell » (LFPR) in order to increase female representation within municipal councils and decision-making authorities in the region; and

WHEREAS the LFPR proposes to create group of elected females from each of the 8 municipalities as advisors to the project and also approach the United Counties of Prescott-Russell (UCPR) in order to ask that they lead this demonstration project for the municipalities within their jurisdiction; and

WHEREAS Municipal Councillor, Diane Choinière, is ready to act as an advisor to this project, support this project and promote it for the Council of the City of Clarence-Rockland;

BE IT RESOLVED THAT the City of Clarence-Rockland appoints Councillor Diane Choinière to represent the City on this group; and

BE IT RESOLVED THAT the City supports the LFPR in their approach to ask the UCPR to lead the demonstration project for the municipalities within their jurisdiction; and

BE IT FINALLY RESOLVED THAT a copy of this resolution be forwarded to the LFPR.

7. Comment/Question Period

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

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

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

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11.	Adjournment	



Clarence-Rockland

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

le 7 août 2019, 20 h 00
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

Pages

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5.	Pétitions / Correspondance	
5.1	Résultats de conformité de 2018 - Loi sur la protection civile et la gestion des situations d'urgence	13
6.	Avis de motion	

ATTENDU QUE durant la conference OGRA AGM 2019, une résolution a été adoptée concernant la remise en place d'une conference annuelle combinée pour OGRA et ROMA; et

ATTENDU QUE selon une lettre de ROMA à OGRA datée du 22 mars 2019, ROMA stipule que son conseil d'administration n'est pas préparé pour discuter avec OGRA de combiner de leurs conferences respectives en ce moment

ATTENDU QU'ayant assisté aux conférences combinées, il fait davantage de sens aux conférences OGRA et ROMA de retourner dans une conférence combinée à chaque mois de février pour le bénéfice des municipalités participantes;

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland demande que ROMA reconsidère la possibilité de ré-établir la conférence combinée ROMA/OGRA.

6.2 Avis de motion présenté par la conseillère Diane Choinière pour retirer une pénalité appliquée selon le règlement 2015-176 au 4002 rue Champlain

ATTENDU QUE les propriétaires du 4002 rue Champlain à Bourget, Adam Gregory Nicholson et Sarah Bidnyk, ont obtenu une dérogation mineure pour la hauteur de leur garage suite à la reconstruction; et

ATTENDU QUE malgré qu'ils aient débuté la reconstruction de leur garage avant l'obtention du permis de construction, ils satisfont maintenant tous les critères de la demande de permis de construction; par conséquent

QU'IL SOIT RÉSOLU QUE la pénalité appliquée selon le règlement 2015-176, au montant de 1033\$, soit retirée.

ATTENDU QUE la Fédération canadienne des municipalités (FCM) vient de lancer un appel aux municipalités à faire une demande de subvention pour des projets de démonstration visant à inciter davantage de femmes à s'avancer en politique municipale; et

ATTENDU QU'un groupe de femmes de Prescott-Russell a mis sur pied le mouvement 'Leadership féminin Prescott-Russell' (LFPR) dans le but d'augmenter la représentation des femmes au sein des conseils municipaux et des tables décisionnelles de la région; et

ATTENDU QUE le mouvement LFPR propose de créer un groupe d'élues provenant de chacune des 8 municipalités des Comtés de Prescott-Russell (CUPR) comme groupe-conseil au projet et aussi approcher les CUPR afin de leur demander de mener le projet de démonstration pour l'ensemble des municipalités de leur juridiction; et

ATTENDU QUE la conseillère municipale, Diane Choinière, est prête à agir comme conseillère au projet, soutenir ce projet et le promouvoir au sein du conseil municipal de la Cité de Clarence-Rockland;

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland nomme la conseillère Diane Choinière pour représenter la Cité au sein du groupe; et

QU'IL SOIT RÉSOLU QUE la Cité de Clarence-Rockland appuie le mouvement LFPR dans leur demande aux CUPR de mener le projet de démonstration pour l'ensemble des municipalités dans leur juridiction; et

QU'IL SOIT FINALEMENT RÉSOLU QU'une copie de cette résolution soit envoyée au mouvement LFPR.

7. Période de Questions/Commentaires

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

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

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

8. Rapport des Comtés unis de Prescott et Russell

9. Rapports des Comités/Services

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9.5	Paiements par carte de crédit pour les réservations en ligne des édifices et des opérations au dépotoir	69
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10. Autres items

11. Ajournement



Clarence-Rockland

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).

From: [Monique Ouellet](#)
To: [Maryse St-Pierre](#)
Cc: [Maryse St-Pierre](#); [Helen Collier](#)
Subject: FW: EMCPA 2018 compliance results / Résultats de conformité de 2018 à la LPCGSU - Clarence-Rockland
Date: July-08-19 1:52:38 PM
Attachments: [City of Clarence-Rockland-Compliance results-2018.pdf](#)
[ATT00001.htm](#)
[Cité de Clarence-Rockland-Résultats de conformité de 2018.pdf](#)
[ATT00002.htm](#)

Svp ajouter à l'ODJ du prochain comité plénier, sous correspondance.
Merci,

Monique Ouellet, A.M.C.T.

Greffière / City Clerk

Cité de Clarence-Rockland | City of Clarence-Rockland

1560, rue Laurier Street, Rockland ON K4K 1P7

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

Sans frais pour la région (distributel) | Toll free for the region (distributel) 613-237-7000

Télécopieur | Facsimile 613-446-1497

www.clarence-rockland.com

From: Brian Wilson

Sent: July-08-19 1:35 PM

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

Cc: Helen Collier <hcollier@clarence-rockland.com>

Subject: Fwd: EMCPA 2018 compliance results / Résultats de conformité de 2018 à la LPCGSU - Clarence-Rockland

Monique,

Should we just include this in correspondence or do a report to CoW?

Brian Wilson, MA DEM, CMM III, ECFO

Director of Protective Services / Fire Chief

Directeur des Services de la Protection / Chef des Pompiers

City of / Cité de Clarence-Rockland

Begin forwarded message:

From: "Ask OFMEM (SOLGEN)" <one@emergencymanagementontario.ca>

Date: June 26, 2019 at 11:46:18 AM EDT

To: <gdesjardins@clarence-rockland.com>

Cc: <Philippe.Geoffrion@ontario.ca>, <bwilson@clarence-rockland.com>

Subject: EMCPA 2018 compliance results / Résultats de conformité de 2018 à la LPCGSU - Clarence-Rockland

Dear Mayor,

Please find attached the **2018** EMCPA compliance results for the **City of Clarence-Rockland**.

Should you have any questions about your compliance results please contact us.

Madame la mairesse,
Monsieur le maire,

Vous trouverez ci-joints les résultats de conformité de **2018** à la LPCGSU pour le
Cité de Clarence-Rockland.

Si vous avez des questions à propos de vos résultats de conformité, veuillez nous contacter.

Thank you / Merci,

Office of the Fire Marshal and Emergency Management (OFMEM) / Bureau du commissaire des incendies et de la gestion des situations d'urgence

Ministry of the Solicitor General / Ministère du Solliciteur général

Tel. / Tél. : 1-800-565-1842 | Email / Courriel : askofmem@ontario.ca | Fax /
Téléc. : 647 329-1143

Remarque: Si vous avez des besoins en matière de logement ou que vous avez besoin d'aide à la communication ou d'autres formats, veuillez communiquer avec nous.

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143



Le 26 juin 2019

Son honneur Guy Desjardins
Cité de Clarence-Rockland
1560, rue Laurier
Rockland, ON K4K1P7

Madame la mairesse,
Monsieur le maire,

Il incombe aux municipalités de se conformer à la Loi sur la protection civile et la gestion des situations d'urgence (LPCGSU).

Le Bureau du commissaire des incendies et de la gestion des situations d'urgence (BCIGSU) a pris connaissance des documents soumis par votre coordonnatrice ou coordonnateur communautaire de la gestion des situations d'urgence (CCGSU) et a déterminé qu'en 2018, votre municipalité était conforme à la LPCGSU.

La sécurité de vos résidents est essentielle, et elle passe notamment par la préparation de votre municipalité aux situations d'urgence. Et sur ce point, je vous félicite pour le travail de conformité que vous avez accompli en 2018.

Au plaisir de continuer à collaborer avec vous en 2019.

Si vous avez des questions sur le processus de surveillance de la conformité, veuillez communiquer avec votre agente ou agent régional de gestion des situations d'urgence.

Veuillez agréer mes plus cordiales salutations.

A handwritten signature in black ink, appearing to read "Jon Pegg".

Jon Pegg
Chef de la gestion des situations d'urgence

c. c. Brian Wilson - CCGSU
Phillipe Geoffrion, agente régionale pour le secteur Capital

Ministry of the Solicitor General

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Toronto ON M3M 0B1
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Ministère du Solliciteur général

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et de la gestion des situations
d'urgence
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143



June 26, 2019

Your Worship Guy Desjardins
City of Clarence-Rockland
1560 Laurier Street
Rockland, ON K4K1P7

Dear Mayor:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA).

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2018.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2018.

I look forward to continuing to work with you to ensure your continued compliance in 2019.

If you have any questions or concerns about the compliance monitoring process, please contact your Emergency Management Field Officer.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pegg".

Jon Pegg
Chief of Emergency Management

cc: Brian Wilson - CEMC
Phillipe Geoffrion - Field Officer - Capital Sector



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Moved by: Councillor C. Somerville Date: June 17, 2019

Seconded by: Troyer Peery Resolution No.: 2019-0121

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WHEREAS the Province of Ontario has asked municipal governments of all sizes to find efficiencies and savings in their budgets;

AND WHEREAS ROMA (Rural Ontario Municipal Association) and OGRA (Ontario Good Roads Association) until recently had a combined conference that allowed greater learning opportunities on a variety of subjects;

AND WHEREAS the organization having separate conferences means some smaller Municipalities have to choose which one, if either, they may attend

THEREFORE BE IT RESOLVED THAT the Town of Halton Hills supports the Municipality of East Ferris, the Town of Petrolia and others that have requested it be a combined conference again;

AND FURTHER THAT this resolution be sent to all Ontario municipalities for endorsement and support.

AND FURTHER THAT the Mayor write to the Chair of ROMA and President of AMO requesting the issue be put to a vote by the membership.



Mayor Rick Bonnette

PRÉVISIONS BUDGÉTAIRES - PROJET "VERS LA PARITÉ DANS PRESCOTT-RUSSELL"					
DÉPENSES	COÛTS	NOTES	REVENUS	MONTANT	NOTES
Campagne de sensibilisation			Fédération canadienne des municipalités	5 000 \$	
Concept et identité visuelle de la campagne	1 500 \$		Comtés Unis de Prescott-Russell	5 000 \$	
Conception et réalisation de trois (3) vidéos	12 000 \$	4 000 \$ /vidéo	Association française des municipalités de l'Ontario (AFMO) et/ou Association of Ontario Municipalities (AMO)	5 000 \$	
Boîte à outils web	3 000 \$	Plateforme web dédiée à diffuser les outils de la campagne	Ministère du Tourisme, des Langues officielles et de la Francophonie	10 000 \$	
Traduction/adaptation	1 500 \$		Condition féminine Canada Bureau régional de l'Ontario	10 000 \$	
Promotion	2 000 \$		Commanditaires	1 000 \$	
Activité de réseautage et formation annuelle pour les élues et femmes intéressées par la politique	1 700,00 \$				
Cellule de co-développement					
Accompagnement Alievo pour la coordination et l'animation des 8 rencontres avec 6 élues	13 000 \$				
Pauses-café (pour 8 rencontres)	200,00 \$				
Déplacements	1 000,00 \$				
TOTAL	35 900 \$			36 000,00 \$	

Projet : "VERS LA PARITÉ EN POLITIQUE MUNICIPALE DANS PRESCOTT-RUSSELL"

But : Établir un partenariat en les municipalités de Prescott-Russell (via les CUPR) et Leadership féminin PR afin d'entreprendre des initiatives pour augmenter la représentation féminine au sein de nos conseils municipaux.

1ER ENJEU - LA REPRÉSENTATION DES FEMMES EN POLITIQUE MUNICIPALE

Taux de représentation féminine au sein des conseils municipaux			
Région	Mairie	Conseillères	% des élus
Ontario	22%	31%	29,5%
Québec	18,8%	34,5%	32,3%
Canada	18%	28%	26%
CUPR	12%	23%	21,5%

2E ENJEU – ISOLEMENT ET MANQUE DE SOUTIEN AUX ÉLUES

Une étude sur le Portrait des élues de l'Outaouais et leurs besoins, réalisée en août 2011 révèle que le deuxième enjeux le plus important par rapport à la participation des femmes en politique municipale est le soutien aux élues afin de les aider à exercer de manière optimale leurs fonctions. Les données de l'étude ont exposé plusieurs besoins dont celui de réseauter entre elles pour échanger sur leur réalité et leurs défis mais aussi pour bâtir des alliances. Suite à un entretien avec les élues municipalités de Prescott-Russell, elles s'entendent qu'elles se sentent parfois isolée parmi une groupe d'hommes qui forcément ont une perspective masculine.

COMMENT LE PROJET VIENT RÉPONDRE AUX ENJEUX

Campagne de sensibilisation auprès de la population pour démythifier la politique municipale et les stéréotypes véhiculés envers la participation féminine.

<https://www.youtube.com/watch?v=HN5S0BtF2uw>

Production de 3 vidéos avec des messages ciblés au auditoire (population générale, les jeunes femmes, candidates potentielles).

Développer **une boîte à outils en ligne** pour celles qui sont intéressées à s'avancer en politique et offrir une occasion de rencontre/mentorat. Créer au moins 1 à 2 fois par année une **activité de réseautage pour les élues de Prescott-Russell** durant laquelle une portion de l'activité sera réservée à **la formation des élues en français**, sur des sujets adaptés à leurs besoins

Collaborer avec les **conseils d'éducation pour intégrer des témoignages de femmes en politique active de la région** dans la portion du curriculum qui touche l'engagement civique au niveau secondaire.

Créer une cellule de co-développement "femme politique" pour **rehausser les capacités de leadership et le pouvoir d'influence** pour les élues et celles qui aspirent à la politique.

CONDITIONS DE FINANCEMENT DE LA FCM

Les demandes doivent être **pilotées par un membre de la FCM (gouvernement municipal/local)** ou un membre affilié, comme une association provinciale ou territoriale.

Les demandeurs retenus doivent faire partie **d'un partenariat établi entre un gouvernement municipal/local et un groupe de femmes ou un groupe communautaire** voué aux enjeux des femmes ou à l'inclusion.

Les projets doivent viser à **accroître les possibilités ou à atténuer les obstacles pour les femmes en politique municipale**.

Les projets **favorisant la diversité, l'inclusion et l'intégration des jeunes** recevront un traitement prioritaire.

Les projets doivent être de nature **non partisane**.

Les projets doivent être mis en œuvre entre la **mi-septembre 2019 et le 1er juin 2020**.

Le demandeur principal est l'entité (gouvernement municipal ou local) qui fait la demande de subvention doit signer une lettre d'entente avec la FCM énonçant les objectifs de leur initiative et l'usage des fonds qui leur seront accordés.

Date limite: pour qu'une demande soit considérée, elle doit être **soumise d'ici le 15 août 2019**.



REPORT N° AMÉ-19-57-R

Date	07/08/2019
Submitted by	Marie-Eve Bélanger
Subject	Process to authorize urban hens
File N°	n/a

1) **NATURE/GOAL :**

The nature of this report is to provide options for Council's consideration in regards to the potential of regulating urban hens.

2) **DIRECTIVE/PREVIOUS POLICY :**

On May 22nd, 2019, Council approved Resolution No. 2019-104 mandating the administration to analyse the process that would regulate urban hens.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS Council has requested the Administration to prepare a report to outline the process to allow the installation of chicken coops in the urban residential zones;

THAT the Committee of the Whole recommends that Council further request the Infrastructure and Planning Department and the Protective Services to amend the Zoning By-law accodingly and to prepare an Urban Hen By-law.

OR

THAT Report No. AMÉ-19-57-R be received as information without taking further actions in regards to this matter.

ATTENDU QUE le conseil a mandaté l'administration à préparer un rapport pour expliquer le processus pour permettre des poules urbaines dans les zones résidentielles;

QUE le comité plénier recommande au conseil de mandater le département d'infrastructure et d'aménagement du territoire ainsi que le Service de la protection à modifier le Règlement de zonage par conséquent et à créer un règlement sur les poules urbaines.

OU

QUE le rapport no. AMÉ-19-57-R soit reçu à titre d'information sans passer à l'action relativement à ce dossier.

4) BACKGROUND :

Urban chickens, backyard hens, urban agriculture and hencoops are some of the different terms used by municipalities for the keeping of female chickens in the rear yard.

Urban chickens have become increasingly popular with homeowner below are some of the advantages to owning chickens.

- they provide on average one egg per day per hen,
- Chickens eat insects and especially ticks,
- they will eat weeds in your yard and garden,
- they can also eat table scraps which divert waste from landfills.

While there are many advantages to owning chickens, there are also disadvantages below are some of the disadvantages of owning chickens.

- The noise is a major concern especially in high-density areas,
- the cost of raising a few chickens,
- chicken attract predators, even in urban areas,
- they require a sturdy enclosure,
- coops must be cleaned regularly,
- the smell is an other major concern if coops are not cleaned regularly,
- regulating and enforcing compliance to an Urban Hen By-law.

These disadvantages and issues associated with them are considered in more detail in the Discussion section of this report.

5) DISCUSSION :

There is a growing trend of residents in urban areas requesting to raise their own livestock and food products. Urban hens are the most common type of animal farming being requested in urban areas.

Regulatory tools

There are two documents that are available for the City to regulate urban hens:

- 1- The Zoning By-law under the authority of the *Planning Act*, which allows the City to regulate the use of land. The Zoning by-law can be used to provide regulations on matters such as setbacks and the size of a chicken coop.
- 2- A by-law adopted under the authority of the *Municipal Act*, which allows the City to regulate the keeping of animals. Regulations can be passed to permit the keeping of hens, subject to criteria such as the location and size of the coop, the number of hens, maintenance, and the storage of manure. The City could require a permit for urban hens to allow for tracking, inspections and to help offset the cost of enforcement.

The approach used to regulate urban hens varies throughout municipalities. Some deal with it solely with a by-law passed under the *Municipal Act*, while other municipalities opt to use both the zoning by-law and a by-law passed under the *Municipal Act*.

Currently, it is only permitted to have chickens as part of a hobby farm or an agricultural use in either a rural zone or an agricultural zone under the current Zoning By-law.

Minimum Distance Separation

The Minimum Distance Separation (MDS) is a Provincial requirement intended to reduce land use conflicts related to odour complaints between an agricultural use and a new development. MDS does not apply to livestock facilities occupying an area of less than 10m². In addition, the MDS guideline provides direction for urban agriculture in a settlement area. As such, MDS setback are not required where municipalities permit urban agriculture, as MDS was not designed to be used in an urban setting. However, it is noted that since other issues could be considered when raising livestock in a settlement area, municipalities may choose to establish local approaches to govern them.

Potential issues

The following are some potential issues that could arise from permitting urban hens:

- a. **Staff attending to complaints, staff training, enforcement and public awareness:** There will likely be residents that are not supportive of the chickens and inevitably will complain to the City. Staff will need to respond to complaints. The City will need to educate the public and respond to inquiries on how to mitigate health risks. A yearly licensing fee could be introduced to help cover these costs.
- b. **Public health:** Chickens can be a source of diseases such as salmonella and the avian flu. Children and adults over 65 and people with weakened immune system have a greater chance of contracting these illnesses. An article is attached to this report in regards to public health.
- c. **Animal health:** These animals require health management and veterinary care. Basic hygiene is pertinent when caring for animals. They also need proper shelter, food, water and adequate space to stay healthy. This includes care and a landowner devoted to taking care of chickens and a coop during winter months. They must also be taken care of while on vacation.
- d. **Manure Disposal:** Manure must be disposed of in a safe and environmentally responsible way. This will be a challenge as

we may lack enforcement capability to proactively deal with this.

