



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

December 2, 2019, 8:00 pm

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. Opening of the meeting

2. Adoption of the agenda

3. Disclosure of pecuniary interests

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4. Delegations / Presentations

5. Petitions / Correspondence

6. Notice of Motion

7. Comment/Question Period

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

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

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

8. Report from the United Counties of Prescott and Russell

9. Committee/Staff Reports

9.1 Fire-EMS Station Update

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9.2 Wastewater Treatment Works 2018 Annual report

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9.3 Request for additional funds for Lacroix Road culvert replacement project

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10. Other items

11. Adjournment



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

le 2 décembre 2019, 20 h 00

Salle du Conseil

415 rue Lemay Street, Clarence Creek, Ont.

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2. Adoption de l'ordre du jour
3. Déclarations d'intérêts pécuniaires 5
4. Délégations / Présentations
5. Pétitions / Correspondance
6. Avis de motion
7. Période de Questions/Commentaires

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

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

En aucun cas, cette période de questions/ commentaires ne peut être utilisée par les membres du public pour faire des discours ou porter des accusations.
8. Rapport des Comtés unis de Prescott et Russell
9. Rapports des Comités/Services
 - 9.1 Mise à jour sur la caserne/station paramédic 7
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Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

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

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

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

Name (print)	Signature	Date

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

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

DUTY OF MEMBER

When present at meeting at which matter considered

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

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

Where member to leave closed meeting

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

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

OBLIGATIONS DU MEMBRE

Participation à une réunion où l'affaire est discutée

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

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

Exclusion de la réunion à huis clos

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



REPORT N° PRO2019-027

Date	02/12/2019
Submitted by	Brian Wilson
Subject	Fire-EMS Station Update
File N°	Click here to enter text.

1) **NATURE/GOAL :**

To provide Council with an update on the progress to-date with the replacement Protective Services Building construction.

2) **DIRECTIVE/PREVIOUS POLICY :**

The construction of two (2) replacement protective services buildings is an on-going capital project approved by Council.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. PRO2019-027 related to current progress of the new fire stations, be received as information.

QUE le rapport PRO2019-027 relié à l'état d'avancement des nouvelles casernes, soit reçu à titre d'information.

4) **BACKGROUND :**

The Department previously provided an update on progress with the Fire Stations in October 2019.

5) **DISCUSSION :**

Construction is progressing with Phase 2 of the new Protective Services Building in Rockland. Because of the shift to colder weather, the general contractor will need to come back in the spring to complete the top coat of asphalt, and to complete the paving on the west side of the new building (between the fire station and City Hall).

The building is enclosed and heated. Over the course of the week of December 2nd and 9th, the siding on Phase 2 is expected to be completed along with the masonry. The interior slab is also expected to be poured, and interior partitions will begin to be laid out and framed.

According to schedule revision #16, which the City received in mid-November, the current occupancy of Phase 2 is projected to be February 14, 2020. It is anticipated that the City will move operations over from both Phase 1, and 415 Lemay during the week of February 17th, with expected start of operations out of the new facility on or about February 21, 2020.

The latest budget projections show that this project is still expected to finish on-budget. A more detailed budget report will be brought forward early in the new year for Council's information.

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.



REPORT N° INF2019-000

Date	08/10/2019
Submitted by	Philippe Cormier
Subject	Wastewater Treatment Works 2018 Annual report
File N°	INF2019-000

1) **NATURE/GOAL :**

The purpose of this report is to present to Council the annual report of the Clarence-Rockland Wastewater Treatment Plant completed as required under the plant's Environmental Compliance Approval (ECA).

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED that the report entitled "Rockland Wastewater Pollution Control Plant – 2018 Annual Report", be received as information.

QU'IL SOIT RESOLU QUE le rapport intitulé " Rockland Wastewater Pollution Control Plant – 2018 Annual Report ", soit reçu à titre d'information.

4) **BACKGROUND :**

In 1997, a new wastewater treatment plant was built in Rockland to replace the lagoon treatment system.

As per condition 15(3) (a) to (g) of the Special Terms and Conditions of the Environmental Compliance Approval (ECA) number 1990-9P3PRG, an annual report of the activities of the plant is required. Ontario Clean Water Agency (OCWA) has the mandate to produce and submit the report on the City's behalf to the Ministry of Environment/Conservation and Parks prior to the ministries' March 31 deadline.

5) **DISCUSSION :**

The Rockland Wastewater Pollution Control Plant 2018 Annual report summarizes various activities and evaluates the performance of the waste treatment plant.

The Average Day Flow (ADF) of 4,415m³/day experienced in 2018 represents 64.93% of the 6,800 m³/day ADF Design Criteria. The Rockland WPCP treated effluent met all the ECA effluent concentration limits and loading requirements throughout 2018. The 2018 Waste Treatment Plant flows can be summarized as follow;

	Design Flow (m ³ /day)	2017 Flow (m ³ /day)	Percent of Design
Average Day Flow m ³ /day	6,800	4,415	64.93%
Maximum Day Flow m ³ -day	17,340	16,867	97.27%

During 2018, approximately 10,100m³ of biosolids was transferred from the WPCP to the on-site drying lagoons, with final disposal of 2,378 m³ of partially dried biosolids to approved NASM farmland. Disposal agreements with NASM farmlands are valid for 5 years with options of renewal. The Municipality currently has three agreements with with NASM approved farms, thus two contracts are valid until 2020 and one until 2019. A meeting is scheduled for December 2019 with landowners and commercial fertilizer suppliers to discuss further use of farmlands. The municipality has received plans to extend all three contracts for 5-year terms.

Odour complaints were received from neighboring businesses near the sewage plant on Industrial Street during the summer period of 2018. These odours originated from the biosolids storage lagoons located north of the sewage plant as well as the aerobic digester during maintenance work on the SBRs. In effort to minimize these odors; OCWA continued to add an MOE approved product called Bio-Desolve to the aerobic digester year-round and scheduled maintenance work during favorable conditions.