- e. **Predators:** Predators are a known risk with allowing urban chickens. Attracting predators and pests such as raccoons, flies, stray dogs, foxes, coyotes, etc, may be an issue. This could cause secondary safety risks in the community.
- f. **Diminishing production and disposal of animals:** Chickens start laying eggs after around 5 months, however production slows at the age of two, providing a short span in which chicken produce eggs. Homeowners may be reluctant to keep a chicken that does not produce eggs and therefore may be abandoned.

In a recent article on backyard hens, that was published online by Radio-Canada on May 2nd, 2019, further demonstrates the challenges that can arise from allowing backyard hens. The study found that the SPCA of Montréal has received over 40 hens in 2018. The reason that was given to the SPCA from the owners is that it was harder than they thought. The CAO of the Montreal SPCA indicated that studies confirmed that it cost approximately 2 dollars per egg to produce, which is more expensive than to buy the eggs in store. She also indicated that a hen will rarely produce eggs after 2 years of age and that the majority of owners do not continue caring for their chickens.

Options:

Listed below are two potential options for considering urban hens:

Option 1- Do nothing

The City's by-laws remain the same where chickens are only permitted in the rural and agricultural areas.

Option 2: Update Zoning By-law and create Urban Hen By-law or Animal Control By-law

Initiate a formal planning process under the Planning Act to update the City's Zoning by-law and create an Urban Hen By-law. Above is a list of requirements that we propose if Council wishes to pursue with permitting urban chickens.

Proposed Zoning By-law Amendment:

- Only permitted on lots used as single detached dwellings with a minimum frontage of 12 metres.
- Setbacks of at least 2.5 metres from the rear property line and from the interior side lot line. Setbacks of 3.5 metres from the exterior side lot line.
- Must be located at least 15 metres from any lot on which a church, a business or a school is located.
- No chicken coops are permitted in the front yard.

- If the coop is built within an accessory structure, only the portion used to house the hens will need to respect those setbacks.
- Chicken coops will not be considered an accessory structure as per Section 4.1 of the Zoning By-law 2016-10.

The following are provisions that could be incorporated into the Urban Hens By-law:

- Hens permitted only (no rooster)
- Four hens maximum of a minimum age of four months
- Hen owner must reside on the Lot where the hens are kept.
- Hens must be kept in a locked coop from 9:00 pm to 6:00 am.
- Property must be fenced.
- Fully enclosed coop that is constructed and maintained to:
 - o Provide protection from weather and is properly ventilated
 - o Isolate from rodents and predators
 - o Provide a hen box sufficient to accommodate all hens
 - o Provide a floor resistant to mold and moisture
 - o Provide an accessible dust bath area
 - o Provide each hen with at least 0.37 m² (4 sq. ft.) of coop floor area.
 - o A maximum height of 2 metres from the highest point of the coop to finished grade. Maximum floor area of 9.2 m².
 - o Provide at least one perch for each hen that is at least 20 centimetres long.
- All dead chickens must be disposed of immediately and in any event, within 24 hours, at a livestock disposal facility, through services of a veterinarian or through a facility approved by the Ministry of Agriculture.
- The sale of eggs, manure or other products derived from the keeping of the hens is prohibited
- No person shall slaughter or euthanize a hen on any residential lot.

Enforcement:

Some municipalities opt to license chicken coop to offset the cost of enforcement. Council will need to consider if licensing is an option for them. It is recommended that if permitted, enforcement be based on a complaint basis only. However, adding additional responsibilities could put a strain on the department and may require more officers.

6) CONSULTATION:

Council may wish to conduct a survey to obtain public input. In addition, since a Zoning Amendment By-law is recommended, a public consultation would be undertaken to gather comments from the public at that time.

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

By-law Enforcement Division comments :

The City of Clarence-Rockland Enforcement Division is already working at or near capacity. Adding additional enforcement tasks to their workload may put significant strain on their capacity to deal with day-to-day tasks. Additional training would also be required for all Enforcement Officers in regards to requirements, as well as animal handling, should animals become at large in urban areas. Because of the nature of having a small enforcement team, there are significant limitations on enforcement capabilities for this or any other new program.

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

Council may wish to license the chicken coops to offset the cost of enforcement.

9) LEGAL IMPLICATIONS :

n/a

10) RISK MANAGEMENT :

n/a

11) STRATEGIC IMPLICATIONS :

n/a

12) SUPPORTING DOCUMENTS:

n/a

EVIDENCE BRIEF

Reducing health risks associated with backyard chickens



December, 2017

Key Messages

- Backyard chickens can be found in rural and urban residences in Ontario and elsewhere.
- Owners' awareness of risk of illness (e.g., salmonellosis) and biosecurity measures is limited.
- Illnesses and outbreaks are linked to exposure to backyard chickens.
- Owners can reduce their risk of illness through a variety of measures such as:
 - hand washing after handling chickens
 - wearing dedicated clothing and shoes
 - refraining from kissing and snuggling live poultry
 - removing wet manure
 - sanitizing equipment

Issue and Research Question

Chickens kept on residential property are commonly referred to as urban or backyard chickens. Smith et al. defines backyard chickens as domestic gallinaceous birds, excluding exotic pet birds, housed in urban, suburban or rural settings.¹

Keeping backyard chickens in rural or urban residences is not a new concept. Early poultry production in the United States (US) in the 1800s consisted of backyard poultry.² Today, backyard chicken owners may also develop emotional attachments to their flocks, viewing their flock as pets and practicing closer contact with the flocks in some cases.³ A 2013 report from the United States Department of Agriculture (USDA) found a growing interest in ownership of backyard chickens in several US cities.⁴ An issue brief from the University of Minnesota also reported that the number of households keeping chickens in urban backyards in the US appears to be increasing.³

A number of recent media reports have also suggested that backyard chickens are being raised in Ontario.^{5,6} We are aware that Ontario public health units receive complaints and inquiries regarding backyard chickens. Public Health Ontario (PHO) has also received inquiries about human health risks and risk reduction measures related to backyard chickens. If this is indeed a trend, concerns about backyard chickens as sources of zoonotic diseases to humans may also increase.⁷

This Evidence Brief focuses on the following questions:

- Are backyard chicken owners' aware of the risk of infectious disease transmission from their flocks?
- What illnesses and outbreaks are associated with exposure to backyard chickens?
- What are potential risk reduction measures to reduce the risk of human illness and outbreaks?

This Evidence Brief only addresses questions regarding health risks from backyard chickens and means to reduce those risks. We have not included noise, odour and the possible benefits of raising backyard chickens in this brief. However, policy makers may also consider these factors when setting policy.

Methods

A literature search was conducted by PHO Library Services using MEDLINE, Embase, Academic Search Premier, Food Science Source and Scopus databases. The search was limited to literature published in English from 1946 to July 3, 2017. Search terms included: urban chicken, backyard chicken, domestic chicken, transmission, monitoring, infections, illness, outbreak, disease, biosecurity, knowledge, practice, attitude, and risk. The search yielded 1635 citations after duplicate records were removed. Titles and abstracts were screened for relevance. Additional information was identified through cited reference searching of full-text articles and through an external reviewer.

A grey literature search was also performed using Google on July 5, 2017, and the first 100 hits were reviewed. Search terms included backyard chicken OR backyard poultry OR urban chicken OR backyard hen OR neighborhood poultry OR hobby hen OR hobby chickens OR household poultry.

Papers were selected if they identified illnesses or outbreaks associated with exposure to backyard chicken, backyard chicken owners' awareness of health risks and risk reduction measures. A total of 32 records are included in this report.

Main Findings

OWNERS HAVE LIMITED AWARENESS OF THE HUMAN RISK OF INFECTIOUS DISEASE TRANSMISSION FROM BACKYARD CHICKENS

We found a number of papers that examined backyard chicken owners' awareness of infectious disease transmission risk to humans.⁸⁻¹⁴ In general, the studies found limited awareness of association between salmonellosis and live poultry contact and a lack of biosecurity measures* among flock owners. The following highlights provide details:

- A cross-sectional study by the USDA National Animal Health Monitoring System, examined *Salmonella* awareness among backyard chicken owners in Denver, Colorado; Los Angeles, California; and Miami, Florida. Among 385 owners, the study found 64%, 30% and 40% of respondents, respectively, were aware of a connection between salmonellosis and poultry contact. In a multivariable analysis, participants who completed the survey in English (versus Spanish), sold or gave away eggs and cited keeping chickens for educational purposes for their children were more aware of the association.⁹
- A cross-sectional study of Colorado (n=317) backyard chicken owners found minimal biosecurity measures and high human contact with flocks. About 79% of individuals surveyed did not change into separate clothes before contact and about 95% did not report disinfecting or scrubbing their flock shoes before and/or after contact.¹
- A survey of 41 Maryland backyard flock owners' concluded that biosecurity practices were highly variable among flock owners.⁷
- A survey of bird health, animal husbandry and hygiene practices, and knowledge, attitudes and practices relating to *Salmonella* risk in 50 households with backyard chickens in Washington DC and surrounding metropolitan area, showed that owners are aware of the *Salmonella* risk from poultry but do not consistently practice risk reduction measures. In video recordings, touching the face and snuggling with birds were often observed (about two thirds and 51% of participants respectively). Some participants acknowledged high risk behaviours, while some denied but were observed to practice such behaviours.¹³
- Pohjola et al. studied health management procedures and awareness of human illnesses associated with backyard chickens in 181 registered flock owners in Finland in 2012. Biosecurity measures were uncommon among the owners, e.g., 13% reported using different shoes in the poultry premise and 35% said they may wash hands when leaving the premise; opportunity for close contact between wild birds and backyard poultry was common.¹¹
- Analysis of data from a survey study of backyard chicken owners in greater London area identified a lack of avian and zoonotic disease knowledge and low disease prevention measures such as biosecurity. Twenty one out of 30 flock owners surveyed did not know campylobacteriosis could affect human health and six were not aware of the zoonotic impact of salmonellosis and avian influenza.¹²

* A set of preventive measures designed to reduce the risk of transmission of infectious diseases in crops and livestock, quarantined pests, invasive species, and living modified organisms.³²

ILLNESS AND OUTBREAKS ASSOCIATED WITH EXPOSURE TO BACKYARD CHICKENS HAVE BEEN DOCUMENTED

Infectious disease transmission is a known human health risk associated with backyard poultry. Poultry can carry *Salmonella* in their intestines or eggs without symptoms of illness which can be transferred onto feathers and the surrounding environment.³ Salmonellosis and campylobacteriosis are the most frequent infections reported in relation to backyard chicken and live poultry exposure.^{3,13,15,16} Table 1 summarizes *Salmonella* outbreaks we found.

Table 1: Outbreaks and cases of *Salmonellosis* associated with backyard chickens, 1990-2014 (only reports from the US were found in the search)*

Location	Year	Outbreaks (n)	Cases (n)	Details	Reference
US	1996-2012	45	>1581	Resulted in 221 hospitalizations, and five deaths.	Behravesh et al., 2014 ¹⁵
US	1990-2014	45	2057	Literature review of publicly available data sources for human infectious disease outbreaks associated with backyard chicken exposure. Authors recommended manure management, proper slaughter and disposal, veterinary care, permitting and consumer education to reduce the infectious disease risk associated with backyard poultry ownership.	Tobin et al., 2015 ²⁵
US	1990-2014	53	2630	Literature review and search of multiple databases including PulseNet, the National Molecular Subtyping Network for Foodborne Disease Surveillance in the US, CDC's National Outbreak Reporting System, etc. Keeping poultry inside households and kissing birds were some high risk practises reported.	Basler et al., 2016 ⁸

*Studies reported in Table 1 are literature reviews and may include data from the same outbreaks.

A systematic review and meta-analysis examined domestic livestock (poultry, swine, ruminant, goat, sheep and unspecified animals) as risk factors for diarrhea. A significant association between domestic animal husbandry and diarrheal disease in the household was found in 20 out of the 29 studies included in the review. A meta-analysis was possible for poultry studies only (n=6), which found a pooled odds ratio of 2.73 (95% confidence interval 1.90, 3.93) for household *Campylobacter* infection from domestic poultry exposure.¹⁷

In addition to outbreaks and illnesses associated with backyard chickens, a number of studies have demonstrated the presence of human pathogens in backyard chickens:

- *Salmonella* has been identified in backyard chickens. Fecal sampling studies of backyard chicken flocks in Australia show that the prevalence of *Salmonella* species can be as high as 10.4%.¹⁶ A recent study of *Salmonella* and *E. coli* in the intestines of small flock chickens in Ontario identified *Salmonella* in 0.3% and *E. coli* in 99% of 1,025 birds tested. *Salmonella* prevalence in small flocks was significantly lower than in federally inspected commercial flocks in Ontario.¹⁸

- Two studies examined the possibility of transmission of avian influenza from wild birds to backyard chickens, concluding that transmission could occur.^{19,20} In addition, a human risk of contracting avian influenza A(H7N9) from exposure to live poultry in poultry markets in China has been identified.^{21,22} However, live poultry markets are very different from backyard chicken environments. One study did report that backyard poultry has not been associated with increased risk of avian influenza infection in humans.²¹
- An outbreak of listeriosis in backyard poultry flocks has been reported in Washington state.²³
- A prevalence survey of ectoparasites on backyard chicken flocks in California found that 80% of birds surveyed had a variety of ectoparasites that can affect humans. Parasites identified included lice, fleas and mites. The parasite diversity and prevalence in backyard chicken flocks exceeded what is observed in commercial chicken flocks. Authors concluded that the findings highlight a need for increased biosecurity.²⁴

The above studies on human illnesses and outbreaks also noted that human behaviour can increase the risk of infectious diseases and outbreaks. High risk behaviours cited include keeping poultry inside the house and having close contact such as holding or kissing the poultry.^{3,8,20,25}

RISK REDUCTION MEASURES MAY REDUCE THE RISK OF ZOONOTIC INFECTIONS

The following risk reduction strategies implemented by owners may reduce human infectious disease risk related to backyard chickens:

- Hand washing after handling birds.^{8,20}
- Wearing dedicated shoes, gloves and clothes for cleaning.^{8,12,20}
- Appropriate housing for the flock: easy to clean, secure from predators and other animals, adequate space per bird, and adequate ventilation.²⁶
- Regular removal of manure, bedding and feed to reduce bacterial growth and flies.^{3,25}
- Seeking veterinary help in case of illness in the birds and reporting clusters of bird deaths.^{12,25}
- Storing poultry feed in rodent-proof containers.
- Not bringing poultry inside the house.^{3,8,25}
- Proper composting of poultry manure prior to use as a fertilizer.^{3,25}
- Prompt disposal of dead birds and not slaughtering poultry in the home.^{3,25}
- Regular cleaning and sanitization of equipment.^{3,8}
- Refraining from kissing and snuggling live poultry, and not touching one's mouth, eating, or drinking around chickens.⁸

Additional system-level interventions to reduce human disease risk may include:

- Educating flock owners on improved quarantine and hygiene procedures to help reduce the risk of introducing new diseases into backyard flocks.^{20,25}
- Following multiple outbreaks related to live poultry in 2012, the CDC also recommended that health-related information be provided to potential purchasers of poultry birds before the point of sale.²⁷⁻²⁹
- Registration of households with poultry to enable communication in the event of outbreaks.²⁵

The Ontario Ministry of Agriculture and Rural Affairs provides “Keeping Your Birds Healthy Resource Kits” for backyard chicken owners. It provides information on biosecurity, feed and water management, cleaning and disinfection, managing sick birds and disposal of sick birds.³⁰ In addition, [Family Food Program](#) at Chicken Farmers of Ontario (CFO) provides information for members on promotion of bird health and disease management.

Discussion and Conclusions

Close contact with backyard chickens may contribute to infectious disease transmission from birds to humans, even in the absence of illness in poultry.^{8,9,12,19,20} Avoiding close contact and practicing good hygiene may be effective in reducing risk of transmission.^{8-14,31}

Biosecurity measures are intended to limit or prevent the introduction and spread of infectious agents.³² Examples of biosecurity measures for backyard chickens include wearing dedicated protective gear (e.g., shoes and gloves) and washing hands after handling birds. Proper disposal of dead birds, refraining from kissing and snuggling live poultry, not bringing live poultry inside the house, and appropriate cleaning of equipment and facilities are other risk reduction measures.

Owner awareness of the potential human disease risk and potential biosecurity measures may help facilitate behaviour change and reduce the risk of illness.

Implications for Practice

Backyard chickens can be found in urban and rural residences in Ontario. Human illness has been associated with backyard poultry and biosecurity measures implemented by owners may reduce the risk.

Public health staff may be asked to provide information regarding illness risk and measures to reduce the risks. In addition to risk of infection, authorities may consider noise, odour, community preferences and the possible benefits of backyard chickens when making policy.

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Specifications and Limitations of Evidence Brief

The purpose of this Evidence Brief is to investigate a research question in a timely manner to help inform decision making. The Evidence Brief presents key findings, based on a systematic search of the best available evidence near the time of publication, as well as systematic screening and extraction of the data from that evidence. It does not report the same level of detail as a full systematic review. Every attempt has been made to incorporate the highest level of evidence on the topic. There may be relevant individual studies that are not included; however, it is important to consider at the time of use of this brief whether individual studies would alter the conclusions drawn from the document.

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Environmental and Occupational Health

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REPORT N° AMÉ-19-46-R

Date	07/08/2019
Submitted by	Marie-Eve Bélanger
Subject	Amendment to Draft Plan Conditions – Bourgon/Lavigne Subdivision
File N°	D-12-VVV

1) **NATURE/GOAL :**

The nature of this report is to bring forward a new condition to the Draft Plan of Subdivision approval dealing with the Cheney pedestrian crossing. This is following the March 27, 2019 County Council meeting which approved the minutes of the Public Works Committee Report dated March 13, 2019 and June 26th, 2019 County Council meeting.

2) **DIRECTIVE/PREVIOUS POLICY :**

n/a

3) **DEPARTMENT'S RECOMMENDATION :**

ATTENDU QUE le conseil municipal, sous forme de résolution, a adopté une série de 76 conditions relatives au projet de lotissement du développement Bourgon & Lavigne pour une Partie du lot 21, Concession 10, Russell Road - Cheney, le 4 février 2019; et

ATTENDU QUE le 27 mars 2019 le Conseil des Comtés a approuvé le procès-verbal du Comité des Travaux Publics du 13 mars 2019 au sujet d'un passage piétonnier à Cheney; et

ATTENDU QUE le 26 juin 2019 le Conseil des Comtés a approuvé le procès-verbal du Comité des Travaux publics du 12 juin 2019 au sujet du partage de coûts de ce passage piétonnier, et

ATTENDU QU'IL a été résolu de partager à parts égales, entre la Cité, le promoteur et les Comtés unis, le coût de l'installation du passage piétonnier sur le chemin Russell.