6) **CONSULTATION:**

N/A

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

N/A

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

N/A

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

- Rockland Wastewater Pollution Control Plant – 2018 Annual Report

March 28th, 2019

Charlie Primeau
Water Compliance Supervisor
Ministry of Environment and Climate Change
2430 Don Reid Dr, Unit 103
Ottawa, ON K1H 1E1

**RE: Rockland Wastewater Treatment Works
2018 Annual Report**

Dear Mr. Primeau,

This report summarizes various areas of activity and evaluates the performance of the Rockland Wastewater Pollution Control Plant (WPCP) during 2018 in accordance with Condition 15(3) (a) to (g) of the Special Terms and Conditions of the Environmental Compliance Approval (ECA), number 1990-9P3PRG.

a) Executive Summary

The Average Day Flow (ADF) of 4,415m³/day experienced in 2018 represents 64.93% of the 6,800 m³/day ADF Design Criteria. The Rockland WPCP treated effluent met all the ECA effluent concentration limits and loading requirements throughout 2018.

During 2018, approximately 10,100m³ of biosolids was transferred from the WPCP to the on-site drying lagoons, with final disposal of 2,378 m³ of partially dried biosolids to approved NASM farmland. The bottom drains of the east drying lagoon are scheduled to be replaced on January of 2019 to allow better dewatering.

Odour complaints were received from neighboring businesses near the sewage plant on Industrial Street during the summer period of 2018. These odours originated from the biosolids storage lagoons located north of the sewage plant as well as the aerobic digester during maintenance work on the SBRs. In effort to minimize these odors; OCWA continued to add an MOE approved product called Bio-Desolve to the aerobic digester year round and scheduled maintenance work during favorable conditions.

Major maintenance activities during 2018 were:

- Annual inspection of lifting devices, March
- Cleaned out all pumping station wet wells with Aqua Drain
- Cleaned out chlorine contact tank, May 15th
- Cleaned out SBR#2 for annual maintenance, coating was repaired ,May 30th
- Started to schedule the cleaning of the inlet basket at station #1 on a weekly basis from bi-weekly due to excessive fat and wipes June 1st
- City of Clarence Rockland contracted out work in zone 2 to repair infiltration on gravity sewer pipes and manholes
- Cleaned out SBR#3 for annual maintenance, coating was repaired, July 12th
- Sanitary sewer flushing by Aqua Drain started September 20th in zone 2 and 3
- Force main sewer was repaired near 1024 Laviolette street, August 3rd
- Aquadrain in to flush sanitary sewers in basin #2 and #3 from September 20th to October 30th
- Cleaned out SBR#1 for annual maintenance, November 27th
- Hauled 2,378 m³ of biosolids from east lagoon cell to NASM approved fields November 13th to 16th
- Rebuilt the two sodium hypochlorite pumps in December
- Cleaned out all pumping station wet wells, Aquadrain, October

b) Monitoring Program

The facility was monitored according to Section 6 of the ECA. The total suspended solids were slightly above the ECA Effluent objectives for the month of July, August and November due to cleaning and maintenance of the SBR. Ph results were slightly below the objective during the month of July and August due to the warm weather. A summary of the Effluent Compliance Performance is summarized below in Table 1.

Table 1
Effluent Limit and C of A Requirements

Effluent Parameter	C of A Effluent Limit mg/l	Maximum Monthly Average	Annual Average Sample Concentration
CBOD ₅ (mg/L)	15	7.0	4.28
Suspended Solids (mg/L)	15	19.25	14.4
Total Phosphorus	.8	.70	.474
Ph	6.5 – 9.5	NA	6.3 – 7.2

The facility was monitored according to Section 7 of the ECA. The Treated Effluent remained in compliance with all monthly and annual effluent concentration limits and total loadings required by the ECA. Summary of the Effluent Compliance Performance is summarized below in Table 2.

Table 2
Effluent Limit and C of A Requirements

Effluent Parameter	C of A Effluent Limit mg/l	Maximum Monthly Average	Annual Average Sample Concentration
CBOD ₅ (mg/L)	25	7.0	4.28
Suspended Solids (mg/L)	25	19.25	14.4
Total Phosphorus	1.0	.70	.474
Ph	6.0 – 9.5	NA	6.3 – 7.2

As of fall 2018 the City was still in the design process for the installation of preliminary screening at the sewage plant in an effort to reduce process stream blockages and improve process efficiency and effluent quality. Refer to **Appendix I: 2018 Performance Assessment Report** for a summary of the raw and treated wastewater monitoring results and the facility's performance and **Appendix II: 2018 Annual Effluent Quality Report** for a summary of the facility's Compliance. The effluent quality improved in 2018 due to the diligent efforts of operation staff in optimizing the processes.

During 2018, quarterly average effluent monitoring was required to meet the Federal Wastewater Systems Effluent Regulations (WSER). The effluent quality met all WSER criteria for each quarter during the calendar year of 2018. Table 1 below is a summary of the results submitted to the Effluent Regulatory Reporting Information System

Table 1
WSER Effluent Monitoring Data

Effluent Parameter	WSER Effluent Quality Standard	Q1 Jan-March	Q2 April- June	Q3 July- Sept	Q4 Oct – Dec	Number of Samples Above Standard
CBOD ₅ (mg/L)	≤ 25.0	3.12	6.3	4.9	3.1	4.2
Suspended Solids (mg/L)	≤ 25.0	12.1	13.3	18.3	17.5	14.5
Acute Lethality to Rainbow Trout and Daphnia Magna	No sampling due to reduced frequency	No sampling due to reduced frequency	0% Mortality	No sampling due to reduced frequency	No sampling due to reduced frequency	0

c) Hydraulic Flows

The Average Day Flows (ADF) reaching the Wastewater Pollution Control Plant in 2018 was 4,415m³/day. The ADF remained below the 6,800 m³/day Design Value of the facility. It was observed that the 2018 ADF were approximately 14.38 % lower than the 5,050 m³/day experienced in 2017. This is mainly due to the hot summer and lower precipitation. A Maximum Day Flow (MDF) of 8,341m³/day occurred in March during the spring thaw. This MDF represents 48.10 % of the 17,340 m³/d MDF Design Value. The 2018 WPCP flows can be summarized as follows:

	Design Flow	2018 Flow	Percent of Design
Average Day Flow m ³ /day	6,800	4,515	66.39 %
Maximum Day Flow m ³ /day	17,340	8,341	48.10 %

d) Uncommitted Reserve Capacity

Based on the past 3 years of operation, the Rockland Wastewater Pollution Control Plant currently has a Hydraulic Reserve Capacity (Cr) of 2,199 m³/day and an average per capita flow (F) of 0.308 m³/cap/day. The facility currently has an Uncommitted Hydraulic Reserve Capacity (Cu) of 822 m³/day, which can only accommodate an additional 992 equivalent residential units (Lu) in addition to the already committed 1661 Unconnected Approved Lots (L) in 2018. Refer to **Appendix III: 2018 Uncommitted Reserve Capacity - Sewage** for additional information.

e) Bypass and Emergency Conditions

- A raw sewage backup of the collection system occurred on February 27th 2018 on Pouliotte St. Reported to SAC under report # 7146-AWDN9J.
- A contained raw unchlorinated sewage spill occurred on December 5th 2018 at pumping station #7 due to a broken air release valve in the wetwell chamber cause spillage to come out of the wet well covers. Reported to SAC under report #4161-B7MJX

Refer to **Appendix IV: 2018 Notification of Spill Event Reported to SAC**

f) Calibrations

The raw wastewater magnetic flowmeter at the main pumping station (SPS #1) was calibrated on July 20th 2018. Refer to **Appendix V: 2018 Calibration Report**.

g) Biosolids Management

During 2018 approximately 2,378 m³ of biosolids was transferred from the WPCP aerated digester to the 2 on-site drying lagoons. Partially dried biosolids was hauled from the west and east cells during November 13th to 16th. A total of 1,298m³ of partially dried biosolids was hauled to NASM approved site plan # 22007 owned by Pascal Roy which expires December 31st 2019. A total of 1080 m³ was hauled to the NASM approved site plan #22764 owned by Serge Ethier which expires December 31st 2020. For addition information please refer to **Appendix VI: 2018 NASM Annual Summaries** for a summary of the amounts of biosolids utilized on each farm.

The application of Biosolids to Approved Lands and the Landfill will continue in 2019 under the Nutrient Management Act and Certificate of Approval for the Landfill. In order to ensure the availability of Approved Farm Lands, the Ontario Clean Water Agency will re-certify NASM plans in 2019.

If you have any questions with the above information please contact Maurice Benoit at (613)-679-4631.

Yours truly,

Patrick Lalonde
PCT OCWA
Prescott Russell Cluster

Attachments:

Appendix I: 2018 Performance Assessment Report
Appendix II: 2018 Annual Effluent Quality Report
Appendix III: 2018 Uncommitted Reserve Capacity - Sewage
Appendix IV: 2018 Notification of Spill Event Reported to SAC
Appendix V: 2018 Calibration Report
Appendix VI: 2018 NASM Annual Summaries

c.c.: Dave Darch, Director of Infrastructure and Planning, City Clarence-Rockland
Philippe Cormier, Environment Manager, Infrastructure and Engineering City
Clarence-Rockland
Maurice Benoit, Senior Operations Manager, OCWA, Prescott Russell Cluster
Vanessa Greatrix, Safety Process Compliance Manager, OCWA, Eastern Region

Appendix I

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon
From: 01/01/2018 to 31/12/2018

Facility: [6816] ROCKLAND WASTEWATER TREATMENT FACILITY

Works: [110001159]

	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	<--Total-->	<--Avg-->	<--Max-->
Flows:															
Raw Flow: Total - Raw Sewage (m³)	125533.00	115650.00	156422.00	179521.00	137584.00	127084.00	120925.00	123956.00	116919.00	118572.00	142658.00	146595.00	1611419.00		
Raw Flow: Avg - Raw Sewage (m³/d)	4049.45	4130.36	5045.87	5984.03	4438.19	4236.13	3900.81	3998.58	3897.30	3824.90	4755.27	4728.87		4415.81	
Raw Flow: Max - Raw Sewage (m³/d)	6542.00	6211.00	8341.00	8018.00	5236.00	5745.00	6087.00	4913.00	4484.00	3906.00	5970.00	6074.00			8341.00
Eff. Flow: Total - WPCP Effluent (m³)	125533.00	115650.00	156422.00	179521.00	137584.00	127084.00	120925.00	123956.00	116919.00	118572.00	142658.00	146595.00	1611419.00		
Eff. Flow: Avg - WPCP Effluent (m³/d)	4049.45	4130.36	5045.87	5984.03	4438.19	4236.13	3900.81	3998.58	3897.30	3824.90	4755.27	4728.87		4415.81	
Eff. Flow: Max - WPCP Effluent (m³/d)	6542.00	6211.00	8341.00	8018.00	5236.00	5745.00	6087.00	4913.00	4484.00	3906.00	5970.00	6074.00			8341.00
Carbonaceous Biochemical Oxygen Demand: CBOD:															
Eff: Avg cBOD5 - WPCP Effluent (mg/L)	< 3.000	< 3.750	< 3.000	< 3.000	< 7.000	< 4.500	< 6.600	< 4.750	< 3.000	< 2.800	< 6.250	< 3.750		<	< 7.000
Loading: cBOD5 - WPCP Effluent (kg/d)	< 12.148	< 15.489	< 15.138	< 17.952	< 31.067	< 19.063	< 25.745	< 18.993	< 11.692	< 10.710	< 29.720	< 17.733		< 18.788	< 31.067
Biochemical Oxygen Demand: BOD5:															
Raw: Avg BOD5 - Raw Sewage (mg/L)	221.600	201.000	151.250	157.400	152.250	173.750	178.000	183.750	124.750	191.400	218.500	154.250		175.658	221.600
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Total Suspended Solids: TSS:															
Raw: Avg TSS - Raw Sewage (mg/L)	542.400	378.000	460.000	428.000	258.500	302.500	284.400	237.500	185.000	308.000	255.000	375.000		334.525	542.400
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg TSS - WPCP Effluent (mg/L)	11.800	14.250	10.250	12.400	13.250	12.500	18.800	16.750	19.250	13.800	19.250	10.500		14.400	19.250
Eff: # of samples of TSS - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Loading: TSS - WPCP Effluent (kg/d)	47.784	58.858	51.720	74.202	58.806	52.952	73.335	66.976	75.023	52.784	91.539	49.653		62.803	91.539
Percent Removal: TSS - Raw Sewage (mg/L)	97.824	96.230	97.772	97.103	94.874	95.868	93.390	92.947	89.595	95.519	92.451	97.200			97.824
Total Phosphorus: TP:															
Raw: Avg TP - Raw Sewage (mg/L)	8.630	6.193	4.670	5.068	6.140	6.958	6.330	6.493	5.720	6.728	6.588	6.050		6.297	8.630
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg TP - WPCP Effluent (mg/L)	0.320	0.460	0.295	0.388	0.455	0.490	0.700	0.610	0.660	0.488	0.533	0.293		0.474	0.700
Eff: # of samples of TP - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Loading: TP - WPCP Effluent (kg/d)	1.296	1.900	1.489	2.322	2.019	2.076	2.731	2.439	2.572	1.867	2.532	1.383		2.052	2.731
Percent Removal: TP - Raw Sewage (mg/L)	96.292	92.572	93.683	92.344	92.590	92.957	88.942	90.605	88.462	92.747	91.917	95.165			96.292
Nitrogen Series:															
Raw: Avg TKN - Raw Sewage (mg/L)	54.880	49.850	44.700	38.800	52.950	55.100	50.080	50.225	51.150	57.060	54.025	47.650		50.539	57.060
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg TAN - WPCP Effluent (mg/L)	18.300	19.525	14.550	13.960	18.100	19.125	22.640	17.875	20.075	18.500	17.175	15.775		17.967	22.640
Eff: # of samples of TAN - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Loading: TAN - WPCP Effluent (kg/d)	74.105	80.645	73.417	83.537	80.331	81.016	88.314	71.475	78.238	70.761	81.672	74.598		78.176	88.314
Eff: Avg NO3-N - WPCP Effluent (mg/L)	< 0.160	< 0.175	< 0.250	< 0.460	< 0.100	< 0.100	< 0.100	< 0.125	< 0.100	< 0.100	< 0.100	< 0.475		< 0.187	< 0.475
Eff: # of samples of NO3-N - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg NO2-N - WPCP Effluent (mg/L)	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.125		< 0.102	< 0.125
Eff: # of samples of NO2-N - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Disinfection:															
Eff: GMD E. Coli - WPCP Effluent (cfu/100mL)	2.000	2.000	2.000	2.000	2.000	2.632	6.662	2.632	2.000	2.000	2.632	2.000		2.547	6.662
Eff: # of samples of E. Coli - WPCP Effluent (cfu/100mL)	5	4	4	5	4	4	5	4	4	5	4	4	52		

Appendix II

Rockland WPCP 2018 Annual Effluent Quality Report

	Average Day Flow (ADF) m3/day	Maximum Day Flow (MDF) m3/day	CBOD5		TSS		TP		E. Coli
			Conc. mg/L	Loading Kg	Conc. mg/L	Loading Kg	Conc. mg/L	Loading Kg	Monthly GM org/100 ml
Compliance Limit	6,800	17,340	25	170	25	170	1.00	6.8	--
Objective	6,800	17,340	15	102	15	102	1.00	6.8	200
Actual	4,415	8,341	4.28	18.78	14.40	62.80	0.474	2.05	2.54
Met Limit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Met Objective	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Notes: The maximum Monthly E. Coli Geometric Mean was during the month of July 2018 with a 6.662 cfu/100ml.

Appendix III

2018 UNCOMMITTED RESERVE CAPACITY - SEWAGE

MUNICIPALITY: City of Clarence-Rockland

LOCATION IN MUNICIPALITY: Rockland Sewage Works

Uncommitted Hydraulic Reserve Capacity (Cu)

Uncommitted hydraulic reserve capacity for water supply and treatment facilities is based on:

$$Cu = Cr - (P / H) \times F \times L$$

Cr = Hydraulic Reserve Capacity

= Treatment Facility Average Daily Flow Design of 6,800 m³/day less Existing Average Daily Flow of 4,601 m³/day (based on average of past 3 years: 4,337 m³/day in 2016 and 5,050 m³/day in 2017 and 4,415 m³/day in 2018.

$$= 6,800 \text{ m}^3/\text{day} - 4,601 \text{ m}^3/\text{day} = 2,199 \text{ m}^3/\text{day}$$

P = Existing Connected Population

$$= 14,927$$

H = Number of Connected Residential Units

$$= 5,549$$

F = Existing Per Capita Flow

$$= 4,601 \text{ m}^3/\text{day} / 14,927 \text{ Connected Pop} = 0.308 \text{ m}^3/\text{cap}/\text{day}$$

L = Number of Unconnected Approved Lots (equivalent number of residential units). Please refer to the attached 2018 letter from the City of Clarence-Rockland.

- (a) Infilling of vacant lots/units in registered plans of subdivision or created by consent to split existing registered lots in serviced area: (single family, semi-detached, multiple units, condominiums.

= 156 units

- (b) Residential lots/units in draft plans of subdivision.

= 1,485 units

- (c) Proposals with approved zoning for multiple residential development.

= 20 units

- (d) Proposals with approved zoning for institutional, commercial, or industrial which would significantly change the proportion of non residential flow in the total flow.

= 2 units

Total L = (a) + (b) + (c) + (d) = 156+1485+20+ 2 = 1,663

SUMMARY:

$$\begin{aligned} \text{Cu} &= \text{Cr} - (\text{P} / \text{H}) \times \text{F} \times \text{L} \\ &= 2,199 - (14,927 / 5,549) \times 0.308 \times 1,663 \\ &= 2,199 - (2.69 \times 0.308 \times 1,663) \\ &= 2,199 - 1,377 \\ &= 822 \text{ m}^3/\text{day} \text{ Uncommitted Hydraulic Reserve Capacity for} \\ &\quad \text{Average Daily Flow.} \end{aligned}$$

The Uncommitted Hydraulic Reserve Capacity (Cu) assumes that future daily sewage flows per capita for both existing and future residents will be similar to historical flows.