ATTENDU QUE selon l'article 51 (44) de la *Loi sur l'aménagement du territoire, L.R.O. 1990 chap. P.13*, le conseil municipal peut, à sa discrétion, modifier les conditions de son approbation;

QUE le comité plénier recommande au conseil municipal d'approuver l'ajout de la condition suivante pour l'ébauche du plan de lotissement, soumise par Lascelles Engineering & Associates Limited pour Développement Bourgon and Lavigne Development Inc, dossier numéro D-12-VVV-02 :

"That the United Counties of Prescott and Russell (UCPR) are responsible to design and install a pedestrian crossing treatment on County Road 2, in Cheney. This pedestrian crossing treatment will consist of a Pedestrian Crossover Level 2 Type "B" – Intersection (2-way) as per the Ontario Traffic Manual Book 15 along with any other apparatus such as proper line painting as per Ontario Traffic Manual, referred hereto as the "Works". The design, purchase and installation costs of the Works will be divided in three (Owner, City and UCPR). As such, the UCPR will require \$12,000.00, representing the estimated shared costs of the Owner, which shall be paid by the Owner via certified cheque or bank draft at the time of signing the subdivision agreement. The design, purchase and installation of the Works will be subject to City and UCPR budget approval. If the final costs of the design, purchase and installation of the Works are above the total estimated costs of \$36,000.00, the Owner shall pay to the UCPR the shared difference of the additional costs and if the final costs are lower than the estimated shared costs the UCPR will reimburse the shared difference to the Owner. Once, the design, purchase and installation costs of the Works are fully completed, the UCPR shall invoice the City for the actual shared final costs."

WHEREAS Council, through a resolution, adopted a series of 76 conditions in regards to the subdivision project of Bourgon & Lavigne for Part of Lot 21, Concession 10, Russell Road – Cheney, on February 4, 2019; and

WHEREAS on March 27, 2019, County Council approved the minutes of the March 13, 2019 Public Works Committee meeting in regards to a Cheney pedestrian crossing; and

WHEREAS on July 26, 2019, County Council approved the minutes of the June 12, 2019 Public Works Committee meeting in regards to the sharing of the costs of the pedestrian crossing;

WHEREAS it was resolved that the cost of the installation of the pedestrian crossing on Russell Road be shared equally between the City, the developer and the Counties; and

WHEREAS Section 51 (44) of the *Planning Act, L.R.O. 1990 chap. P.13*; municipal council can, at its discretion, modify the conditions of approval.

THAT the Committee recommends that municipal Council approve the following additional condition to the Draft Plan of Subdivision, submitted by Lascelles Engineering & Associates Limited for Développement Bourgon and Lavigne Developments Inc., file number D-12-VVV-02:

"That the United Counties of Prescott and Russell (UCPR) are responsible to design and install a pedestrian crossing treatment on County Road 2, in Cheney. This pedestrian crossing treatment will consist of a Pedestrian Crossover Level 2 Type "B" – Intersection (2-way) as per the Ontario Traffic Manual Book 15 along with any other apparatus such as proper line painting as per Ontario Traffic Manual, referred hereto as the "Works". The design, purchase and installation costs of the Works will be divided in three (Owner, City and UCPR). As such, the UCPR will require \$12,000.00, representing the estimated shared costs of the Owner, which shall be paid by the Owner via certified cheque or bank draft at the time of signing the subdivision agreement. The design, purchase and installation of the Works will be subject to City and UCPR budget approval. If the final costs of the design, purchase and installation of the Works are above the total estimated costs of \$36,000.00, the Owner shall pay to the UCPR the shared difference of the additional costs and if the final costs are lower than the estimated shared costs the UCPR will reimburse the shared difference to the Owner. Once, the design, purchase and installation costs of the Works are fully completed, the UCPR shall invoice the City for the actual shared final costs."

4) **BACKGROUND :**

Lascelles Engineering & Associates Ltd. (Lascelles) was retained by Développement Bourgon & Lavigne Development Inc., Mr. Jacques Bourgon & Mr. René Lavigne (the Applicant), to prepare an Application for an Approval of a Plan of Subdivision. The Phase 1 portion of the subdivision has been constructed and is nearing completion.

On November 16, 2018, the City received an application to move forward with registering and signing a Subdivision Agreement for Phase 2.

On February 4, 2019, City council gave Draft Approval for this subdivision.

On March 27, 2019, County Council approved the minutes of the March 13, 2019 Public Works Committee meeting in regards to a Cheney pedestrian crossing. It was resolved to impose the installation of the pedestrian crossing as a condition to the subdivision agreement for the proposed subdivision, south of County Road 2 in Cheney.

On June 26, 2019, County Council approved the minutes of the June 12, 2019 Public Works Committee meeting in regards to the sharing of the cost of the installation of the crossing.

On July 25th, 2019, the County Planner and Engineer forwarded the wording for the condition to be added.

5) **DISCUSSION :**

At the March 13, 2019 Public Works Committee meeting, the Committee discussed a request from the Mayor of the City of Clarence-Rockland, Mr. Desjardins, to have a pedestrian crossing installed on County 2, in Cheney. The Director of Public Works, Mr. Clermont, explained that at the public meetings for the new subdivision south of County Road 2, the crossing of County Road 2 to go to the park on the north side of County Road 2 was an issue. Since the request is mainly to serve the future subdivision, that the developer should pay for it. Mr. Clermont recommended a Level 2 type « B » crossover sign estimated at approximately \$36,000.

Following a City of Clarence-Rockland's Council meeting on May 22nd, 2019, Mr. Desjardins requested the Counties to finance a portion of the cost of the pedestrian crossing. On June 12, 2019, the Public Works Committee met and agreed that the cost would be split three ways. As such, the Counties has decided that they would require an amount of \$12,000.00 to be paid to them as part of the Subdivision Agreement. They also requested that if the estimated amount of \$36,000 is not enough to accomplish the works that a clause in the Subdivision Agreement would allow them to be paid back.

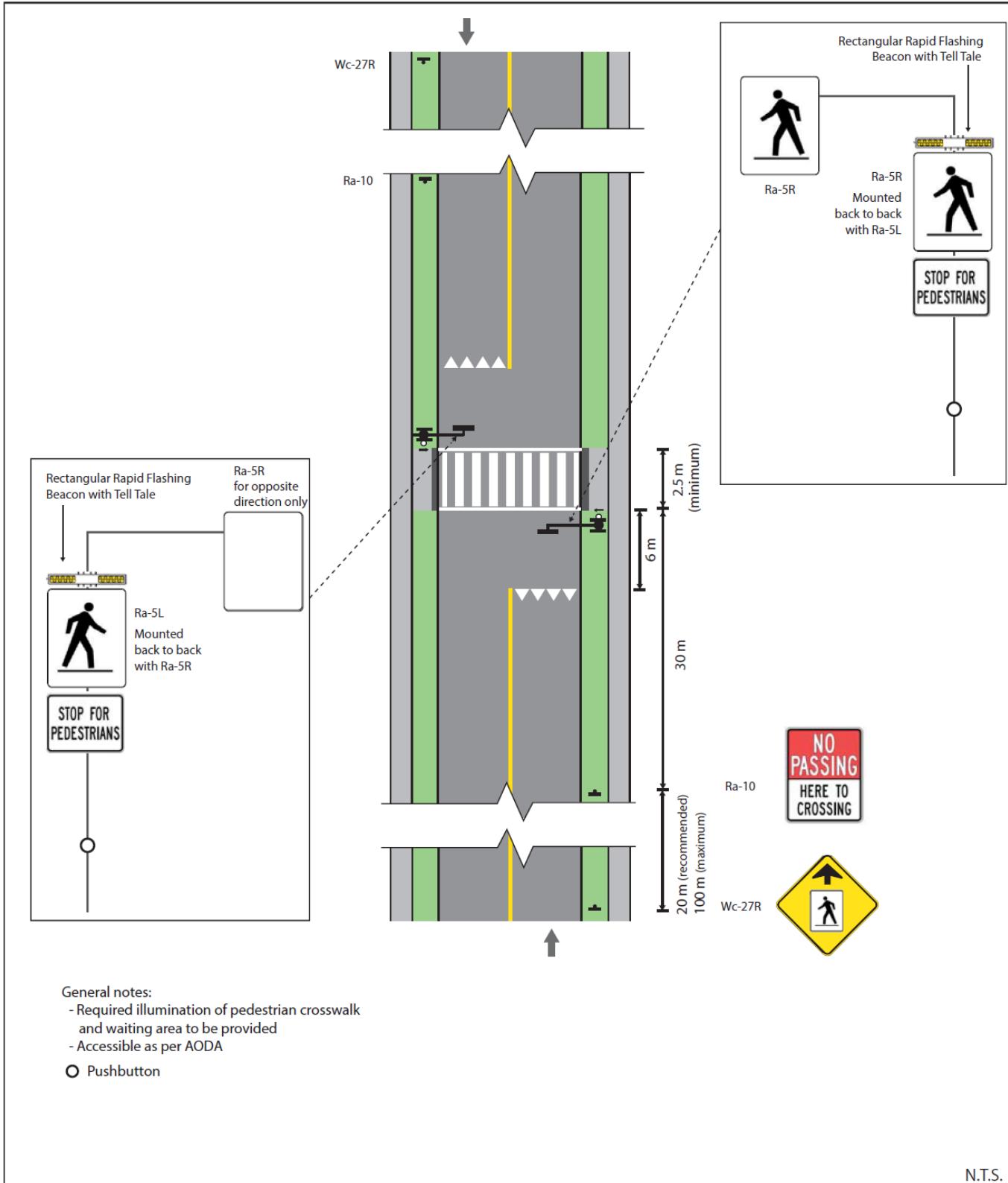


Figure 21: Pedestrian Crossover Level 2 Type B – Mid-block (2-lane, 2-way)

- 6) **CONSULTATION:**
Mr. Mario Élie from Lascelles Engineering was informed of the recommendation from the Counties.
- 7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**
n/a
- 8) **FINANCIAL IMPACT (expenses/material/etc.):**
The City will be required to pay a third of the cost of the installation of the pedestrian crossing for an approximate total of \$12,000.00. That amount will be included in the 2020 budget.
- 9) **LEGAL IMPLICATIONS :**
n/a
- 10) **RISK MANAGEMENT :**
The installation of a pedestrian crossover on Russell Road will help residents cross Russell Road safely to access the municipal park and thus removing the chance of an accident.
- 11) **STRATEGIC IMPLICATIONS :**
n/a
- 12) **SUPPORTING DOCUMENTS:**
n/a



REPORT N° AMÉ-19-65-R

Date	07/08/2019
Submitted by	Marie-Eve Bélanger
Subject	Removal of holding symbol – Bourgon/Lavigne, Part of Lot 21, Concession 10
File No.	D-14-524

1) NATURE / GOAL :

The purpose of this application is to remove the Holding Zone Symbol (-h) for the lot described as being Part of Lot 21, Concession 10 (Figure 1). The subject land is currently zoned "Village Residential First Density – Holding (RV1-h) Zone". Removing the holding symbol is necessary to complete a condition of the Draft Plan of Subdivision.

2) DIRECTIVE/PREVIOUS POLICY :

N/A

3) DEPARTMENT'S RECOMMENDATION:

THAT the Council approve by-law 2019-74 to amend the Zoning By-law No. 2016-10, in order to remove the Holding Zone (h) symbol and change the zoning category for the lot described as being Part of Lot 21, Concession 10, from "Village Residential First Density – Holding (RV1-h) Zone" **to** "Village Residential First Density (RV1) Zone".

QUE le conseil municipal approuve le règlement 2019-74 modifiant le Règlement de zonage 2016-10 afin d'enlever le symbole d'aménagement différé (h) et changer le zonage de la propriété décrite comme étant une Partie du lot 21, concession 10, de « Zone résidentielle de village de densité 1 – aménagement différé (RV1-h) » **à** « Zone résidentielle de village de densité 1 (RV1) ».

4) BACKGROUND :

On February 4th, 2019, Council approved the Draft Plan of Subdivision with a list of conditions. One of the conditions was for the removal of the holding symbol. The City received the complete application for this request on July 10th, 2019.

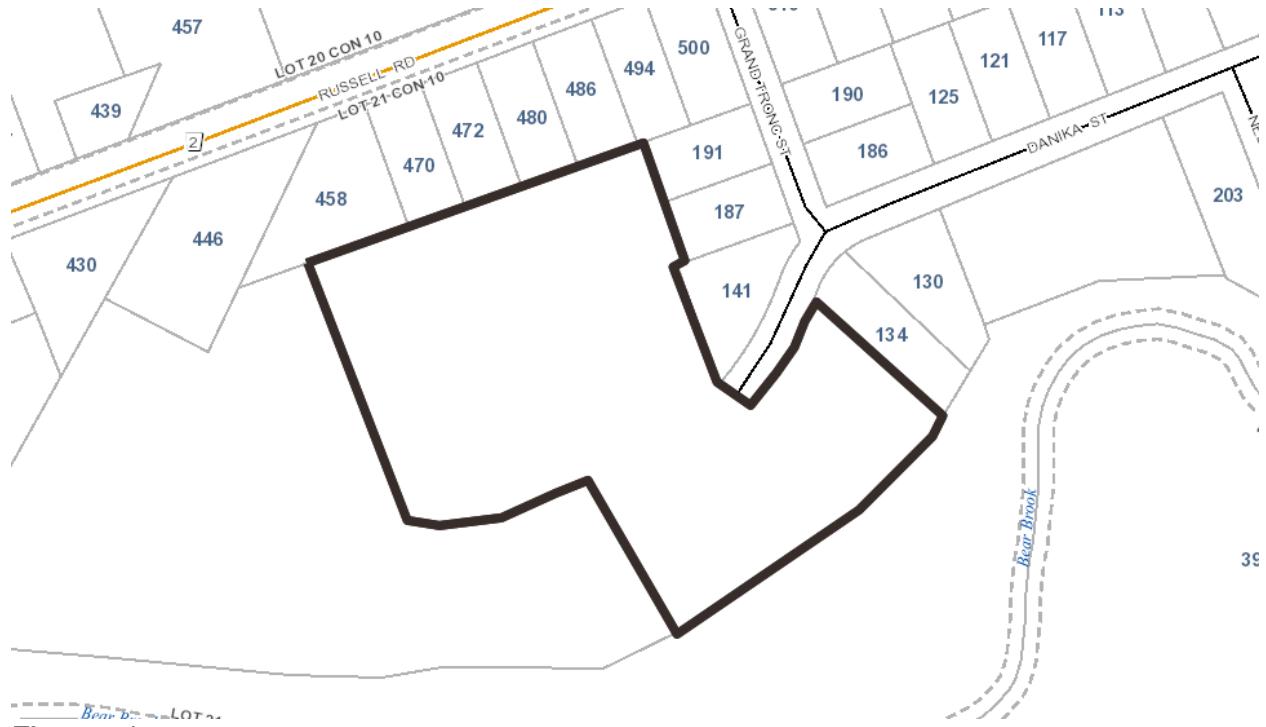


Figure 1

5) DISCUSSION :

The City of Clarence-Rockland's Zoning By-law 2016-10 states that "any parcel of land in any zone may be further classified as a holding zone with the addition of the suffix - h. The intent is to signify Council's approval in principle to future development of the land for the purposes indicated by the symbol. The holding classification added to a given zone shall restrict development of the land until such time as the requirements of the City of Clarence-Rockland relating to the provision of municipal services and/or specific studies are complied with."

The holding symbol will only be removed from the first phase of the project as only this phase is going forward at this time.

6) CONSULTATION :

As per the Planning Act, no public meetings or notices of decisions are required for the removal of a holding symbol.

7) RECOMMANDATION OR COMMENTS FROM COMMITTEE/OTHER DEPARTMENTS :

N/A

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

N/A

9) LEGAL IMPLICATIONS :

N/A

10) **RISK MANAGEMENT:**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS**

By-law 2019-74

RÈGLEMENT DE ZONAGE N° 2019-74

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

Partie du Lot 21, Concession 10

rédigé par

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

ZONING BY-LAW NO. 2019-74

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

Part of Lot 21 Concession 10

prepared by

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

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2019-74

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

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

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

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

Article 1: La propriété décrite comme étant une partie du Lot 21, Concession 10, identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: La cédule « E » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone résidentielle de village de densité 1 – aménagement différé (RV1-h)* » à « *Zone résidentielle de village de densité 1 (RV1)* », tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

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

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 19^{ME} JOUR D'AOÛT 2019.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-74

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

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

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

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

Section 1: The property consists of Part of Lot 21, Concession 10, identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "E" of Zoning By-Law No. 2016-10 is hereby amended by changing the "*Village Residential First Density – Holding (RV1-h) Zone*" to "*Village Residential First Density (RV1) Zone*" on Schedule "A" of the map attached hereto and fully integrated as part of this By-law.

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

DATED AND PASSED IN OPEN COUNCIL, THIS 19th DAY OF AUGUST, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin de supprimer le symbole d'aménagement différé (h) pour une partie du lot 21, concession 10. Cette modification consiste à changer l'appellation de « *Zone résidentielle de village de densité 1 – aménagement différé (RV1-h)* » à « *Zone résidentielle de village de densité 1 (RV1)* ».

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

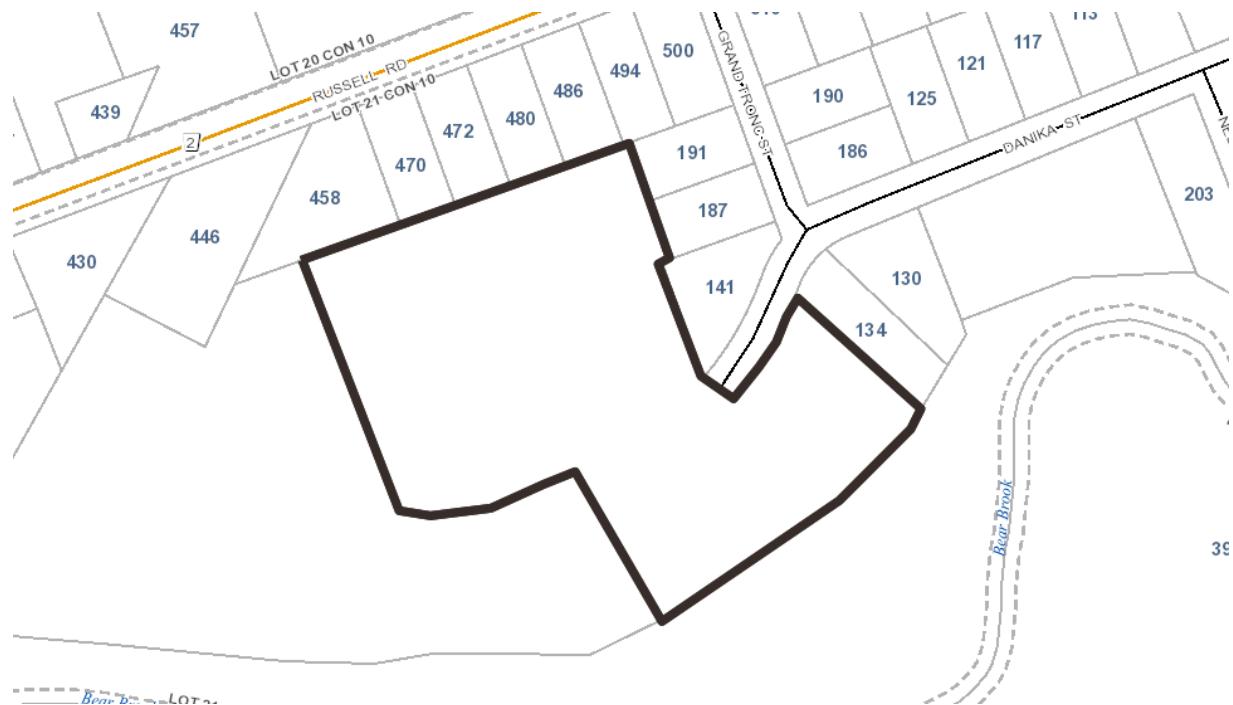
EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 in order to remove the Holding Zone symbol (h) for part of Lot 21, Concession 10. This amendment is to change the designation of "Village Residential First Density - Holding (RV1-h) Zone" to "Village Residential First Density (RV1) Zone".