Compliance with Certificate of Approval:

Bv-passing: (in collection systems, at pumping stations or at treatment facilities-caused by inflow/infiltration, not be operational resolvable problems)

Historic: High inflows occur at the sewage plant during the spring thaw, flows return to normal once the snow melt ends. These flows often surpass the facility design flow of 6800m³/day.

Projected: No anticipated problems

Effluent Quality: Compliance with Environmental Compliance Approval (ECA)

Historic: The Rockland Wastewater Pollution Plant (WWTP) met all Effluent Quality limits outlined in the ECA over the past 10 years with the exception of a Total Phosphorus exceedance in February of 2015. The Facility met all ECA limits and objectives parameters during 2018. Please refer to the attached Performance Assessment Report for 2018. The effluent improved in 2018 due to the diligent efforts of the operation staff to optimize the process.

Projected: The City of Clarence-Rockland is undertaking upgrades to the Sewage Treatment Plant and Pump Station #1 to improve odor control through increased grit removal and screening, to normalize peak flows from inflow and infiltration through storage equalization, and to increase the pumping and conveyance capacity to the plant. Site Investigations and Preliminary Design have started and will be completed in the fall of 2018. A Public Information Centre (PIC) to present the preliminary preferred alternative was held on November 1st 2018. Tender process and construction is projected for 2019.

Uncommitted Number of Lots (Lu)

The **Cu** indicated sufficient uncommitted hydraulic reserve capacity **without further conservation measures** for an additional

$$\begin{aligned}\text{Lu} &= \text{Cu} / (\text{D} \times \text{F}) \text{ where } \text{D} = \text{P} / \text{H} \\ &= 822 / (2.69 \times 0.308) \\ &= 992\end{aligned}$$

residential unit, or the equivalent, **in addition to the 1661 units already committed.** By-passing and effluent quality non-compliance problems are not expected with full utilization of the **Cu**.

RECOMMENDATIONS

- Continued efforts of conducting camera inspection of the collection system to remediate inflow/infiltration. Resolving the infiltration issues could provide the City with additional capacity to accommodate additional residential units, in addition to those currently committed.
- The City should inquire on the unconnected approved lots which have not been constructed within the last 5 years.

CONCLUSIONS:

- Assuming that the existing per wastewater flows of **0.308 m³/cap/day** (296 L/cap/day) remains constant, there should be sufficient uncommitted reserve capacity at the Rockland WPCP for an additional **992 equivalent residential units** in addition to the 1661 already committed units.

- As part of the Rockland WWTP Review initiated by OCWA's ES in the fall of 2014, process treatment issues have been identified and solutions were recommended to improve the current WWTP performance.
- The City should also consider the 346 committed units that were approved in 2017. The high number of committed unit is decreasing the reserve capacity. The time frame for the building and occupancy of these committed units are for future development and not considered to be fully occupied in 2019.

PREPARED BY: Patrick Lalonde, Process Compliance Technician, OCWA

DATE: March 28th 2019

Attachments: 2018 Performance Assessment Report
Statistiques-Serv-Physiques - Population & Connection

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon
From: 01/01/2018 to 31/12/2018

Facility: [6816] ROCKLAND WASTEWATER TREATMENT FACILITY

Works: [110001159]

	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	<--Total-->	<--Avg-->	<--Max-->
Flows:															
Raw Flow: Total - Raw Sewage (m³)	125533.00	115650.00	156422.00	179521.00	137584.00	127084.00	120925.00	123956.00	116919.00	118572.00	142658.00	146595.00	1611419.00		
Raw Flow: Avg - Raw Sewage (m³/d)	4049.45	4130.36	5045.87	5984.03	4438.19	4236.13	3900.81	3998.58	3897.30	3824.90	4755.27	4728.87		4415.81	
Raw Flow: Max - Raw Sewage (m³/d)	6542.00	6211.00	8341.00	8018.00	5236.00	5745.00	6087.00	4913.00	4484.00	3906.00	5970.00	6074.00			8341.00
Eff. Flow: Total - WPCP Effluent (m³)	125533.00	115650.00	156422.00	179521.00	137584.00	127084.00	120925.00	123956.00	116919.00	118572.00	142658.00	146595.00	1611419.00		
Eff. Flow: Avg - WPCP Effluent (m³/d)	4049.45	4130.36	5045.87	5984.03	4438.19	4236.13	3900.81	3998.58	3897.30	3824.90	4755.27	4728.87		4415.81	
Eff. Flow: Max - WPCP Effluent (m³/d)	6542.00	6211.00	8341.00	8018.00	5236.00	5745.00	6087.00	4913.00	4484.00	3906.00	5970.00	6074.00			8341.00
Carbonaceous Biochemical Oxygen Demand: CBOD:															
Eff: Avg cBOD5 - WPCP Effluent (mg/L)	< 3.000	< 3.750	< 3.000	< 3.000	< 7.000	< 4.500	< 6.600	< 4.750	< 3.000	< 2.800	< 6.250	< 3.750		<	< 7.000
Loading: cBOD5 - WPCP Effluent (kg/d)	< 12.148	< 15.489	< 15.138	< 17.952	< 31.067	< 19.063	< 25.745	< 18.993	< 11.692	< 10.710	< 29.720	< 17.733		< 18.788	< 31.067
Biochemical Oxygen Demand: BOD5:															
Raw: Avg BOD5 - Raw Sewage (mg/L)	221.600	201.000	151.250	157.400	152.250	173.750	178.000	183.750	124.750	191.400	218.500	154.250		175.658	221.600
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Total Suspended Solids: TSS:															
Raw: Avg TSS - Raw Sewage (mg/L)	542.400	378.000	460.000	428.000	258.500	302.500	284.400	237.500	185.000	308.000	255.000	375.000		334.525	542.400
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg TSS - WPCP Effluent (mg/L)	11.800	14.250	10.250	12.400	13.250	12.500	18.800	16.750	19.250	13.800	19.250	10.500		14.400	19.250
Eff: # of samples of TSS - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Loading: TSS - WPCP Effluent (kg/d)	47.784	58.858	51.720	74.202	58.806	52.952	73.335	66.976	75.023	52.784	91.539	49.653		62.803	91.539
Percent Removal: TSS - Raw Sewage (mg/L)	97.824	96.230	97.772	97.103	94.874	95.868	93.390	92.947	89.595	95.519	92.451	97.200			97.824
Total Phosphorus: TP:															
Raw: Avg TP - Raw Sewage (mg/L)	8.630	6.193	4.670	5.068	6.140	6.958	6.330	6.493	5.720	6.728	6.588	6.050		6.297	8.630
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg TP - WPCP Effluent (mg/L)	0.320	0.460	0.295	0.388	0.455	0.490	0.700	0.610	0.660	0.488	0.533	0.293		0.474	0.700
Eff: # of samples of TP - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Loading: TP - WPCP Effluent (kg/d)	1.296	1.900	1.489	2.322	2.019	2.076	2.731	2.439	2.572	1.867	2.532	1.383		2.052	2.731
Percent Removal: TP - Raw Sewage (mg/L)	96.292	92.572	93.683	92.344	92.590	92.957	88.942	90.605	88.462	92.747	91.917	95.165			96.292
Nitrogen Series:															
Raw: Avg TKN - Raw Sewage (mg/L)	54.880	49.850	44.700	38.800	52.950	55.100	50.080	50.225	51.150	57.060	54.025	47.650		50.539	57.060
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg TAN - WPCP Effluent (mg/L)	18.300	19.525	14.550	13.960	18.100	19.125	22.640	17.875	20.075	18.500	17.175	15.775		17.967	22.640
Eff: # of samples of TAN - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Loading: TAN - WPCP Effluent (kg/d)	74.105	80.645	73.417	83.537	80.331	81.016	88.314	71.475	78.238	70.761	81.672	74.598		78.176	88.314
Eff: Avg NO3-N - WPCP Effluent (mg/L)	< 0.160	< 0.175	< 0.250	< 0.460	< 0.100	< 0.100	< 0.100	< 0.125	< 0.100	< 0.100	< 0.100	< 0.475		< 0.187	< 0.475
Eff: # of samples of NO3-N - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Eff: Avg NO2-N - WPCP Effluent (mg/L)	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.100	< 0.125		< 0.102	< 0.125
Eff: # of samples of NO2-N - WPCP Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	4	52		
Disinfection:															
Eff: GMD E. Coli - WPCP Effluent (cfu/100mL)	2.000	2.000	2.000	2.000	2.000	2.632	6.662	2.632	2.000	2.000	2.632	2.000		2.547	6.662
Eff: # of samples of E. Coli - WPCP Effluent (cfu/100mL)	5	4	4	5	4	4	5	4	4	5	4	4	52		