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

CÉDULE « A » / SCHEDULE "A"



De / From (RV1-h) à / to (RV1)

<p><input type="checkbox"/> Terrain(s) touché(s) par ce règlement Area(s) affected by this by-law</p> <p>Changement de zonage /Zone change de/from RV1-h à/to RV1</p> <p>Certification d'authenticité Certificate of Authentification</p> <p>Ceci constitue le plan Cédule «A» du Règlement de zonage n° 2019-74, adopté le 19 août 2019.</p> <p>This is plan Schedule "A" to Zoning By-Law No. 2019-74, passed the 19th day of August, 2019</p>	<p>Plan Cédule «A» du règlement n° 2019-74 Schedule "A" to By-Law No. 2019-74</p> <p>Partie du lot 21, concession 10 Part of lot 21, concession 10</p> <p>Cité de Clarence-Rockland City City of Clarence-Rockland</p> <p>Préparé par/prepared by Cité de Clarence-Rockland City 1560, rue Laurier Street Rockland, Ontario K4K 1P7</p> <p>Pas à l'échelle/Not to scale</p>
Guy Desjardins, Maire / Mayor	Monique Ouellet, Greffière / Clerk

RAPPORT N° AMÉ-19-68-R



Date	07/08/2019
Soumis par	Nicolas Denis
Objet	Modification au Règlement de Zonage – Partie du lot 8, concession 6, partie 1 sur le plan 50R-1475 et partie 3 sur le plan 50R-4082
# du dossier	D-14-521

1) NATURE / OBJECTIF :

La nature de ce rapport est de présenter une demande de modification au Règlement de Zonage no. 2016-10, afin de modifier la catégorie de zonage de « Zone résidentielle de village de densité 1 – aménagement différé (RV1-h) » à « Zone résidentielle de densité 1 (RV1) ». La demande a été soumise en conjonction avec la demande de morcellement B-CR-015-2019 pour fins d'enlever le symbole d'aménagement différé sur une partie de la parcelle détachée et une partie de la parcelle retenue. Sans le retrait de l'aménagement différé, la construction future sur cette partie du terrain ne sera pas permise.

2) DIRECTIVE/POLITIQUE ANTÉCÉDENTE :

S/O

3) RECOMMANDATION DU SERVICE:

QUE le comité plénier recommande au conseil municipal d'approuver le règlement modifiant le Règlement de Zonage no. 2016-10, à l'effet de changer la catégorie de zonage pour une partie du terrain décrite comme une partie du lot 8, concession 6, partie 1 sur le plan 50R-1475 et partie 3 sur le plan 50R-4082, de « Zone résidentielle de village de densité 1 – aménagement différé (RV1-h) » à « Zone résidentielle de village de densité 1 (RV1) », tel que recommandé par le Département d'infrastructure et aménagement.

THAT the Committee of the Whole recommends to Council to amend Zoning By-law 2016-10 in order to modify the zoning category for part of the property described as part of lot 8, concession 6, part 1 on reference plan 50R-1475 and part 3 on reference plan 50R-4082, from "Village residential first density – Holding (RV1-h) Zone" to "Village residential first density (RV1) Zone", as recommended by the Infrastructure and Planning Department.

4) HISTORIQUE :

Une demande d'autorisation a été soumise par Benoit Simard pour la propriété décrite comme une partie du lot 8, concession 6, partie 1 sur le plan 50R-1475 et partie 3 sur le plan 50R-4082. Le but du morcellement est de créer

un nouveau lot résidentiel. La demande sera présentée au Comité de dérogation le 28 août 2019.

Une des conditions de morcellement qui a été discuté lors de la pré-consultation était que le requérant obtienne une modification au Règlement de Zonage afin d'enlever le symbole d'aménagement différé. La demande est pour fins de remplir cette condition.

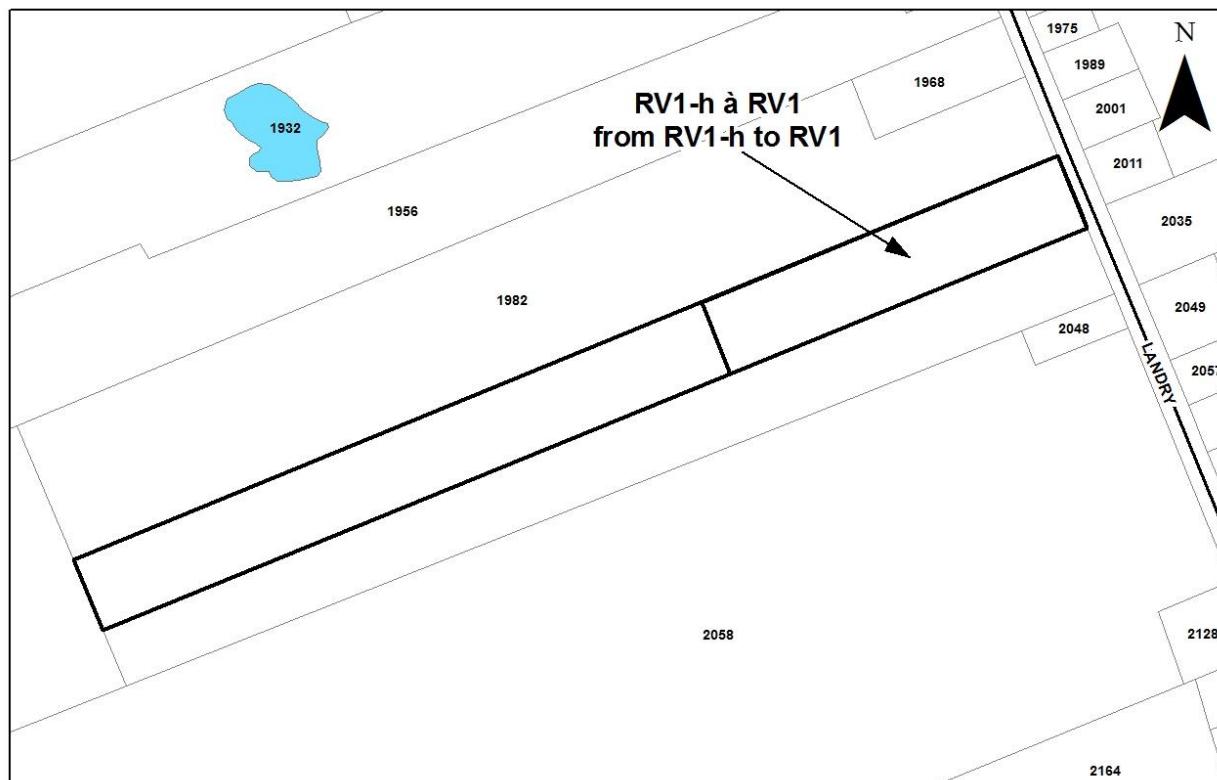


Figure 1. Carte Index

5) DISCUSSION :

La propriété est incluse à l'intérieur de la désignation « rurale » et la désignation « communautaire » de l'annexe « A » du Plan officiel des Comtés unis de Prescott et Russell. En vertu de cette politique, les utilisations résidentielles sont autorisées.

Selon le Règlement de Zonage : « Toute parcelle de terrain ou tout territoire dans une zone peut être classé en tant que zone d'aménagement différé avec l'ajout du suffixe « h ». Le but est de signifier l'approbation du Conseil en principe, pour l'aménagement futur du terrain aux fins indiquées par le symbole. La classification des aménagements différés, ajoutée à une zone donnée, limite l'aménagement du terrain jusqu'à ce que les exigences de la Cité de Clarence-Rockland relative à la prestation de services municipaux soient remplies ou que des études spécifiques soient effectuées. Sans le retrait de l'aménagement différé, la construction sur cette partie du terrain ne sera pas permise.

6) CONSULTATION :

Selon la *Loi sur l'aménagement du territoire*, il est nécessaire d'envoyer un avis pour une demande de retrait d'aménagement différé sur un terrain. Par contre, aucune réunion publique n'est nécessaire.

7) RECOMMANDATION OU COMMENTAIRES DU COMITÉ :

S/O

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

S/O

9) IMPLICATIONS LÉGALES :

S/O

10) GESTION DU RISQUE (RISK MANAGEMENT) :

S/O

11) IMPLICATIONS STRATÉGIQUES :

S/O

12) DOCUMENTS D'APPUI:

S/O

RÈGLEMENT DE ZONAGE N° 2019-77

Amendant le Règlement de zonage n° 2016-10

Corporation de la Cité de Clarence-Rockland

Partie du Lot 8, Concession 6, Partie 1 sur le Plan 50R-1475 et Partie 3 sur le Plan
50R-4082

rédigé par

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

ZONING BY-LAW NO. 2019-77

Amending Zoning By-Law No. 2016-10

The Corporation of the City of Clarence-Rockland

Part of Lot 8, Concession 6, Part 1 on Plan 50R-1475 and Part 3 on Plan 50R-4082

prepared by

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

LA CORPORATION DE LA CITÉ DE CLARENCE-ROCKLAND

RÈGLEMENT N° 2019-77

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

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

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

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

Article 1: La propriété décrite comme étant une partie du Lot 8, Concession 6, partie 1 sur le plan 50R-1475 et partie 3 sur le plan 50R-4082 identifiée à la cédule «A» ci-jointe, et faisant partie du présent règlement, est le terrain concerné par ce règlement.

Article 2: La cédule « C » du Règlement de zonage n° 2016-10, est par la présente amendée en modifiant de « *Zone résidentielle de village de densité 1 – aménagement différé (RV1-h)* » à « *Zone résidentielle de village de densité 1 (RV1)* », tel qu'identifiée à la cédule « A » ci-jointe, et faisant partie intégrante du présent règlement.

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

FAIT ET ADOPTÉ EN RÉUNION PUBLIQUE, CE 19^{ME} JOUR D'AOÛT 2019.

Guy Desjardins, maire

Monique Ouellet, greffière

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-77

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

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

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

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

Section 1: The property consists of Part of Lot 8, Concession 6, Part 1 on Plan 50R-1475 and Part 3 on Plan 50R-4082 identified on Schedule "A" attached to and forming part of this by-law shall be the lot affected by this by-law.

Section 2: Schedule "C" of Zoning By-Law No. 2016-10 is hereby amended by changing the "*Village Residential First Density – Holding (RV1-h) Zone*" to "*Village Residential First Density (RV1) Zone*" on Schedule "A" of the map attached hereto and fully integrated as part of this By-law.

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

DATED AND PASSED IN OPEN COUNCIL, THIS 19th DAY OF AUGUST, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

NOTE EXPLICATIVE

But et effet du Règlement

Le but du présent règlement consiste à modifier le Règlement de zonage n° 2016-10, afin de supprimer le symbole d'aménagement différé (h) pour une partie du lot 8, concession 6, partie 1 sur le plan 50R-1475 et partie 3 sur le plan 50R-4082. Cette modification consiste à changer l'appellation de « *Zone résidentielle de village de densité 1 - aménagement différé (RV1-h)* » à « *Zone résidentielle de village de densité 1 (RV1)* ».

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

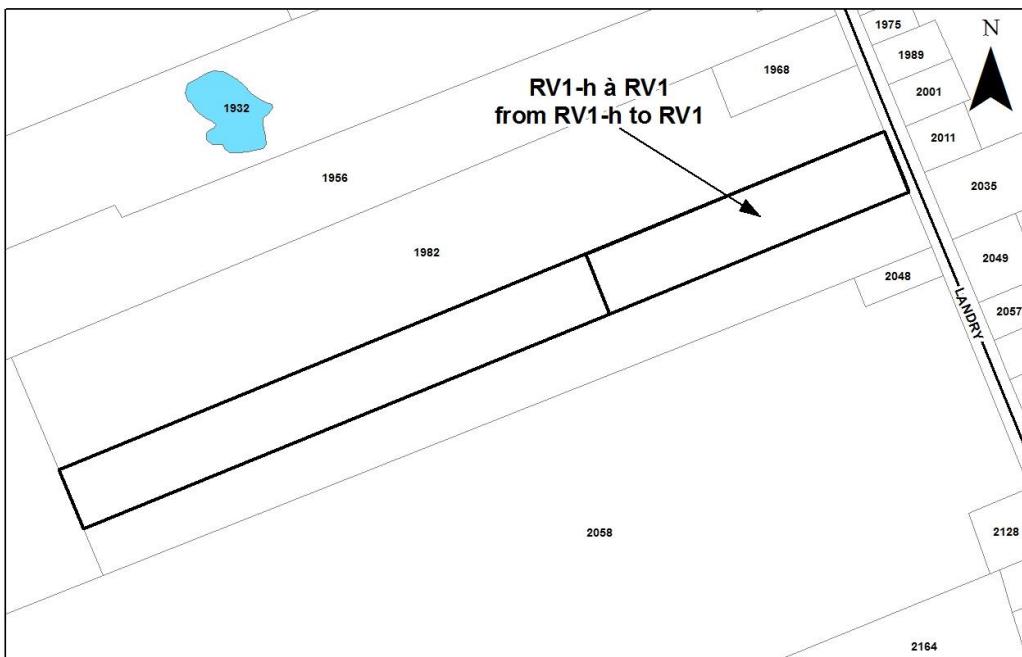
EXPLANATORY NOTE

Purpose and Effects of this By-Law

The purpose of the by-law is to amend Zoning By-Law No. 2016-10 in order to remove the Holding Zone symbol (h) for part of Lot 8, Concession 6, Part 1 on Plan 50R-1475 and Part 3 on Plan 50R-4082. This amendment is to change the designation of "Village Residential First Density - Holding (RV1-h) Zone" to "Village Residential First Density (RV1) Zone".

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

CÉDULE « A » / SCHEDULE “A”



De / From (RV1-h) à / to (RV1)

<input type="checkbox"/> <p>Terrain(s) touché(s) par ce règlement Area(s) affected by this by-law</p> <p>Changement de zonage /Zone change de/from RV1-h à/to RV1</p> <p>Certification d'authenticité Certificate of Authentication</p> <p>Ceci constitue le plan Cédule «A» du Règlement de zonage n° 2019-77, adopté le 19 août 2019.</p> <p>This is plan Schedule “A” to Zoning By-Law No. 2019-77, passed the 19th day of August, 2019</p>	<p>Plan Cédule «A» du règlement n° 2019-77</p> <p>Schedule “A” to By-Law No. 2019-77</p> <p>Partie du Lot 8, Concession 6, partie 1 sur le plan 50R-1475 et partie 3 sur le plan 50R-4082</p> <p>Lot 8, Concession 6, Part 1 on Plan 50R-1475 and Part 3 on Plan 50R-4082</p> <p>Cité de Clarence-Rockland City</p> <p>Préparé par/prepared by Cité de Clarence-Rockland City 1560, rue Laurier Street Rockland, Ontario K4K 1P7</p> <p>Pas à l'échelle/Not to scale</p>
Guy Desjardins, Maire / Mayor	Monique Ouellet, Greffière / Clerk



RAPPORT N° FIN2019-025

Date	16/07/2019
Soumis par	Frédéric Desnoyers
Objet	Credit card payments for facility booking and landfill operations
# du dossier	Cliquez ici pour entrer du texte.

1) **NATURE / OBJECTIF :**

Le but du rapport est d'obtenir l'autorisation du Conseil Municipal d'accepter les cartes de crédit au dépotoir ainsi que pour les réservations en ligne des édifices et que les frais de transactions soient inclus dans le budget municipal.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

N/A

3) **RECOMMANDATION DU SERVICE:**

QUE le Comité plénier recommande au Conseil autorise que les paiements par carte de crédit soient acceptés au dépotoir ainsi que pour la réservation en ligne des édifices, et que les frais de transaction soient payés par la municipalité.

THAT the Committee of the Whole recommends that Council authorizes that credit card payments be accepted at the landfill as well as for online facility bookings, and that the credit card transaction fees be paid by the municipality.

4) **HISTORIQUE :**

Pour l'instant, la municipalité n'accepte pas de carte de crédit. Prochainement, les paiements par carte de crédit seront acceptés en ligne pour les taxes foncières, les services d'eau et d'égout, les services de garde et les permis d'affaires. Cependant, contrairement à la proposition dans ce rapport, les frais de transaction seront facturés à l'usager.

5) **DISCUSSION :**

Dépotoir : Il est recommandé d'accepter les paiements par carte de crédit au dépotoir pour plusieurs raisons. Il faut savoir qu'il s'agit d'un site d'opérations satellite de la municipalité, ainsi plusieurs procédés additionnels sont effectués afin d'inscrire les transactions et effectuer les dépôts quotidiennement. Actuellement, les méthodes de paiement acceptées sont l'argent comptant, les chèques et le paiement par carte de débit. Le paiement par carte de crédit permettrait de réduire le

montant d'argent comptant et les chèques traités sur un site d'opérations satellite. Ces options de paiements (chèques et comptant) comportent un risque plus élevé puisque plusieurs étapes additionnelles sont nécessaires avant que l'argent soit déposé à la banque. Lorsqu'une transaction est effectuée au comptoir, les frais de transaction ne peuvent pas être refacturés au client, par conséquent, celui-ci devra être inclus dans le budget municipal.

Réservations des édifices en ligne : La municipalité offre maintenant la possibilité de réservation en ligne pour ces édifices tels que : les salles communautaires, les terrains sportifs et les réservations de glace. Afin qu'il y ait une intégration complète et que les clients puissent payer leur facture en ligne il est recommandé que la municipalité accepte les paiements par carte de crédit. Afin de payer ces factures, actuellement, les clients doivent envoyer un chèque ou payer au comptoir avec de l'argent ou une carte débit, même si la réservation a été effectuée en ligne.

Un autre avantage du paiement par carte de crédit est que ceci réduit grandement le risque de collection des paiements puisque celui-ci est reçu immédiatement.

Le système n'est pas conçu pour refacturer des frais supplémentaires variables afin de compenser pour les frais de transactions. Par contre un frais fixe pourrait être ajouté pour les paiements par carte de crédit. Il est fréquent pour les municipalités de ne pas refacturer les frais aux clients, pour le secteur des activités communautaires, afin d'encourager ces activités. Par conséquent l'administration recommande que ce frais soit inclus dans le budget municipal.

6) **CONSULTATION :**

N/A

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

N/A

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

Il est recommandé d'accepter les paiements par carte de crédit pour 2 types de services. Une approbation du conseil est exigée puisque les frais de transactions auront un impact sur le budget municipal.

Pour le dépotoir les frais de transactions varient entre 1.28% et 2.25% facturés sur les montants traités. Les revenus budgétés pour le dépotoir sont de 243 000 \$. Si tous les clients payaient par carte de crédit les frais de transactions seraient d'un maximum de \$5,467. Toutefois, il est improbable que la totalité des clients paie par carte de

crédit, par conséquent si on utilise 50% les frais de transactions seraient de 2 733 \$ pour une année complète.

Pour les réservations en ligne, les frais de transactions sont de 2.5% facturés sur les montants traités. Des scénarios ont été effectués pour estimer les frais de transactions. Le budget de revenu total pour les locations est de 311 000 \$ ceci représenterait 7 775 \$ de frais pour une année complète, si tous les clients paieraient par carte de crédit. Toutefois, on estime qu'environ 75% des revenus proviennent d'association qui reçoivent de grosses factures et qui par conséquent n'ont pas la capacité de crédit pour payer ces factures. Ainsi les frais de transactions estimés pour une année complète sont de 1 943 \$.

En 2019, puisqu'il restera seulement 4 mois, les frais de transactions seront absorbés à même les budgets opérationnels de 2019. Ces frais seront ajoutés au budget 2020.

Nous estimons les frais de transaction pour les services au complet à environ 4 676 \$ pour une année d'opération.

Pour les 4 mois de 2019 nous recommandons que les frais d'environ 1 558 \$ soit assumer à l'intérieur du budget d'opération actuel des départements.

9) **IMPLICATIONS LÉGALES :**

N/A

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

La recommandation est dans le but de réduire les transactions comptants et ainsi réduire les risques reliés à la manipulation de l'argent comptant.

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

N/A



REPORT N° FIN2019-026

Date	17/07/2019
Submitted by	Frédéric Desnoyers
Subject	2020 Budget Guideline Report
File N°	Click here to enter text.

1) **NATURE/GOAL :**

This report sets out the requirement for budgetary direction from council to facilitate staff's preparation of the 2020 budget.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole recommends that Council accepts the 2020 budget timetable, as proposed in Report No. FIN2019-026; and

THAT Council provide staff with direction with respect to the tax rate increase for 2020; and

THAT Council approve the budget deliberations process, as described under Option 1 in Report No. FIN2019-026.

QUE le comité plénier recommande que le Conseil accepte le calendrier pour le budget 2020, tel que proposé au rapport no. FIN2019-026; et

QUE le Conseil donne à l'administration une direction concernant l'augmentation du taux de taxe 2020; et

QUE le Conseil approuve le processus de délibération budgétaire, tel que décrit à l'option 1 du rapport no. FIN2019-026.

4) **BACKGROUND :**

In order for staff to begin the detailed budget process, it is important that Council provides direction so that the draft budget that is provided to Council is aligned with their vision.

The past 8 years' increases in the City's tax rates are identified in table 1:

Table 1 – Property Tax Rate Changes – City Services

2019	2018	2017	2016	2015	2014	2013	2012
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2.92%	2.84%	2.46%	1.96%	0.00%	7.50%	11.13%	12.00%
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*Average of 5.10%

5) **DISCUSSION :**

The budget changes presented in Appendix A represents primarily the changes required to maintain the same service level as 2019.

The 2020 budget guidelines and draft timeline are submitted for Council's consideration. The following information is for the consideration of Council.

Budget timetable

The 2019 budget timetable is identified below for Council's consideration

Table 2 – PROPOSED 2020 BUDGET TIMETABLE	
Budget Guideline Report – Council	August
Operating budget workshop – Staff	September
Council input	September
Capital budget workshop – Staff	October
Draft budget book – Council/Public	October 21
Council deliberations (including Library Board and public presentations)	November 5,6,7
Council deliberations (if needed)	November 12 & 13
Council approval	December 2

Budget deliberation process

The administration is always rethinking the budget deliberation process in order to be more effective.

Once a target is set by Council regarding the tax rate adjustment, administration will prepare the budget to reflect Council's vision. Council will receive a budget report outlining how the tax rate was achieved. The budget book will contain all of the detailed adjustments necessary to reach Council's goal.

Two options are proposed for the budget deliberation process.

Option 1:

A general presentation will be made to explain all of the significant changes and their impact on the operational budget. There will be a question period at the end where Council can ask any question that they would like and

propose adjustments, if needed. Capital projects will be presented one by one to Council for review and approval. The proposed option would take approximately 2 nights, 1 for the operating budget and 1 for the capital budget.

Option 2:

Departmental presentations will be made to explain all of the significant changes in their departments for the operational budget. Only changes that are related to service level or discretionary over \$5,000 will be presented. There will be a question period at the end of every department where Council can ask any question that they would like. Capital projects will be presented one by one to Council for review and approval. The proposed option would take approximately 3 nights.

Council input:

Council we be able to provide input on the 2020 budget by completing a designated form a returning it before the end of September.

Provincial budget:

The impact of the Provincial government on municipal funding levels cannot be addressed until further details are known. As of the writing of this report there have been no confirmations of the funding identified below. This is normal. Approvals typically come in close to budget review in November. The following is a summary of the provincial funding that is in the City's 2019 budget base, that have not yet been confirmed for 2020:

- Ontario Municipal Partnership Grant: \$610,100
- Library grant: \$25,000
- Ontario Community Infrastructure Fund (OCIF): \$522,474
- Child-care subsidies (FGF): \$490,990

Tax-Supported operating budget:

Staff have initiated the internal budget process for 2020 and, as such, the list of potential pressures and risks are being compiled and will be brought forward through the budget process in the Fall. The pressures and risks will be thoroughly reviewed to ensure that the 2020 budget request minimizes the impact to the tax levy. The known budget pressures and impact on the tax rate are identified in a summary on Appendix A and in detailed in Appendix B, attached. At this point in time the budget pressures are resulting in a 6.15% tax increase. Should Council set a tax rate of 3% that means a further reduction of 3.15% would need to occur.

As mentioned above staff will continue to review this list and look for options to reduce and mitigate the impact to the tax rate.

Appendix C will be handed out at the Council meeting. It will provide Council with a one page snapshot of where the City gets its revenue and where it is

spent.

Municipal fees and charges:

Staff undertook a comprehensive review of all its fees and charges during the 2019 budget and proposed a general increase of 4% to meet market conditions. As was the case last year, it is expected that Director's will again review their fees and charges but that the increases will be more in line with inflation. An increase of 2-3% on all smaller fees and licences is included in the pressures.

Capital budget:

The 10 Year plan approved in 2017 will be used as a foundation for the 2020 Capital budget. An increase of \$300,000 on Pay-as-you-go is included in the changes for the operational budget, primarily to cover for inflation in the capital budget costs.

Rates Services:

Water and Sewer services

In 2019, Hemson Consulting provided an updated model of the City's water and sewer rates. It proposes average rate increases of 2% for the variable rate and 4% for the fix rate over the next few years for the maintenance and future growth of our water and sewer infrastructure. The proposed rates for 2020 are provided in table 2. The proposed increase will be analysis to make sure enough revenue is collected to cover all water & sewer expenses.

Waste Services

In 2016, the City tendered its waste management contract and Tomlinson Inc. was the preferred proponent. In the 2019 budget, Council revisited the rates for waste and made and made changes to the billing for home-based businesses and increased the commercial rate. The rates for 2020 will be based on a review of 2018 & 2019 data and the rates will be set in time for the approval of the 2019 budget.

6) CONSULTATION:

Consultation will occur as proposed in the budget timetable

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

Senior management have been involved in the discussions which helped generate this report.

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

As included in this report

9) LEGAL IMPLICATIONS :

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

Appendix A – 2020 Budget pressures – Summary

Appendix B – 2020 Budget pressures – Detailed

Cité de / City of Clarence-Rockland

24/07/2019

Budget 2020 Budget

DRAFT

Par Objet de dépense / By Major Object	Salaires et avantages sociaux / Salaries and benefits	Coûts d'opérations / Operating costs	Paiement à l'usage / Pay-as-you- Go	Subventions / Grants	Revenus / Revenues	Frais d'utilisation / User fees	Total
Département / Department							
Revenues et dépenses corporatifs / Corporate Revenue and Expense	514,744	89,500	552,000	-	-310,860	-25,000	820,384
Conseil / City Council	54,000	-	-	-	-	-	54,000
Directrice générale / Chief Administrative Officer	-30,000	14,858	-	-	-	-	-15,142
Finances / Finance	-	-8,000	-	-	-	-	-8,000
Technologie de l'information / Information Technology	117,000	3,500	-	-	-	-	120,500
Service de la protection / Protective Services	-5,000	153,951	-	-93,000	-920	-	55,031
Infrastructure et aménagement du territoire / Infrastructure and Planning	6,000	89,400	-	-	500	-	95,900
Services communautaires / Community Services	64,000	56,542	-	-	20,000	-	140,542
Services de garderie / Day Care Services	145,000	19,640	-	-	-164,640	-	-
Transport en commun / Public Transit	-32,000	-126,100	-	-	-	-	-158,100
Bibliothèque / Public Library	57,133	5,648	-	-	-	-	62,781
Police provinciale de l'Ontario / Ontario Provincial Police	68,000	-	-	-	-	-	68,000
Total	958,877	298,939	552,000	-93,000	-455,920	-25,000	1,235,896

Par catégorie / By Category	Non discrétaire / Non- discretionary	Discretionnaire / Discretionary	Niveau de service / Service level	Transfert interne / Internal transfer	Total
Département / Department					
Revenues et dépenses corporatifs / Corporate Revenue and Expense	293,384	-25,000	552,000	-	820,384
Conseil / City Council	-	54,000	-	-	54,000
Directrice générale / Chief Administrative Officer	3,000	20,000	-	-30,000	-7,000
Finances / Finance	-	-8,000	-	-	-8,000
Technologie de l'information / Information Technology	-	120,500	-	-	120,500
Service de la protection / Protective Services	45,131	9,900	-	-	55,031
Infrastructure et aménagement du territoire / Infrastructure and Planning	28,200	-	67,700	-	95,900
Services communautaires / Community Services	59,000	7,000	-	66,400	132,400
Services de garderie / Day Care Services	162,640	-162,640	-	-	-
Transport en commun / Public Transit	-	-	-121,700	-36,400	-158,100
Bibliothèque / Public Library	57,133	5,648	-	-	62,781
Police provinciale de l'Ontario / Ontario Provincial Police	68,000	-	-	-	68,000
Total	716,488	21,408	498,000	-	1,235,896
Augmentation taux d'imposition / Tax rate increase				1% \$ 201,000	6.15%

Cité de / City of Clarence-Rockland
2020 Budget 2020
Changement majeurs / Major Changes

Item	Objet de dépense / Major object	Description	Catégorie / Category	Montant / Amount	Commentaires / Comments
Revenues et dépenses corporatifs / Corporate Revenue and Expense					
1	Revenus / Revenues	Évaluation de la croissance / Assessment Base Growth	Non discrétionnaire / Non-discretionary	- 380,000.00	1.90 % d'augmentation / 1.90 % Increase
2	Revenus / Revenues	Règlement des Infractions Provinciales / Provincial Offences Act Fines	Non discrétionnaire / Non-discretionary	50,000.00	Pour ajuster aux chiffres réels / To adjust to actual
3	Frais d'utilisation / User fees	Tous les frais d'utilisation / All User fees	Discretionnaire / Discretionary	- 25,000.00	Augmentation de 4 % de tous les frais (Les permis de construction, les services de garderies, les services de bibliothèque et les tarifs ne sont pas inclus) / Increase of 4% in all fees (Construction/building permit, Daycares, Library and rate services are not included)
4	Coûts d'opérations / Operating costs	Dette budgétaire / Debt budget	Non discrétionnaire / Non-discretionary	75,000.00	Pour la nouvelle dette à long terme / For new long term debt
5	Revenus / Revenues	Frais administratifs / Administrative fees	Non discrétionnaire / Non-discretionary	- 7,858.00	Augmentation du coût de la vie du département de la construction et de la bibliothèque / Cost of living increase from construction department & library
6	Revenus / Revenues	Augmentation des frais d'administration pour l'eau, les égouts et les déchets / Increase in Admin fees from Water, Sewer & Waste	Non discrétionnaire / Non-discretionary	- 6,700.00	Augmentation du coût de la vie pour l'eau, les égouts et les déchets / Cost of living increase from Water, Sewer & Waste
7	Paiement à l'usage / Pay-as-you-go	Paiement à l'usage (Dév économique) / Pay-as-you-go (Economic Dev.)	Niveau de service / Service level	50,000.00	Augmenter la contribution à la réserve de développement économique / Increase contribution to economic development reserve
8	Paiement à l'usage / Pay-as-you-go	Paiement à l'usage (Chemins) / Pay-as-you-go (Roads)	Niveau de service / Service level	100,000.00	Augmenter le paiement à l'usage, étant donné que l'on s'attend que la subvention au financement routier des CUPR soit réduite causé par le projet de radio / Increase Pay-as-you-Go as the UCPR road funding grant is expected to be reduced due to the radio project.
9	Paiement à l'usage / Pay-as-you-go	Paiement à l'usage (Chemins) / Pay-as-you-go (Roads)	Niveau de service / Service level	202,000.00	Augmenter la contribution au fonds de réserve pour les routes de 1% du taux de taxe, selon le règlement 2011-104 / Increase contribution to road reserve fund for 1% of tax rate per By-Law 2011-104
10	Paiement à l'usage / Pay-as-you-go	Paiement à l'usage (Édifices) / Pay-as-you-go (Buildings)	Niveau de service / Service level	100,000.00	Augmenter la contribution à la réserve des bâtiments / Increase contribution to buildings reserve
11	Paiement à l'usage / Pay-as-you-go	Paiement à l'usage (Équipement) / Pay-as-you-go (Equipment)	Niveau de service / Service level	50,000.00	Augmenter la contribution à la réserve des équipements/ Increase contribution to equipment reserve
12	Paiement à l'usage / Pay-as-you-go	Paiement à l'usage (Flotte) / Pay-as-you-go (Fleet)	Niveau de service / Service level	50,000.00	Augmenter la contribution à la réserve pour la flotte / Increase contribution to fleet reserve

Cité de / City of Clarence-Rockland
2020 Budget 2020
Changement majeurs / Major Changes

13	Revenus / Revenues	Réserve de stabilisation du taux de taxe / Tax stabilization reserve	Non discrétionnaire / Non-discretionary	33,698.00	Pour enlever le revenu de la réserve de stabilisation du taux de taxe utilisé pour balancer le budget / To remove contribution from reserve used to balance budget
14	Salaires et avantages sociaux / Salaries and benefits	Salaires et avantages sociaux / Salaries & benefits	Non discrétionnaire / Non-discretionary	475,000.00	Tous les salaires, coût de la vie (exclus les garderies, la librairie et les département à taux)/ All salaries, cost of living (excluding daycares, library and rates departments)
15	Salaires et avantages sociaux / Salaries and benefits	Vacancy factor	Non discrétionnaire / Non-discretionary	39,744.00	Pour ajuster les comptes d'épargne relié au poste vacant au total de \$120,000 / To adjust vacancy factor's accounts to \$120,000
16	Coûts d'opérations / Operating costs	Conservation Authority	Non discrétionnaire / Non-discretionary	14,500.00	Conservation de la Nation Sud - Augmentation annuelle South Nation Conservation - annual increase
17	Coûts d'opérations / Operating costs	Contingence / Contingency	Transfert interne / Internal transfer	- 50,000.00	Ajustement de contingence à la base de 50 000 \$ / Contingency adjustment to base of \$50,000
18	Coûts d'opérations / Operating costs	Contribution de la réserve / Contribution from reserve	Transfert interne / Internal transfer	50,000.00	Pour enlever la contribution de la réserve de 2019 / To remove contribution from reserve
Conseil / Council					
1	Salaires et avantages sociaux / Salaries and benefits	Salaries & Benefits	Discretionnaire / Discretionary	54,000.00	Pour doubler les heures du maire / To double the Mayor's hours
Finances / Finance					
1	Coûts d'opérations / Operating costs	Bank Charges	Discretionnaire / Discretionary	- 4,000.00	Changement dans le fournisseur a permis de réduire les coûts / Change in supplier resulted in a savings
2	Coûts d'opérations / Operating costs	Tax Bills Processing	Discretionnaire / Discretionary	- 4,000.00	Changement dans le fournisseur a permis de réduire les coûts / Change in supplier resulted in a savings
Technologie de l'information / Information Technology					
1	Salaires et avantages sociaux / Salaries and benefits	Salaires et avantages sociaux / Salaries & benefits	Discretionnaire / Discretionary	117,000.00	Pour ajouter une nouvelle position / To create a new IT position
2	Coûts d'opérations / Operating costs	Réparation et entretien/ Repairs and Maintenance	Transfert interne / Internal transfer	- 2,500.00	Transfert de GL / GL transfer
3	Coûts d'opérations / Operating costs	Software Licenses & Renewals	Transfert interne / Internal transfer	2,100.00	Transfert de GL / GL transfer
4	Coûts d'opérations / Operating costs	Abonnement / Subscriptions	Transfert interne / Internal transfer	400.00	Transfert de GL / GL transfer
5	Coûts d'opérations / Operating costs	Formation / Training	Discretionnaire / Discretionary	3,500.00	Augmentation du budget de formation pour nouvel employé / Increase of budget for new employee
6	Coûts d'opérations / Operating costs	Consultant - réparation d'ordinateur / Computer repairs - Consultant	Transfert interne / Internal transfer	- 60,000.00	Transfert de GL / GL transfer
7	Coûts d'opérations / Operating costs	Consultant / Consulting	Transfert interne / Internal transfer	60,000.00	Transfert de GL / GL transfer

Cité de / City of Clarence-Rockland
2020 Budget 2020
Changement majeurs / Major Changes

Directrice générale / Chief Administrative Officer					
1	Coûts d'opérations / Operating costs	Abonnement / Membership	Transfert interne / Internal transfer	-	500.00
2	Coûts d'opérations / Operating costs	Repas / Meals	Transfert interne / Internal transfer	-	500.00
3	Coûts d'opérations / Operating costs	Matériaux / Supplies	Transfert interne / Internal transfer	-	2,000.00
4	Coûts d'opérations / Operating costs	Formation / Training-Video/Workshop	Transfert interne / Internal transfer	-	1,000.00
5	Coûts d'opérations / Operating costs	Repas / Meals	Transfert interne / Internal transfer	-	3,000.00
6	Coûts d'opérations / Operating costs	Employé d'été / Summer student	Transfert interne / Internal transfer	-	8,142.00
7	Coûts d'opérations / Operating costs	Energy efficiency	Discretionnaire / Discretionary	-	20,000.00
8	Coûts d'opérations / Operating costs	Réparation mécaniques / Mechanical repairs	Non discretionnaire / Non-discretionary	-	3,000.00
9	Coûts d'opérations / Operating costs	Fournitures de nettoyage / Cleaning Supplies	Transfert interne / Internal transfer	-	6,000.00
10	Coûts d'opérations / Operating costs	Entretien des édifices / Building maintenance	Transfert interne / Internal transfer	-	6,000.00
11	Coûts d'opérations / Operating costs	Overtime	Transfert interne / Internal transfer	-	740.00
12	Coûts d'opérations / Operating costs	Overtime	Transfert interne / Internal transfer	-	740.00
13	Salaires et avantages sociaux / Salaries and benefits	Part time Wages	Transfert interne / Internal transfer	-	30,000.00
Infrastructure et aménagement du territoire / Infrastructure and Planning					
1	Coûts d'opérations / Operating costs	Contribution de la réserve du déneigement / Snow contribution reserve	Niveau de service / Service level	-	50,000.00
2	Coûts d'opérations / Operating costs	Abonnement / Membership	Transfert interne / Internal transfer	-	200.00
3	Coûts d'opérations / Operating costs	Supplies	Transfert interne / Internal transfer	-	800.00
4	Coûts d'opérations / Operating costs	Entretien des édifices / Building maintenance	Transfert interne / Internal transfer	-	4,000.00
5	Coûts d'opérations / Operating costs	Services de courrier / Courier Services	Transfert interne / Internal transfer	-	500.00
6	Coûts d'opérations / Operating costs	Gaz naturel / Natural Gas	Transfert interne / Internal transfer	-	1,000.00
7	Coûts d'opérations / Operating costs	Fournitures de bureau / Office Supplies	Transfert interne / Internal transfer	-	1,000.00
8	Coûts d'opérations / Operating costs	Impressions / Printing	Transfert interne / Internal transfer	-	570.00
9	Coûts d'opérations / Operating costs	Vêtements de protection / Protective Clothing	Non discretionnaire / Non-discretionary	-	1,500.00