Urban Area Statistiques- Lots approuvés (2018)

P : Population (Urban Area)

	Pers./ménage	Population
Nbre total des ménages en 2004 (voir H = 3586)	2.69	9,646
Nbre total des ménages en 2005 (voir H = 3756)	2.69	10,104
Nbre total des ménages en 2006 (voir H = 3854)	2.69	10,367
Nbre total des ménages en 2007 (voir H= 3983)	2.69	10,714
Nbre total des ménages en 2008 (voir H = 4140)	2.69	11,137
Nbre total des ménages en 2009 (voir H = 4271)	2.69	11,489
Nbre total des ménages en 2010 (voir H = 4561)	2.69	12,269
Nbre total des ménages en 2011 (voir H = 4724)	2.69	12,708
Nbre total des ménages en 2012 (voir H = 4882)	2.69	13,133
Nbre total des ménages en 2013 (voir H = 5007)	2.69	13,469
Nbre total des ménages en 2014 (voir H = 5092)	2.69	13,698
Nbre total des ménages en 2015 (voir H = 5184)	2.69	13,945
Nbre total des ménages en 2016 (voir H = 5229)	2.69	14,066
Nbre total des ménages en 2017 (voir H = 5399)	2.69	14,523
Nbre total des ménages en 2018 (voir H = 5549)	2.69	14,927

H : Existing Connected population :

Année	Nbr d'unités total	Rockland (0,80)	Ménages
2001 (Statistiques Canada)/juin	---	---	2990
2001 – Juin-Dec	174/2	70	70
2002	243	194	194
2003	165	132	132
2004	250	200	200
2005	213	170	170
2006	98		98
2007	129		129
2008	157		157
2009	131		131
2010	290		290
2011	163		163
2012	158		158
2013	125		125
2014	85		85
2015	92		92
2016	45		45

2017	170		170
2018	150		150
Total 2018			5549

*Historically, residential development in urban area represents approximately 80% of growth. Accurate building statistics from 2006 exist and as such reflect the actual number of units created in that year.

L

(a) Terrains vacants dans un lotissement urbain au 31 décembre 2018

	Unités
Rue Yves Phase 1 (M. Chartrand, 50M-268)	22
Regional Group phase 1 (single/town)	27
Spacebuilders Stage 4 (50M-308) – single family/towns	56
Loda Development	20
Regional Group Phase 2 (single)	26
Total	156

(b) Ébauches de plan de lotissement urbain approuvées au 31 décembre 2018

	Unités
Brigil	716
Stage 5 Morris Village	653
CH Clément- Caron	116
Total	1485

(c) Condos et immeubles à appartements urbain approuvés au 31 décembre 2018

	Unités
Masters Condos	8
Marivo appartments	12
Total	20

(d) Bâtiments commerciaux, institutionnel et industriels urbain approuvés/construit au 31 décembre 2018

	Unités
ATG	24,628 sq.ft
Kingdom Hall church building	2640 sq.ft
Total	27,268 sq.ft

Population de Clarence-Rockland

	2001	2002	2003	2004	2005	2006
	19 612* 19 844					20,790
	2007	2008	2009	2010	2011	2012
					23 185	
	2013	2014	2015	2016	2017	2018
				24 512	24 912	25,247

(Stat Can Juin 2001 = 19,612) (Stat Can Feb 2006 = 20,790) (Stat Can Feb 2011 = 23,185)
(Stat Can 2016=24,512)