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10	Coûts d'opérations / Operating costs	Téléphone / Telephone	Transfert interne / Internal transfer	- 870.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
11	Coûts d'opérations / Operating costs	Radios portables / Portable Radios	Transfert interne / Internal transfer	1,000.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
12	Coûts d'opérations / Operating costs	Eau / Water	Transfert interne / Internal transfer	300.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
13	Coûts d'opérations / Operating costs	Materials cold patch	Niveau de service / Service level	- 10,000.00	Plusieurs rues ont été repavés, nous utilisons moins de mélange a froid / Many roads have been repaved causing the need for cold patch to reduce
14	Coûts d'opérations / Operating costs	Contrat - balayage de rues / Contracts sweeping	Niveau de service / Service level	3,000.00	Plus de rue pavées et transférées à la Cité incluant de nouveaux quartiers / Many roads have been paved or transferred to the City including new development
15	Coûts d'opérations / Operating costs	Traçage de lignes / Line Painting	Niveau de service / Service level	4,700.00	Plus de rue pavées et transférées à la Cité incluant de nouveaux quartiers / Many roads have been paved or transferred to the City including new development
16	Coûts d'opérations / Operating costs	Tonte de gazon / Grass Mowing	Niveau de service / Service level	20,000.00	Le service de tonte de gazon est maintenant effectué par un sous-contractant au lieu des étudiants / Grass mowing is now completed by a subcontractor instead of summer students
17	Coûts d'opérations / Operating costs	Contrat de mélange à chaud / Hot mix contracts	Transfert interne / Internal transfer	- 50,000.00	Programme sur trois ans entre le mélange a chaud, la réparation des trottoirs et le nettoyage des fossés. Permet de concentrer les efforts de temps et d'argent. Meilleurs résultats sur trois ans.
18	Coûts d'opérations / Operating costs	Réparation des trottoirs / Sidewalks repairs	Transfert interne / Internal transfer	- 47,000.00	Programme sur trois ans entre le mélange a chaud, la réparation des trottoirs et le nettoyage des fossés. Permet de concentrer les efforts de temps et d'argent. Meilleurs résultats sur trois ans.
19	Coûts d'opérations / Operating costs	Contracts rural storms	Transfert interne / Internal transfer	97,000.00	Programme sur trois ans entre le mélange a chaud, la réparation des trottoirs et le nettoyage des fossés. Permet de concentrer les efforts de temps et d'argent. Meilleurs résultats sur trois ans.
20	Revenus / Revenues	Waste Oil Purchase	Transfert interne / Internal transfer	500.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
21	Coûts d'opérations / Operating costs	Diesel / Diesel	Non discrétionnaire / Non-discretionary	13,200.00	Pour couvrir l'augmentation dans les frais d'essence / To adjust for the increases in fuel prices
22	Coûts d'opérations / Operating costs	Gasoline / Gaz	Non discrétionnaire / Non-discretionary	5,500.00	Pour couvrir l'augmentation dans les frais d'essence / To adjust for the increases in fuel prices
23	Coûts d'opérations / Operating costs	Matériaux / Supplies	Transfert interne / Internal transfer	3,500.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
24	Coûts d'opérations / Operating costs	Réparations de véhicules / Vehicle Repairs	Transfert interne / Internal transfer	- 3,500.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
25	Coûts d'opérations / Operating costs	Licenses pour véhicules / Vehicle Licences	Non discrétionnaire / Non-discretionary	2,000.00	Pour ajuster à la dépense actuelle/ To adjust to actual
Aménagement du territoire / Planning					
26	Revenus / Revenues	Ventes de documents / Sales of Documents	Transfert interne / Internal transfer	240.00	Pour ajuster les comptes de revenus au réel / To adjust revenue accounts to actuals
27	Revenus / Revenues	Minor Variance	Transfert interne / Internal transfer	- 2,184.00	Pour ajuster les comptes de revenus au réel / To adjust revenue accounts to actuals

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28	Revenus / Revenues	Lettre d'engagement / Letter of Undertaking	Transfert interne / Internal transfer	670.00	Pour ajuster les comptes de revenus au réel / To adjust revenue accounts to actuals
29	Revenus / Revenues	Frais - modification de zonage / Zoning Amendment Fees	Transfert interne / Internal transfer	8,659.00	Pour ajuster les comptes de revenus au réel / To adjust revenue accounts to actuals
30	Revenus / Revenues	Morcellement de terrain / Land Severance	Transfert interne / Internal transfer	- 7,385.00	Pour ajuster les comptes de revenus au réel / To adjust revenue accounts to actuals
31	Coûts d'opérations / Operating costs	Abonnement / Membership	Transfert interne / Internal transfer	200.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
32	Coûts d'opérations / Operating costs	Repas / Meals	Transfert interne / Internal transfer	100.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
33	Coûts d'opérations / Operating costs	Publication	Transfert interne / Internal transfer	500.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
34	Coûts d'opérations / Operating costs	Publicité - Avis public / Publicity - Public Notice	Transfert interne / Internal transfer	1,400.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
35	Coûts d'opérations / Operating costs	Traduction / Translation	Transfert interne / Internal transfer	- 2,000.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
36	Salaires et avantages sociaux / Salaries and benefits	Comité d'ajustements / Committee of Adjustment	Non discrétionnaire / Non-discretionary	6,000.00	Pour ajuster les salaires et frais de formation pour le Comité d'ajustements Too add salaries and training budget for Committee of Adjustment
37	Coûts d'opérations / Operating costs	Outils et vêtements / Tools & Clothing	Transfert interne / Internal transfer	800.00	Transfert interne pour ajuster à l'actuel / Internal transfer to adjust to actual
Services communautaires / Community Services					
1	Revenus / Revenues	Réserve générale / General reserve /	Discrétionnaire / Discretionary	20,000.00	Pour enlever le financement du coût des arbres (One-Time) / To finance the cost of trees (One-Time)
2	Coûts d'opérations / Operating costs	Trees / Arbres	Discrétionnaire / Discretionary	- 20,000.00	Pour enlever le programme de plantation d'arbres / To remove tree programm from 2019
3	Coûts d'opérations / Operating costs	Employé d'été / Summer students	Transfert interne / Internal transfer	8,142.00	Transfer of part-time budget, to cover summer holidays at client service center and help with events (16 weeks)
4	Coûts d'opérations / Operating costs	Temps supplémentaire / Overtime	Non discrétionnaire / Non-discretionary	8,000.00	Pour assister aux différents comités, conseil, etc. / To assist to various committees, councils, etc
5	Coûts d'opérations / Operating costs	Programme de soutien financier / Financial support program	Discrétionnaire / Discretionary	5,000.00	Plus de demandes / More applications
6	Coûts d'opérations / Operating costs	Téléphone / Telephone	Discrétionnaire / Discretionary	2,000.00	Programme de messagerie téléphonique personnalisés lorsqu'en attente / Personalized phone messaging program when on hold
7	Salaires et avantages sociaux / Salaries and benefits	Salaire interne alloué / Internal salary allocation	Transfert interne / Internal transfer	32,000.00	Transfert - transport en commun / Transfer - Transit
8	Coûts d'opérations / Operating costs	Frais administratifs / Administrative fees	Transfert interne / Internal transfer	4,400.00	Transfert - transport en commun / Transfer - Transit

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9	Coûts d'opérations / Operating costs	Déneigement / Snow removal	Non discrétionnaire / Non-discretionary	15,000.00	Tous les édifices - Pluie verglacante plus fréquente - Application d'abrasif plus fréquente / All buildings - Freezing rain more frequent - More frequent abrasive application
10	Coûts d'opérations / Operating costs	Hydro	Non discrétionnaire / Non-discretionary	- 5,000.00	Centre communautaire de St-Pascal - La fournaise électrique a été changé au propane / St-Pascal Community Center - The electric Furnace will be changed to propane
11	Coûts d'opérations / Operating costs	Propane	Non discrétionnaire / Non-discretionary	3,000.00	Centre communautaire de St-Pascal - La fournaise électrique a été changé au propane / St-Pascal Community Center - The electric Furnace will be changed to propane
12	Coûts d'opérations / Operating costs	Hydro	Non discrétionnaire / Non-discretionary	2,000.00	Centre communautaire de St-Pascal - L'ajout d'une air climatisé engendrera une consommation d'électricité supplémentaire / St-Pascal Community Center - The installation of an A/C unit will cause extra electricity consumption
13	Coûts d'opérations / Operating costs	Réparation mécaniques / Mechanical repairs	Non discrétionnaire / Non-discretionary	5,000.00	Aréna de Clarence - Tous les systèmes mécaniques sont vieillissants et nécessite de plus en plus de réparation . Demander 15 000\$ en 2019 reçu 10 000\$ / Clarence Arena - All mechanical systems are aging and requires more and more repairs. Asked for \$ 15,000 in 2019 received \$ 10,000.
14	Coûts d'opérations / Operating costs	Système d'alarme / Alarm System	Non discrétionnaire / Non-discretionary	500.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
15	Coûts d'opérations / Operating costs	Entretien des édifices / Building maintenance	Non discrétionnaire / Non-discretionary	5,000.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
16	Coûts d'opérations / Operating costs	Fournitures de nettoyage / Cleaning Supplies	Non discrétionnaire / Non-discretionary	500.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
17	Coûts d'opérations / Operating costs	Hydro	Non discrétionnaire / Non-discretionary	7,000.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
18	Coûts d'opérations / Operating costs	Gaz naturel / Natural Gas	Non discrétionnaire / Non-discretionary	3,000.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
19	Coûts d'opérations / Operating costs	Insurance - Building	Non discrétionnaire / Non-discretionary	1,000.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
20	Coûts d'opérations / Operating costs	Réparation mécaniques / Mechanical repairs	Non discrétionnaire / Non-discretionary	5,000.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)

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21	Coûts d'opérations / Operating costs	Téléphone / Telephone	Non discrétionnaire / Non-discretionary	2,000.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
22	Coûts d'opérations / Operating costs	Déneigement / Snow removal	Non discrétionnaire / Non-discretionary	4,500.00	Prise de possession du nouveau garage des Services communautaires (Ancienne station des paramédic - Coin des rues Tucker et Landry) / Taking possession of the new Community Services garage (Former Paramedic Station - Tucker and Landry Street corner)
23	Coûts d'opérations / Operating costs	Entretien des édifices / Building maintenance	Non discrétionnaire / Non-discretionary	3,000.00	Ajout de plusieurs abri dans les parcs qui nécessite de l'entretien / Addition of several shelters in the parks which requires maintenance
24	Coûts d'opérations / Operating costs	Hall Rental	Non discrétionnaire / Non-discretionary	5,000.00	Centre Chamberland - Contrat de location du "Carrefour Bien-être" / Chamberland Center - "Carrefour bien être" agreement
25	Salaires et avantages sociaux / Salaries and benefits	Part time salaries	Non discrétionnaire / Non-discretionary	2,000.00	Centre Chamberland - Contrat de location du "Carrefour Bien-être" / Chamberland Center - "Carrefour bien être" agreement
26	Coûts d'opérations / Operating costs	Hydro	Non discrétionnaire / Non-discretionary	1,000.00	Centre Chamberland - Contrat de location du "Carrefour Bien-être" / Chamberland Center - "Carrefour bien être" agreement
27	Coûts d'opérations / Operating costs	Fournitures de nettoyage / Cleaning Supplies	Non discrétionnaire / Non-discretionary	500.00	Centre Chamberland - Contrat de location du "Carrefour Bien-être" / Chamberland Center - "Carrefour bien être" agreement
28	Coûts d'opérations / Operating costs	Gaz naturel / Natural Gas	Non discrétionnaire / Non-discretionary	500.00	Centre Chamberland - Contrat de location du "Carrefour Bien-être" / Chamberland Center - "Carrefour bien être" agreement
29	Coûts d'opérations / Operating costs	Eau /Water	Non discrétionnaire / Non-discretionary	500.00	Centre Chamberland - Contrat de location du "Carrefour Bien-être" / Chamberland Center - "Carrefour bien être" agreement
30	Coûts d'opérations / Operating costs	Others	Transfert interne / Internal transfer	1,000.00	Jumelage de deux codes budgétaires/ Pairing two GL codes
31	Coûts d'opérations / Operating costs	Grants	Transfert interne / Internal transfer	1,000.00	Jumelage de deux codes budgétaires/ Pairing two GL codes
32	Salaires et avantages sociaux / Salaries and benefits	Salaires temps partiel / Part-time salaries	Transfert interne / Internal transfer	2,750.00	Transfert dans le compte approprié / Transfer to the appropriate account
33	Salaires et avantages sociaux / Salaries and benefits	Autres salaires/ Other salaries	Transfert interne / Internal transfer	2,750.00	Transfert dans le compte approprié / Transfer to the appropriate account
34	Coûts d'opérations / Operating costs	Tonte de gazon / Grass Mowing	Transfert interne / Internal transfer	3,500.00	Transfert dans le compte approprié / Transfer to the appropriate account
35	Coûts d'opérations / Operating costs	Déneigement / Snow removal	Transfert interne / Internal transfer	3,500.00	Transfert dans le compte approprié / Transfer to the appropriate account
36	Salaires et avantages sociaux / Salaries and benefits	Salaires réguliers / Regular salaries	Transfert interne / Internal transfer	30,000.00	Transfert dans le compte approprié / Transfer to the appropriate account
Service de la protection / Protective Services					
1	Coûts d'opérations / Operating costs	Contrat de la PPO / OPP Contract	Non discrétionnaire / Non-discretionary	68,000.00	Augmentation annuelle (estimé 2%) / Annual increase (estimate 2%).
2	Revenus / Revenues	Internal recoveries	Discrétionnaire / Discretionary	8,800.00	Revenu du RTC pour allocation des frais de bâtiment /

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3	Revenus / Revenues	Lease revenue	Discretionnaire / Discretionary	-	17,000.00	Revenu locatif des CUPR pour les frais opérationnels d'entretien / Lease revenue from UCPR to pay for operational maintenance
4	Revenus / Revenues	Rescue - extrication services	Discretionnaire / Discretionary	-	3,800.00	Pour ajuster les revenus à l'actuel / To adjust revenues to match actuals
5	Revenus / Revenues	False Alarm Fees	Non discretionnaire / Non-discretionary		1,680.00	Pour ajuster les revenus à l'actuel / To adjust revenues to match actuals
6	Subventions / Grants	Other Grants - UCPR	Transfert interne / Internal transfer	-	93,000.00	Pour inscrire le paiement reçu des CUPR pour la communication / To add payment received from UCPR to pay for fire dispatch
7	Coûts d'opérations / Operating costs	Communication / Dispatching	Transfert interne / Internal transfer		93,000.00	Pour ajouter le paiement de la facture de communication / To add payment of for fire dispatch invoice
8	Coûts d'opérations / Operating costs	Course and Tuition Fees	Discretionnaire / Discretionary		27,600.00	Frais de formation pour le Collège des pompiers de l'Ontario pour les nouveaux recrus / Training costs for Ontario Fire College classes - new recruits, etc.
9	Coûts d'opérations / Operating costs	Kilométrage / Mileage	Discretionnaire / Discretionary		900.00	Frais de location de véhicules pour les formations / Car rental costs for courses - no spare city vehicles
10	Coûts d'opérations / Operating costs	Abonnement / Subscriptions	Non discretionnaire / Non-discretionary		600.00	Ajout du frais pour l'inscription à l'aide mutuelle / Corrected to include budget for mutual aid registration
11	Coûts d'opérations / Operating costs	Uniformes / Uniforms	Non discretionnaire / Non-discretionary		3,000.00	Ajustement de la dépense à l'actuel pour reflété les obligations des contrats / Adjusted to actual - based on contracted uniform req's
12	Coûts d'opérations / Operating costs	Entretien des édifices / Building maintenance	Non discretionnaire / Non-discretionary		7,407.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
13	Coûts d'opérations / Operating costs	Fournitures de nettoyage / Cleaning Supplies	Non discretionnaire / Non-discretionary		1,100.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
14	Coûts d'opérations / Operating costs	Hydro	Non discretionnaire / Non-discretionary		10,444.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
15	Coûts d'opérations / Operating costs	Gaz naturel / Natural Gas	Non discretionnaire / Non-discretionary		2,000.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
16	Coûts d'opérations / Operating costs	Water	Non discretionnaire / Non-discretionary		1,100.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
17	Coûts d'opérations / Operating costs	Tonte de gazon / Grass Mowing	Non discretionnaire / Non-discretionary		2,500.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
18	Coûts d'opérations / Operating costs	Déneigement / Snow removal	Non discretionnaire / Non-discretionary		13,000.00	Coûts estimés pour l'addition des nouvelles casernes / Estimated costs for new buildings
19	Coûts d'opérations / Operating costs	Vehicle repairs	Discretionnaire / Discretionary		16,000.00	Causé par des véhicules vieillissant et l'augmentation du coût pour les pièces et la main d'oeuvre / Aging vehicles and increasing costs for parts and labour
20	Revenus / Revenues	RTC Revenues	Transfert interne / Internal transfer		27,000.00	Pour ajuster les revenus à l'actuel / To adjust revenues to match actuals
21	Coûts d'opérations / Operating costs	Advertising	Transfert interne / Internal transfer	-	1,500.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
22	Coûts d'opérations / Operating costs	Courier Services	Transfert interne / Internal transfer	-	500.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
23	Coûts d'opérations / Operating costs	Meals	Transfert interne / Internal transfer		3,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
24	Coûts d'opérations / Operating costs	Mileage	Transfert interne / Internal transfer		500.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
25	Coûts d'opérations / Operating costs	Office Supplies	Transfert interne / Internal transfer		1,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
26	Coûts d'opérations / Operating costs	Printing	Transfert interne / Internal transfer	-	1,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center

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27	Coûts d'opérations / Operating costs	Software Licenses & Renewals	Transfert interne / Internal transfer	1,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
28	Coûts d'opérations / Operating costs	Chemicals Supplies	Transfert interne / Internal transfer	- 1,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
29	Coûts d'opérations / Operating costs	Educational Materials	Transfert interne / Internal transfer	- 1,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
30	Coûts d'opérations / Operating costs	Equipment Rental	Transfert interne / Internal transfer	4,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
31	Coûts d'opérations / Operating costs	Equipment Repairs	Transfert interne / Internal transfer	- 1,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
32	Coûts d'opérations / Operating costs	Supplies	Transfert interne / Internal transfer	- 3,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
33	Coûts d'opérations / Operating costs	Contract - Instructors	Transfert interne / Internal transfer	- 21,500.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
34	Coûts d'opérations / Operating costs	Internal fees allocated	Transfert interne / Internal transfer	4,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
35	Coûts d'opérations / Operating costs	Tonte de gazon / Grass Mowing	Transfert interne / Internal transfer	- 5,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
36	Coûts d'opérations / Operating costs	Déneigement / Snow removal	Transfert interne / Internal transfer	- 5,000.00	Transfert interne - Centre régional de formation / Internal transfer - Regional Training Center
37	Salaires et avantages sociaux / Salaries and benefits	Overtime Wages	Discretionnaire / Discretionary	- 5,000.00	Meilleure gestion du surtemps/ Overtime being managed better by Enforcement Manager
38	Coûts d'opérations / Operating costs	Mileage	Discretionnaire / Discretionary	- 500.00	Nouveau véhicule réduit les frais de remboursement de kilométrage / Additional vehicle reducing need for mileage
39	Coûts d'opérations / Operating costs	Special Program	Discretionnaire / Discretionary	500.00	Coût pour programme spéciale / Costs for special enforcement programs (blitz signs, etc.)
40	Coûts d'opérations / Operating costs	Staff Training	Discretionnaire / Discretionary	1,000.00	Formation additionnelle du personnel / Additional staff training
41	Coûts d'opérations / Operating costs	Supplies	Non discrétionnaire / Non-discretionary	2,000.00	Matériaux additionnels pour les officiers / Additional supplies for officers - duty bags, equipment, etc.
42	Coûts d'opérations / Operating costs	Traduction	Discretionnaire / Discretionary	- 1,000.00	Plus de personnel bilingual, réduit les besoins de traduction / Bilingual staff, less need for translation
43	Coûts d'opérations / Operating costs	Uniformes / Uniforms	Non discrétionnaire / Non-discretionary	300.00	Augmentation annuelle du coût / Annual increase to costs

Transport en commun / Public Transit

1	Salaires et avantages sociaux / Salaries and benefits	Salaire interne alloué/ Internal salary allocation	Transfert interne / Internal transfer	- 32,000.00	Transfert / Transfer
2	Coûts d'opérations / Operating costs	Frais administratifs / Administrative fees	Transfert interne / Internal transfer	- 4,400.00	Transfert / Transfer
3	Coûts d'opérations / Operating costs	Revenus et dépenses / Revenues and expenses	Niveau de service / Service level	- 121,700.00	Élimination du service, entretien des abri-bus seulement Elimination of service, maintenance of bus shelter only

Services de garderie / Day Care Services

1	Coûts d'opérations / Operating costs	Computer replacement	Non discrétionnaire / Non-discretionary	3,200.00	Ajout de tablette pour le système Digibot / Additional tablets for Digibot system
2	Coûts d'opérations / Operating costs	Licences	Non discrétionnaire / Non-discretionary	500.00	Le coût des licences d'opération par centre a considérablement augmenté
3	Coûts d'opérations / Operating costs	Mileage	Non discrétionnaire / Non-discretionary	500.00	Somme requise pour combler le besoin des chef d'équipe pour le voyageant pour les courses et autre
4	Coûts d'opérations / Operating costs	Office supplies	Non discrétionnaire / Non-discretionary	7,000.00	Système de Digibot/ Digibot system

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5	Coûts d'opérations / Operating costs	Rent	Non discrétionnaire / Non-discretionary	2,000.00	Ajout d'espaces / Additional spaces
6	Coûts d'opérations / Operating costs	Admin charge New Accounts	Non discrétionnaire / Non-discretionary	400.00	Moins de revenus qu'anticipé/ Less revenues than anticipated
7	Coûts d'opérations / Operating costs	Daycare Program Supplies	Discrétionnaire / Discretionary	2,000.00	Ajout d'enfants / Additional children
8	Coûts d'opérations / Operating costs	Admin charge New Accounts	Non discrétionnaire / Non-discretionary	- 200.00	Ajout d'ouvertures de comptes/ Additional accounts
9	Coûts d'opérations / Operating costs	Grants - Human ressources	Non discrétionnaire / Non-discretionary	4,000.00	Non applicable / Non applicable
10	Coûts d'opérations / Operating costs	Telephone	Non discrétionnaire / Non-discretionary	240.00	Somme requise pour respecter le budget / Required amount to respect the budget
11	Coûts d'opérations / Operating costs	Food supplies	Transfert interne / Internal transfer	- 2,560.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
12	Coûts d'opérations / Operating costs	Food supplies	Transfert interne / Internal transfer	- 2,240.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
13	Coûts d'opérations / Operating costs	Food supplies	Transfert interne / Internal transfer	- 1,500.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
14	Coûts d'opérations / Operating costs	Food supplies	Transfert interne / Internal transfer	4,500.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
15	Coûts d'opérations / Operating costs	Food supplies	Transfert interne / Internal transfer	1,000.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
16	Coûts d'opérations / Operating costs	Food supplies	Transfert interne / Internal transfer	800.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
17	Coûts d'opérations / Operating costs	Daycare Program Supplies	Transfert interne / Internal transfer	- 4,500.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
18	Coûts d'opérations / Operating costs	Daycare Program Supplies	Transfert interne / Internal transfer	3,500.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
19	Coûts d'opérations / Operating costs	Daycare Program Supplies	Transfert interne / Internal transfer	1,000.00	Transfert interne pour combler les besoins des centres de service/ Internal transfer to fill the needs of the service centers
20	Revenus / Revenues	Daycare Nursery Charge	Discrétionnaire / Discretionary	- 90,000.00	Revenus des ajouts de 6 journées férié/ 6 Statutory days revenues
21	Revenus / Revenues	Daycare Nursery Charge	Discrétionnaire / Discretionary	- 6,500.00	Revenus de réduction d'une journée de crédit (vacance) / Reduction of one day of credit (vacations)
22	Revenus / Revenues	Daycare Nursery Charge	Discrétionnaire / Discretionary	- 68,140.00	Augmentation des taux / Increase in daily rates
23	Salaires et avantages sociaux / Salaries and benefits	Salaires et avantages sociaux / Salaries & benefits	Non discrétionnaire / Non-discretionary	145,000.00	Coût de la vie et augmentations / Cost of living increase

Bibliothèque / Public Library

1	Revenus / Revenues	Schoold Board	Discrétionnaire / Discretionary	- 3,000.00	Augmentation - indice du prix à la consommation / Consumer price index increase
2	Revenus / Revenues	Frais d'évènements / Event fees	Discrétionnaire / Discretionary	- 250.00	Pour ajuster aux chiffres réels / To adjust to actual
3	Revenus / Revenues	Vente de libres / Sale of books	Discrétionnaire / Discretionary	750.00	Pour ajuster aux chiffres réels / To adjust to actual

Cité de / City of Clarence-Rockland
2020 Budget 2020
Changement majeurs / Major Changes

4	Salaires et avantages sociaux / Salaries and benefits	Salaires et avantages sociaux / Salaries & benefits	Non discrétionnaire / Non-discretionary	56,272.00	Coût de la vie et augmentations / Cost of living increase
5	Coûts d'opérations / Operating costs	Collection audiovisuelle / Audio Visual Collection	Discretionnaire / Discretionary	100.00	Faire correspondre le montant à ce dont nous avons réellement besoin et aux augmentations de coûts / To bring the amount in line with what we actually require and cost increases.
6	Coûts d'opérations / Operating costs	Advertising	Discretionnaire / Discretionary	- 500.00	Réduit pour refléter les besoins / Reduce to match requirement
7	Coûts d'opérations / Operating costs	Computers - Hardware	Discretionnaire / Discretionary	1,000.00	Augmentation des coûts / Cost increases
8	Coûts d'opérations / Operating costs	Computers - Software Lic & Ren	Discretionnaire / Discretionary	3,000.00	Augmentation des coûts / Cost increases
9	Coûts d'opérations / Operating costs	Computers Maintenance - Contract	Discretionnaire / Discretionary	1,000.00	Augmentation des coûts / Cost increases
10	Coûts d'opérations / Operating costs	Meubles de bureau / Furniture	Discretionnaire / Discretionary	171.00	Faire correspondre le montant à ce dont nous avons réellement besoin et aux augmentations de coûts / To bring the amount in line with what we actually require and cost increases.
11	Coûts d'opérations / Operating costs	Coûts des services internet / Internet Service Fees	Discretionnaire / Discretionary	2,500.00	Ajout de réseaux sans-fil - plan mensuel/ Add Hotspots - monthly plans
12	Coûts d'opérations / Operating costs	Location de photocopieur / Lease Photocopier	Non discrétionnaire / Non-discretionary	300.00	Faire correspondre le montant à ce dont nous avons réellement besoin et aux augmentations de coûts / To bring the amount in line with what we actually require and cost increases.
13	Coûts d'opérations / Operating costs	Kilométrage et déplacements / Mileage/travel	Discretionnaire / Discretionary	500.00	Augmentation du coût selon la nouvelle entente collective / Mileage: cost per km increased per collective agreement
14	Coûts d'opérations / Operating costs	Fournitures de bureau / Office supplies	Discretionnaire / Discretionary	127.00	Faire correspondre le montant à ce dont nous avons réellement besoin et aux augmentations de coûts / To bring the amount in line with what we actually require and cost increases.
15	Coûts d'opérations / Operating costs	Frais de poste et expédition / Postage, Freight, Express	Discretionnaire / Discretionary	1,750.00	Coupure provinciale, élimination des Services des bibliothèques de l'Ontario-Sud, service de livraison / Provincial cuts resulted in elimination of Southern Ontario Library Service delivery vans
16	Coûts d'opérations / Operating costs	Dépenses des programmes / Program expenses	Transfert interne / Internal transfer	- 8,000.00	Le budget a été séparé en 2 catégories / Program budget split in two categories
17	Coûts d'opérations / Operating costs	Dépenses des programmes / Program expenses	Transfert interne / Internal transfer	8,000.00	Le budget a été séparé en 2 catégories / Program budget split in two categories
18	Coûts d'opérations / Operating costs	Location - Bourget / Rent- Bourget	Non discrétionnaire / Non-discretionary	161.00	Selon le contrat / Per contract
19	Coûts d'opérations / Operating costs	Téléphone / Telephone	Non discrétionnaire / Non-discretionary	200.00	Faire correspondre le montant à ce dont nous avons réellement besoin et aux augmentations de coûts / To bring the amount in line with what we actually require and cost increases.
20	Coûts d'opérations / Operating costs	Augmentation des coûts administratifs / Admin cost increase	Non discrétionnaire / Non-discretionary	200.00	Coût de la vie et augmentations / Cost of living and increments.



REPORT N° AMÉ-19-67-R

Date	07/08/2019
Submitted by	Marie-Eve Bélanger
Subject	Laurier Street Revitalization – Next step
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The nature of this report is to obtain Council's approval on some budget items in order to advance on the Laurier Street revitalization project.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS report INF2019-025 was presented in June 2019 which updated Council on the status and next steps for the Laurier Street Revitalization; and

WHEREAS a Lighting Study and an Environmental Assessment was identified in the next steps;

THAT the Committee of the Whole recommends that Council authorizes that a Lighting Study be completed with a budget of \$25,000; and

THAT Council authorize that an Environmental Assessment be completed with a budget of \$75,000; and

THAT both studies be paid by the Laurier Street Revitalization budget.

ATTENDU QUE le rapport INF2019-025 a été présenté en juin 2019 afin d'aviser le conseil du statut et des prochaines étapes pour la revitalisation de la rue Laurier; et

ATTENDU QU'UNE étude d'éclairage et une évaluation environnementale ont été identifiées dans les prochaines étapes;

QUE le comité plénier recommande que le conseil autorise qu'une étude d'éclairage soit complétée avec un budget de 25 000\$; et

QUE le conseil autorise qu'une évaluation environnementale soit complétée avec un budget de 75 000\$; et

QUE les deux études soient payée avec le budget existant pour la revitalisation de la rue Laurier.

4) **BACKGROUND :**

On June 17th, 2019, Mr. Lenhart presented a report to Council with an update on the Laurier Street revitalization project. A draft design was included with the report as well as the next steps.

5) **DISCUSSION :**

Staff met with the consultant CSW on June 20th, 2019. They provided us with an update on the Laurier Street Revitalization Study as well as provided us with deadlines for a public open house and final approval. As such, it is anticipated that an open house be scheduled around September with final approval of the report in October of 2019.

As part of preliminary findings, CSW has recommended that a lightning study be undertaken. The lighting study would look at the location of the existing light posts since some dark areas were observed on Laurier Street. The Study will also review the light level as per municipal standards and provide recommendations for new light fixtures. It is estimated that a budget of \$25,000 would be needed to complete this study.

As part of the Revitalization Study, CSW has proposed bike lanes on both sides of Laurier Street. Two sections of Laurier Street are not wide enough to accommodate the bike lanes. In order to provide continuity of the bike lanes and to provide a Complete Street, an Environmental Assessment will be required. The EA will look at two options. One of the options will be to maintain the width of the street intact, at those two sections, with no bike lanes and the other option will be to widen Laurier Street in order to have a nice continuity of the bike lanes throughout the study area. The cost to complete the EA is estimated at 75,000\$. Since an EA can take up to a year to complete, we recommend that this study be initiated in 2019.

Those are the main two studies that the Department wants to undertake this year for the Laurier Street Revitalization. Afterwards, as indicated in Mr. Lenhart's report, a more detailed design of the street will be undertaken, as well as line painting, lighting enhancement, land acquisition (if required) and construction of the bike lanes.

Funding

In 2018, OMAFRA offered funding to municipalities under their Main Street Revitalization Initiative. The City will receive an amount of \$59,330.15. The funding was established to help municipal governments to undertake main street revitalization activities that support small businesses. The City can invest in municipal physical infrastructure identified through a municipal land-use planning

document for the City's main street, which involves the construction, renewal, renovation or redevelopment or material enhancement. In order to receive the funding the City must have incurred the cost by March 31, 2020. As such, the City's consultant, CSW, has recommended that new lampposts be purchased with the funding. They also recommended the installation of bike racks throughout the study area as well as benches and garbage bins. Those items could also be purchased as part of this funding opportunity. Once the Lighting study and the Revitalization Study are completed in the fall, we will be in a better position to recommend the items to be purchased in order to receive funding. We will bring another report to Council at that time, in order to confirm how the funding money should be spent.

6) CONSULTATION:

n/a

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

n/a

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

We currently have a budget of \$298,457 for the Laurier Street Revitalization project. An amount of \$97,305 was approved for CSW. An amount of \$201,152 is remaining. With the completion of the traffic study and the EA, an approximate amount of \$100,000 will remain.

9) LEGAL IMPLICATIONS :

n/a

10) RISK MANAGEMENT :

N/A

11) STRATEGIC IMPLICATIONS :

N/A

12) SUPPORTING DOCUMENTS:

n/a



RAPPORT N° LOI2019-08-01

Date	17/06/2019
Soumis par	Pierre Boucher
Objet	Entente d'appui de service pour le transport en commun
# du dossier	LO4-BUS

1) NATURE / OBJECTIF :

Le présent rapport a comme objectif de permettre aux Services communautaires de signer une entente d'appui de service relié au transport en commun.

2) DIRECTIVE/POLITIQUE ANTÉCÉDENTE :

Le 4 février 2019, le conseil municipal a adopté la résolution 2019-22 stipulant;

1. Que le conseil de la Cité de Clarence-Rockland mandate le Directeur des Services communautaires d'envoyer un avis écrit à Leduc Bus Line dans le but de l'informer que le conseil ne renouvellera pas son contrat avec Leduc Bus Line pour la fourniture de service de transport en commun qui prendra fin le 31 août 2019; et
2. Que les services communautaires soient mandatés de collaborer à la transition vers la privatisation du service.

3) RECOMMANDATION DU SERVICE:

ATTENDU QUE le conseil municipal a mandaté les Services communautaires de collaborer à la transition vers la privatisation du service de transport en commun;

QU'IL SOIT RÉSOLU que le comité plénier recommande au Conseil d'autoriser le Directeur des Services communautaires à signer une entente avec le ou les fournisseurs de transport en commun pour permettre l'utilisation des abribus et espaces de stationnements, tel que recommandé.

WHEREAS Municipal Council has mandated the Community Services to collaborate in the transition to privatization of the public transit service;

BE IT RESOLVED that the Committee of the Whole hereby recommends to Council that the Director of Community Services be authorized to sign the agreement with the public transit provider(s) to allow the use of the bus shelters and parking lots, as recommended.

4) HISTORIQUE :

Suite au mandat du service de travailler vers une transition de transport en commun privé, le service a effectué les étapes suivantes;

- 1 : Rédiger et envoyer une lettre de non renouvellement d'entente à Leduc Bus Line LTD le 5 février 2019.
- 2 : Avis aux utilisateurs le 12 février du service que le service de transport en commun ne fera plus partie d'un service municipal en date du 31 août 2019.
- 3 : Demande d'avis aux assurances de la Cité le 4 mars 2019 pour s'assurer des étapes appropriées afin de bien protéger les intérêts de la Cité.
- 4 : Présentation publique aux utilisateurs du Service le 26 mars 2019 à la salle Optimiste de Rockland.
- 5 : Rédiger une entente d'appui de Service tel que recommandé par les assurances le 27 mai 2019.
- 6 : Circuler l'ébauche de l'entente d'appui aux assurances le 28 mai 2019 pour s'assurer de la conformité.
- 7: Circuler l'ébauche de l'entente d'appui à notre conseiller juridique le 31 mai 2019 pour s'assurer de la conformité.

5) DISCUSSION :

Points majeurs de l'entente :

- La Cité autorise Leduc Bus Lines Ltd d'utiliser gratuitement, pour ses utilisateurs, tous les abribus et arrêts municipaux disponibles dans sa juridiction.
- La Cité autorise Leduc Bus Line Ltd à utiliser les stationnements municipaux identifiés à l'annexe «A» de l'entente, comme Parc O Bus pour ses utilisateurs, sous réserve de disponibilité, sans frais.

- Leduc Bus Lines Ltd s'engage à maintenir une assurance responsabilité civile d'une valeur minimum de 5 millions tout au long du contrat sur laquelle la Cité est identifiée comme assuré additionnel.
- Les parties se réservent le droit de mettre fin à la présente entente selon un préavis de 60 jours.

6) CONSULTATION :

Le service a consulté la représentante des assurances ainsi que le conseiller juridique de la Cité.

7) RECOMMANDATION OU COMMENTAIRES DU COMITÉ :

L'entrepreneur privé (Leduc Bus Line LTD) fût consulté le 27 mai dernier et est en accord avec l'entente de principes.

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

Dans un premier temps, la part municipal au budget de 2019 est de 179 000\$

Lors de l'exercice budgétaire de 2020 le montant de la part municipal pour le support au service sera réduit considérablement.

La grande partie du budget reliée au salaires d'environ 32 000\$ et frais administratif de 4 400\$ seront redistribuées dans le budget des Services communautaires ou autre pour un total de 36 400\$.

Nous croyons qu'il y aura une économie budgétaire d'environ 110 000\$ comparativement au budget actuel de 179 000\$.

Les résultats des économies (réduction budgétaire) seront confirmés lors du processus budgétaire de 2020.

9) IMPLICATIONS LÉGALES :

- Les assurances municipales furent consultées afin de connaître les risques pour la Cité. Leurs recommandations furent considérées et identifiées dans l'entente d'appui.

- Le conseiller juridique de la Cité fut consulté afin de connaitre les risques pour la Cité. Leurs recommandations furent aussi considérées et identifiées dans l'entente d'appui.

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

- Règlement 2019-XX
- Entente d'appui pour le transport en commun

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2019-XXX

**BEING A BY-LAW TO SIGN A SUPPORT AGREEMENT WITH
LEDUC BUS LINES**

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

WHEREAS Council of the Corporation of the City of Clarence-Rockland deems it appropriate to sign a support agreement with Leduc Bus Lines.

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

1. **THAT** Municipal Council hereby authorizes the Director of Community Services to sign a support agreement with Leduc Bus Lines for a period of 5 years;
2. **THAT** the support agreement be in the form hereto annexed and marked as Schedule "A" to this by-law;
3. **THAT** this by-law shall come into force on the day of its adoption.

**READ AND ADOPTED IN OPEN COUNCIL THIS XX DAY OF XX
2019.**

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK



Clarence-Rockland

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

Agreement made this _____ day of _____, 2019.

BETWEEN:

LEDUC BUS LINES LTD
8467 County Road 17, Rockland (Ontario),
represented by Gilbert Leduc,

AND

The **CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**
1560 Laurier Street, Rockland (Ontario),
represented by Pierre Boucher, Director of Community Services

WHEREAS the City of Clarence-Rockland has terminated its service agreement with Leduc Bus Lines Ltd for the provision of public transportation services (CR Transpo); and

WHEREAS Council has deemed it appropriate to collaborate with service providers that are willing to provide private transit services to the residents of Clarence-Rockland; and

WHEREAS Council has deemed it in the interests of the residents of the City of Clarence-Rockland to enter into an Agreement to allow for the use of City bus shelters, stops, and parking lots by private transit service providers;

BOTH parties hereby agree to the following:

1. Use of City Bus Shelters and stops
 - a. The City of Clarence-Rockland hereby authorizes Leduc Bus Lines Ltd to utilize all available municipal bus shelters and stops within its jurisdiction, for its users, at no cost.



Clarence-Rockland

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

2. Use of Municipal Parking Lots

- a. The City of Clarence-Rockland hereby authorizes Leduc Bus Line Ltd to utilize the municipal parking lots identified under Schedule 'A' to this Agreement, as park-and-ride for its users, subject to availability, at no cost.