2001 = 174 unités/2= 87 x 2,67 =232 personnes
 2002 = 243 unités X 2,67 = 649 personnes
 2003 = 165 unités X 2,67 = 441 personnes
 2004 = 250 unités X 2,69 = 673 personnes
 2005 = 213 unités X 2,69 = 573 personnes
 2006 = 156 unités X 2,69 = 420 personnes
 2007 = 177 unités X 2,69 = 476 personnes
 2008 = 210 unités X 2,69 = 565 personnes
 2009 = 172 unités X 2,69 = 463 personnes
 2010 = 339 unités X 2,69 = 912 personnes
 2011 = 214 unités X 2,69 = 576 personnes
 2012 = 190 unités X 1.87 = 355 personnes
 2013 = 158 unités X 1.87 = 295 personnes
 2014 = 123 unités X 1.87 = 230 personnes
 2015 = 104 unités X 1.87 = 194 personnes
 2016 = 136 unités X 1.87 = 254 personnes
 2017 = 214 unités X 1.87 = 400 personnes
 2018 = 179 unités X 1.87 = 335 personnes

Appendix IV

Water Compliance Supervisor
Ministry of Environment and Climate Change
James.Mahoney@Ontario.ca

Date: March 6th 2018

Re: Notification of Spill Rockland WPCP Collection System Feb 27th 2018

This is a written notification of the raw unchlorinated sewage spill on February 27th 2018 with the Rockland Collection System, submitted in accordance with terms and conditions the Ontario Water Resources Act, Environmental Protection Act, and the current Environmental Compliance Approval Number 1990-9P3PRG.

This written notice confirms the verbal notifications provided to Julianna Dominsky at the Spills Action Center on February 27th 2018 under reference # 7146-AWDN9J.

Details:

We received a call from the City on February 27th at 11h36 in regards to sewage seeping out of manhole #930 on Pouliotte St. Arrived onsite at 11h45 and noticed the spill. Contacted Clean Water Works for a Hydrovac truck to cleanup and removed blockage in manhole. A set of samples was collected at 12h26 from manhole spillage. CWW arrived onsite at 12h46 and blockage was removed at 12h52. CWW remained onsite until 14h05 to clean between manhole # 520 to #530, #530 to #940 followed by cleaning the side of the road and ditch area.

Location	Volume (m3)	Start Date and Time	End Date and Time	Duration (h)	Discharge Receiver	Disinfection Provided
Pouliotte St.	5m3	Feb 27 th 11h36	Feb 27 th 12h52	1.25hrs	Side of road & Storm ditch	Clean up of area with VAC truck

Corrective Action Taken, Remedial Measures, Future Prevention:

- Area was flushed from manhole to manhole.
- Collected a set of samples (results attached)
- Schedule a camera inspection of the area to determine the cause of this blockage.
- Operational staff has been instructed to conduct a visual inspection of the manhole over the next few weeks during their pumping station rounds.

If you have any questions or concerns, do not hesitate to contact me at 613-446-5590.

Sincerely,
Pat Lalonde
(A)Process and Compliance Technician
Prescott Russell Cluster

cc: Jean Veilleux Drinking Water Inspector/Provincial Officer, Ottawa District MOECC Office
Denis Longpré, Manager of Environment and Water, Infrastructure and Eng, City Clarence Rockland
Maurice Benoit, Senior Operations Manager, Ontario Clean Water Agency
Andrew Trader, Regional Hub Manager, Ontario Clean Water Agency
Vanessa Greatrix, Safety, Process and Compliance Manager, Ontario Clean Water Agency

C.O.C.: ---

REPORT No. B18-05081

Report To:

Ontario Clean Water Agency - Rockland

125 Edward St.,
Rockland ON K4K 1J1 Canada

Attention: Pat Lalonde

Caduceon Environmental Laboratories

2378 Holly Lane
Ottawa Ontario K1V 7P1
Tel: 613-526-0123
Fax: 613-526-1244

DATE RECEIVED: 27-Feb-18

JOB/PROJECT NO.: Pouliotte Blockage

DATE REPORTED: 06-Mar-18

P.O. NUMBER: 6816

SAMPLE MATRIX: Waste Water

WATERWORKS NO.

			Client I.D.	Pouliotte Blockage			
			Sample I.D.	B18-05081-1			
			Date Collected	27-Feb-18			
Parameter	Units	R.L.	Reference Method	Date/Site Analyzed			
Total Suspended Solids	mg/L	3	SM 2540D	28-Feb-18/O	68		
BOD	mg/L	3	SM 5210B	28-Feb-18/O	110		
Nitrite (N)	mg/L	0.1	SM4110C	27-Feb-18/O	< 0.1		
Nitrate (N)	mg/L	0.1	SM4110C	27-Feb-18/O	0.9		
Ammonia (N)-Total	mg/L	0.01	SM4500-NH3-H	01-Mar-18/K	21.5		
Total Kjeldahl Nitrogen	mg/L	0.1	E3199A.1	01-Mar-18/K	3.1		
Phosphorus-Total	mg/L	0.01	E3199A.1	01-Mar-18/K	0.35		
E coli	cfu/100mL	1	MOE E3371	27-Feb-18/O	72000		

R.L. = Reporting Limit

Test methods may be modified from specified reference method unless indicated by an *

Site Analyzed=K-Kingston,W-Windsor,O-Ottawa,R-Richmond Hill,B-Barrie

Tahir Yapici Ph.D
Lab Supervisor

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from Caduceon Environmental Laboratories.

Water Compliance Supervisor
Ministry of Environment and Climate Change
James.Mahoney@Ontario.ca

Date: January 14th 2019

Re: Written Notification of Event Rockland WPCP Collection System as per SAC Report #4161-B76MJX

This is a written notification of the contained raw unchlorinated sewage spill on December 5th 2018 within the Rockland Collection System, submitted in accordance with terms and conditions the Ontario Water Resources Act, Environmental Protection Act, and the current Environmental Compliance Approval Number 1990-9P3PRG.

This written notice confirms the verbal notifications provided to Julianna Dominsky at the Spills Action Center on December 5th 2018 under reference 4161-B7MJX.