3. Ridership Statistics

- a. Leduc Bus Lines Ltd hereby accepts to prepare and submit an annual ridership statistical report to the City of Clarence-Rockland.

4. Insurance

- a. Leduc Bus Lines Ltd shall provide and maintain, during the term of the Agreement, General Liability insurance subject of limits of not less than \$5,000,000.00 per occurrence.
- b. Leduc Bus Lines Ltd shall provide and maintain an owned automobile liability policy that provides coverage to carry passengers for compensation for at least the minimum limits required for the jurisdiction in which they operate and a Public Vehicle Operating Licence where required.

5. Indemnification

- a. Leduc Bus Lines Ltd shall defend, indemnify and save harmless the City of Clarence-Rockland its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred



Clarence-Rockland

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

expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Leduc Bus Lines Ltd, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by Leduc Bus Lines Ltd in accordance with this Agreement, and shall survive this Agreement.

- b. Leduc Bus Lines Ltd agrees to defend, indemnify and save harmless the City of Clarence-Rockland from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to Leduc Bus Lines Ltd's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Leduc Bus Lines Ltd in accordance with this Agreement, and shall survive this Agreement.

6. General Provisions

- a. This Agreement shall not be deemed or construed as being an exclusive right to Leduc Bus Lines Ltd.
- b. Nothing herein contained shall be deemed or construed so as to make, render or constitute the parties hereto partners with one another.
- c. All references to a day or days in this Agreement shall mean a calendar day or calendar days.



Clarence-Rockland

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

7. Notice

- a. Any notice provided for under this Agreement shall be in writing and shall be sufficiently given if delivered personally or if transmitted by email or facsimile with an original signed copy sent by prepaid registered mail within forty-eight (48) hours thereafter or if mailed, by prepaid registered mail, to the parties, as follows:
 - (a) To the City of Clarence-Rockland:
1560, rue Laurier Street
Rockland, ON K4K 1P7
Attention: Director of Community Services
 - (b) To Leduc Bus Lines Ltd:
8467 County Road 17
Rockland, ON K4K 1K7
Attention: Gilbert Leduc

8. Term

- a. This Agreement comes into force on the 1st day of September 2019 provided that it is executed by both parties hereto and shall continue in force for a period of five (5) years.

9. Renewal

- a. This Agreement shall automatically review for another five (5) years unless one of the parties provides the other party sixty (60) days written notice prior to the renewal date of an intent to revise portions of the Agreement.



Clarence-Rockland

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

10. Termination

- a. This Agreement may be terminated, by either party, upon sixty (60) days written notice of intention to terminate, by the party wishing to terminate upon the other party.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first above written.

LEDUC BUS LINE LTD.

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

GILBERT LEDUC

PIERRE BOUCHER, Director of
Community Services



Clarence-Rockland

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

Schedule 'A'

**Agreement between Leduc Bus Lines Ltd and the
Corporation of the City of Clarence-Rockland**

Municipal Parkings

City Hall - Rockland
Jean-Marc Lalonde Arena – Rockland
Clarence-Rockland Museum – Rockland
Clarence Creek Arena
Ronald Lalonde Community Centre - St-Pascal
Bourget Community Centre
Alphonse Carrière Community Centre - Hammond

Bus Shelters

Laurier / Bonavista – Rockland
Museum – 687 Laurier – Rockland
City Hall – Rockland
Très Sainte-Trinité Church – Rockland
Laurier / Laporte – Rockland
Jérôme Corbeil / Topaze – Rockland
Landry / Hwy 17
Clarence Creek Arena
Bourget Community Centre
Alphonse Carrière Community Centre - Hammond
Russell / Grand Tronc - Cheney



REPORT N° PRO2019-022

Date	07/08/2019
Submitted by	Brian Wilson
Subject	PRO2019-022 – Fire Station Construction Contingency Budget Report (August 2019)
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To advise Committee of the Whole as to the status of the \$50,000 contingency envelope which was approved in June for the ongoing construction of the two new protective services fire/paramedic stations.

2) **DIRECTIVE/PREVIOUS POLICY :**

On June 17, 2019, Council approved the Director of Protective Services an envelope of \$50,000 to cover unexpected costs related to the construction of the new fire/paramedic stations, with the expectation that a report would be brought back for Council's information related to any expenditure thereof.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole receive report PRO2019-022 as information.

QUE le Comité plénier reçoit le rapport PRO2019-022 à titre d'information

4) **BACKGROUND :**

Construction projects of this magnitude often have minor variances that need to be approved in a timely manner in order to not cause construction delays. This is managed through a contingency budget, a portion of which was delegated to the authority of the Director of Protective Services to manage in order to ensure timely approval of items.

5) **DISCUSSION :**

Since the June 17, 2019, Council meeting, a few items have come up requiring the timely approval of change orders in order to not hinder construction of the fire/paramedic buildings. They are as follows:

Fire Station Contingency Items		Balance Remaining \$50,000
CRX0045 – Toilet change (credit)	+ 2,000.00	52,000.00
CRX0043 – IT/Comms changes	- 4,009.50	47,990.50
WSP Invoice – soil engineer re: Rockland	- 2,500.00	45,490.50
CRX0028 – Commemorative plaques	- 5,116.44	40,374.06
HST on above items	- 209.00	\$40,165.00

Upcoming items will include any necessary cleanup or fill required at the Rockland site. There was buried construction debris located to the rear of the new station, which appears to have come from an old residential structure that may have been buried instead of properly removed following demolition. The general contractor has been instructed to count truck tickets for removal of this debris, while will allow the City to account for this unforeseen expense (both the removal, and resulting need for fill). There was not a large area impacted, but it is anticipated that some additional expense will be incurred for this cleanup.

The organics in the soil were examined by a soil engineer through WSP, who felt that the City might be able to leave some of those soils in place, provided a 'proof roll' could be conducted to show that they will not cause any soil instability issues down the road. WSP quoted the City \$2,500 for this analysis, and to be on-site during the 'proof rolls' to ensure that this solution will be adequate. This initiative is expected to save the City a very expensive soil remediation project to search for and remove organic soils, which may not even pose an issue.

6) CONSULTATION:

None.

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

None.

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

All approved expenses are still within the approved envelope for contingency, and the project is still projected to finish within the established budget.

9) LEGAL IMPLICATIONS :

None.

10) **RISK MANAGEMENT:**

None.

11) **STRATEGIC IMPLICATIONS:**

None.

12) **SUPPORTING DOCUMENTS:**

None.



REPORT N° PRO2019-020

Date	07/08/2019
Submitted by	Brian Wilson
Subject	PRO2019-020 – Fire Department Training Hours Report
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To respond to Council's request for more information in regards to the training hours of the Clarence-Rockland Fire Department, with a comparison to neighbouring municipalities.

2) **DIRECTIVE/PREVIOUS POLICY :**

Council directed Administration to provide a report on the hours spent training by the Clarence-Rockland Fire Department, specifically looking at optional versus mandatory training, and comparing to neighbouring departments.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT the Committee of the Whole receive report PRO2019-020 as information.

QUE le Comité plénier reçoit le rapport PRO2019-020 à titre d'information

4) **BACKGROUND :**

The Clarence-Rockland Fire Department operates under By-law 2017-155 which establishes the fire department and provides regulation on the service levels provided.

Currently the fire department conducts regular training on alternating Wednesday evenings, usually for 2 hours, and sometimes up to 3 hours per evening. Under the current collective bargaining agreement with CLAC, members are required to attend a minimum of 60% of these training sessions. Career members of the department attend these training nights as well, in addition to conducting on-shift training. Per the collective agreement with IAFF, career members attending regular training nights are compensated at regular time, this is in addition to their regular 40-hour work week. The advantage of having all staff training together is evident, as all work side-by-side at emergency calls.

Within By-law 2017-155, it states that the goals of the fire department shall be those contained within the most recent Master Fire Plan, as presented to Council. The most recent Master Fire Plan was received by Council on May 15, 2017.

The Master Fire Plan notes a number of recommendations in regards to training:

- Recommendation #19 is to develop and implement a comprehensive training program based on the NFPA Professional Qualification Standards, as adopted by the Province.
- Recommendation #20 suggests to revise the hours of training to regularly schedule training for 3 hours per training night.
- Recommendation #21 suggests that the department should switch to weekly training sessions, instead of bi-weekly. If combined with station maintenance duties, this would result in a doubling of the number of training hours from an average of 4 per month, to an average of 8 per month.
- Recommendation #23 suggests that all firefighters should undergo mandatory live-fire training on an annual basis.
- Recommendation #27 suggests that all Officers of the department should be trained to the NFPA 1021 Fire Officer Level 2 standard.
- Recommendation #28 suggests that the department implement the Blue Card Command certification program as a component of the Officer training program.

The Master Fire Plan goes on to outline the requirements as noted under the Occupational Health and Safety Act, specifically the Section 21 Guidance Notes for Firefighters, which require the employer to ensure adequate training and supervision is provided to all firefighters, to ensure their competence when responding to emergency situations.

Historically, the department trained in-house using recognized curriculum which was based on the NFPA standards. Medical training was historically conducted by UCPR Paramedics, loosely following the standard first aid program.

After reviewing the NFPA 1001 Firefighter standard, which requires firefighters responding to medical calls to train to the First Responder level (at a minimum), the department converted its medical training program over to the Red Cross. This transition is currently underway in Ottawa as well.

Currently the Clarence-Rockland Fire Department trains using the NFPA Professional Qualification Standards, or the Canadian Red Cross, as a basis for initial training and continued competence. The following standards are utilized by the department, with the required number of hours for initial certification noted, along with required refresher training hours.

Standard	Hours for initial certification	Hours for refresher certification	Required or Optional Training	# of CRFD members
NFPA 1001 – Firefighter	240 hours	80 hrs / year (est.)	Required (OH&S)	79
DZ Driver Training	40 hours	2 hrs / year (est.)	Required (MTO & OH&S)	79
NFPA 1002 – Pumper Operator	80 hours	4 hrs / year (est.)	Required (OH&S)	79
First Responder	40 hours	20 hours / 3 years	Required (NFPA 1001)	66
Emergency Medical Responder ¹	80 hours	40 hours / 3 years	Optional	13
NFPA 1006 – Water/Ice/Boat	60 hours	8 hours / year (est.)	Required (OH&S)	35
NFPA 1021 – Fire Officer I ²	60 hours		Required (OH&S)	15
NFPA 1021 – Fire Officer II ³	60 hours	8 hours / year (est.)	Required (OH&S)	15
NFPA 1021 – Fire Officer III ⁴	80 hours		Recommended	5
NFPA 1021 – Fire Officer IV ⁵	80 hours		Recommended	2
Blue Card Command ⁶	74 hours	32 hours / 3 years	Required (Master Plan)	15
NFPA 1033 – Fire Investigator ⁷	80 hours	4 hours / year	Required (OH&S)	3
NFPA 1041 – Fire Instructor I	60 hours		Required (OH&S)	12
NFPA 1041 – Fire Instructor II ⁸	60 hours		Required (OH&S)	6
NFPA 1521 – Incident Safety Officer	24 hours		Required (OH&S)	15
TOTAL HOURS (Firefighter)	460 hours	~100 hours / year (avg.)		
TOTAL HOURS (Officer)	798 hours	~110 hours / year (avg.)		
TOTAL HOURS (Chief Officer)	1,078 hours	~120 hours / year (avg.)		

¹ CRFD focused this training on full-time staff, with some part-time staff filling the class. This training is not currently offered throughout the department, but rather focused on full-time staff who can maintain the skills through on-shift training time.

² This level of training is currently only offered to senior members of the Department.

³ This level of training is currently only offered to Captains within the department (10 members).

⁴ This level of training is currently only offered at the District Chief level and above, with the intention of making this a minimum requirement to become a Deputy Chief.

⁵ This level of training is currently only offered at the Deputy Chief level and above, with the intention of making this a minimum requirement to become the Fire Chief.

⁶ This level of training is currently only offered to permanent officers of the department (13 members).

⁷ This level of training is currently only offered to senior officers of the department who may have an active role in conducting fire investigations.

⁸ This level of training is currently only offered to Officers or senior firefighters who are actively involved in the development of training programs and lesson plans.

Council further asked Administration to look at comparisons with neighbouring departments. Of the neighbouring volunteer fire stations, the City of Ottawa is the only accredited fire department, and trains its volunteers weekly as part of meeting their ongoing accreditation process. Special training is in addition to regular weekly training, and includes things such as pumper operations courses, or officer training.

The chart below looks at comparisons between Clarence-Rockland and neighbouring departments from a big-picture perspective (rough averages for special training hours, etc.).

Department	Training Frequency	Training Duration	Minimum Attendance	Annual Hours @ 100% (per FF)	Min. Annual Hours (per FF)	Annual Special Training Hours (per FF)
Clarence-Rockland	Bi-weekly	2 hours	60%	52 hours	31 hours	25 hours
Ottawa	Weekly	2 hours	70%	104 hours	73 hours	30 hours
Russell	Bi-weekly	3 hours	70%	72 hours	50 hours	12 hours
Embrun	Bi-weekly	3 hours	70%	72 hours	50 hours	30 hours
Alfred-Plantagenet	Bi-weekly	2.5 hours	Can miss 3 nights	60 hours	52.5 hours	25 hours

5) **DISCUSSION :**

The training programs used by the Clarence-Rockland Fire Department are mandated under Occupational Health & Safety, which states that "an employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker." The OH&S Act further goes on to require employers, "when appointing a supervisor, (to) appoint a competent person."

Competence is defined as having knowledge, skills, and abilities to perform the task. Thus, when examining competence in the field of emergency services, it is recommended to look at recognized standards, such as the National Fire Protection Association (NFPA) standards, which have been adopted in the Province of Ontario.

The current training program used by the Clarence-Rockland Fire Department struggles to meet recognized best practices in terms of number of hours of training per year. This was recognized in the 2017 Master Fire Plan, which identified that the current number of hours

spent on training should be roughly doubled, in addition to significant additional specialized training should be added (e.g. Fire Officer II, Blue Card Command, and Ice/Water training).

Initial discussions were held with CLAC in regards to exploring increasing the number of training hours, as recommended within the Master Fire Plan. CLACs response was that while they supported the idea of additional training hours, their membership did not support either extending the training hours on regular training nights, nor adding additional training nights (e.g. changing to weekly training).

There are very few 'optional' training programs offered by the Clarence-Rockland Fire Department, save and except for the Emergency Medical Responder program through the Canadian Red Cross. This program was elected to be run for the career staff of the department, as the department already had a qualified instructor, and the hours spent undergoing this training could be done during regular working hours. In an effort to fill the class, some part-time firefighters were given the opportunity to take this training as well. The results have been noticed among local paramedics, who have been able to rely on the advanced skills possessed at this level to help provide advanced patient care to critical ill patients.

Worthy of note is that since the fire department increased its medical training programs in conjunction with utilizing squads (pickup trucks or SUVs) to respond to medical calls, the department has realized a significant increase in the percentage of calls where the fire department is arriving ahead of paramedics. These changes have also resulted in a significant increase in the number of patients whom rescuers have successfully resuscitated on-scene over the past couple of years.

In an effort to ensure competency on the firefighting side, the department has undertaken to offer specialized certification training courses through the new Regional Training Centre. This has allowed for members to continue improving their knowledge, skills, and abilities through recognized Ontario Fire College courses while still being able to stay at home with their families.

In summary, the Clarence-Rockland Fire Department continues to train its members to ensure competence at all levels of the organisation. This requires the commitment of municipal funds, both for course tuition fees, as well as wages to pay firefighters to attend training courses. It is the opinion of the Fire Chief that continue investment into the department's training budget should be made, to ensure adequacy in training the members of the department in order to meet the needs of the community.

"You cannot train too much for a job that can kill you."
- unknown

6) CONSULTATION:

None.

7) RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :

None.

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

None.

9) LEGAL IMPLICATIONS :

None.

10) RISK MANAGEMENT:

None.

11) STRATEGIC IMPLICATIONS:

None.

12) SUPPORTING DOCUMENTS:

None.

PLANNING AND CONSTRUCTION DEPARTMENT
Construction Division

Month / Mois	Total of building permits issued / Total des permis de construction émis	Total permits issued Rockland / Total permis émis Rockland	Total permits issued Villages / Total permis émis villages	Total permits issued in rural and agricultural area / Total permis émis - région rurale et agricole	Total value of all construction / Total valeur de la construction	# residential units in Rockland / # unités résidentielles - Rockland	# residential units in rural / # unités résidentielles - rural	# residential units in villages / # unités résidentielles - villages	Total of all residential units / Total des unités résidentielles	Residential permit fees / Frais de permis résidentiels	# of commercial permits Rockland / # de permis commerciaux Rockland	# of commercial permits Clarence / # de permis commerciaux Clarence	Total number of all commercial permits / Nombre total de permis commerciaux	Commercial permit fees / Frais pour permis commerce	Total value of commercial construction / Valeur total pour construction commerciale
January	9	6	0	3	\$ 1,572,600.00	5	1	0	6	\$ 22,246.00	0	0	0	\$ -	\$ -
February	18	12	2	4	\$ 6,163,553.00	11	1	0	12	\$ 23,786.80	2	2	4	\$ 2,529.60	\$ 3,450,000.00
March	24	14	4	6	\$ 4,033,878.38	10	1	1	12	\$ 31,912.80	1	2	3	\$ 737.00	\$ 72,000.00
April	69	33	12	24	\$ 6,490,325.49	17	6	3	26	\$ 49,290.40	1	-	1	\$ 153.00	\$ 70,000.00
May	89	46	19	24	\$ 7,245,092.93	21	2	2	25	\$ 48,170.65	1	0	1	\$ 1,339.80	\$ 450,000.00
June	61	30	13	18	\$ 5,092,092.00	12	4	1	17	\$ 31,414.20	0	2	1	\$ 714.00	\$ 214,167.00
July															
August															
September															
October															
November															
December															
Total	270	141	50	79	\$ 30,597,541.80	76	15	7	98	\$ 206,820.85	5	6	10	\$ 5,473.40	\$ 4,256,167.00
COMPARAISON WITH 2018															
Juin 18	71	40	17	14	\$ 9,512,966.78	25	3	3	31	\$ 56,857.60	2	0	2	\$ 918.00	\$ 370,000.00
Jan-Juin 2018	194	119	37	38	\$ 30,182,029.85	84	5	7	96	\$ 171,657.00	11	3	14	\$ 36,752.10	\$ 6,891,000.00

26 juin 2019

PLANNING AND CONSTRUCTION DEPARTMENT
Construction Division

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January	9	6	0	3	\$ 1,572,600.00	5	1	0	6	\$ 22,246.00	0	0	0	\$ -	\$ -
February	18	12	2	4	\$ 6,163,553.00	11	1	0	12	\$ 23,786.80	2	2	4	\$ 2,529.60	\$ 3,450,000.00
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June	61	30	13	18	\$ 5,092,092.00	12	4	1	17	\$ 31,414.20	0	2	1	\$ 714.00	\$ 214,167.00
July	63	31	10	22	\$ 5,175,271.08	7	3	2	12	\$ 26,809.35	2	1	3	\$ 765.00	\$ 513,000.00
August															
September															
October															
November															
December															
Total	333	172	60	101	\$ 35,772,812.88	83	18	9	110	\$ 233,630.20	7	7	13	\$ 6,238.40	\$ 4,769,167.00
COMPARAISON WITH 2018															
Juil 18	50	25	13	12	\$ 7,375,296.37	24	1	4	29	\$ 38,690.90	2	1	3	\$ 1,683.93	\$ 178,000.00
Jan-Juil 2018	244	144	50	50	\$ 37,557,326.22	108	6	11	125	\$ 210,347.90	13	4	17	\$ 38,436.03	\$ 7,069,000.00

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