Details:

On December 5th 2018 at 10h20 Mathieu Carriere went onsite for a visual inspection of the sewage pumping station #7 located at 871 Sterling Rd in Rockland. Upon his arrival he noticed sewage splashes coming out of the wet well cove when the pumps were running. Pumps were shut off and visual inspection concluded that the air release valve had broken off at the top of the forcemain pipe leaving the pump station. New valve was installed to fix the issue. The contained spillage which was in the parking lot was cleaned up by Aqua Drain with a hydro vac truck. Pumps were back online at 11h30 and area was cleaned and completed at 14h00.

Corrective Action Taken, Remedial Measures, Future Prevention:

- Event was caused by broken valve on the air release valve
- Replaced with a new stainless steel ball valve
- Sewage splashing out of the wet well cover was contained within the facility parking lot and reported to SAC

If you have any questions or concerns, do not hesitate to contact me at 613-446-5590.

Sincerely,
Pat Lalonde
(A)Process and Compliance Technician
Prescott Russell Cluster

cc.. Philippe Cormier, Manager of Environment and Water, Infrastructure and Eng, City Clarence Rockland
Maurice Benoit, Senior Operations Manager, Ontario Clean Water Agency
Vanessa Greatrix, Safety, Process and Compliance Manager, Ontario Clean Water Agency

Appendix V



Work Order #	833170	Meter Flow Route Sewage Calibration (1y) 6816	Status	APPR
Job Plan #	METFLO01-A	METER FLOW ANNUAL GENERIC		
Project	CLAROM6816S-000			
Type	PM		Scheduled Start Date	01-Jul-18
Criticality	3			
Class	Calibration			

Location 6816, Rockland WWTL & CS

Reported By MAXADMIN
Lead
Crew Work Group 1215 Rockland Maintenance

Sequence	Asset		Location		Inspected
1	0000102373	METER FLOW SEWAGE SPS 01	6816-SPS1	6816, Sewage Pumping Stn 01	<input checked="" type="checkbox"/>
2	0000102516	METER FLOW SLUDGE PUMP LINE	6816-WLRO-P-PC	6816, Rockland WWTL & CS, Process, Process Control & Monitoring	<input checked="" type="checkbox"/>
3	0000175016	METER FLOW SEWAGE SPS 07	6816-SPS7	6816, Sewage Pumping Stn 07	<input checked="" type="checkbox"/>

Safety Message

This Work Order (and accompanying Maintenance Procedure) have been developed to aid field personnel in the care and maintenance of the specified equipment. However, maintenance personnel are expected to look for and correct any defects which are not anticipated in the procedure. This document may not provide all the technical information that may be required, and it may be necessary to refer to the manufacturer's manual for further details.

The "As Found" and "As Left" readings, as well as any abnormalities found and any repairs carried out, are to be recorded in the Maximo WMS System.

Isolate and de-energize equipment in accordance with the lock-out procedure.

Take time to identify hazards and plan how each hazard will be eliminated or controlled. Work practices must be in accordance with the Occupational Health & Safety Act and the Ontario Clean Water Agency safety manual.

Ensure direct supervisor or their designate have been notified of entry into the site. This notification should provide approximate time and duration. On completion of duties notification is to be given that site has been vacated and secured.



Task	Description
10	RUNNING CHECKS 1) Verify calibration parameters and programming parameters where applicable. 2) Ensure proper connections and grounding. 3) Check display for any alarm or error codes.
20	HAVE QUALIFIED TECHNICIAN CALIBRATE UNIT 1. Have a qualified technician calibrate the unit, using actual flow method or flow simulator. 2. Calibration records must be kept for a period of five years. 3. Records shall include the level of accuracy of the equipment as found and as left. 4. Calibration test equipment shall be certified annually and certification dates recorded on the calibration record. Some test equipment may not require calibration
30	RECORD ADJUSTMENTS AND VERIFY OUTPUTS 1. Record any adjustments, modifications or replacements made to the equipment during the calibration. 2. Verify accuracy of electronic outputs to the end device as required based on theoretical versus actual values .{Chart recorders, SCADA, Outpost 5}. 3. Ensure all nameplate data is recorded and entered in WMS.
40	COMPLETE A VERIFICATION SHEET FOR EACH FLOW METER, POST IT AND ATTACH TO WORK ORDER Note: Calibration sheet must be signed and original kept on site in the SOP binder.

For Field-Use Only - Completion Elements:

Work Log:

Annual Inspection & Calibration of flow meters

Completed By

Please Print Name

Stéphane Barbaric

Signature

Stéphane Barbaric

Date

July 20, 2018

Appendix VI



November 30th, 2018

Serge Ethier

2918 Champlain st.

Bourget, ON K0A-1N0

Re: Annual summary and update for Serge Ethier farm NASM Plan # 22764

During the fall 2018 the biosolids produced by the Rockland sewage plant located at 700 Industrielle st. was hauled and spread on a NASM approved farm owned by Serge Ethier for the first time.

The NASM Plan #22764 was approved October 14th, 2016 and will expire December 31st 2020. The plan includes four fields, #1 (9.2 ha spreading area) - #2 (9.4 ha spreading area)-#3 (9.7 ha spreading area)- #4 (8 ha spreading area) all receiving biosolids for the duration of the plan. From November 13th to 16th 1080m³ of biosolids was spread by Lamoureux Pumping Inc. PMAB16278 on field #4 only with a tanker.

The spreading was as follows:

Field #1 (no biosolids spread)

Field #2 (no biosolids spread)

Field #3 (no biosolids spread)

Field#4 received a spreading rate of 135m³/ha (135m³/ha allowed), total 1080 m³

In 2019 we are planning to continue using this approved farm to spread the Rockland sewage plant biosolids. A meeting with the farmer and his commercial fertilizer supplier is scheduled in the spring 2019 to coordinate nutrients applied.

Regards,

Maurice Benoit, C. Tech, PMP

NASM Plan developer

Cert.# NASM16217



November 31st, 2018

Pascal Roy

2694 Champlain st.

Clarence-Creek, ON K0A-1N0

Re: Annual summary and update for Pascal Roy farm NASM Plan # 22007

During the fall 2018 the biosolids produced by the Rockland sewage plant located at 700 Industrielle st. was hauled and spread on a NASM approved farm owned by Pascal Roy.

The NASM Plan #22007 was approved October 22nd, 2014 and will expire December 31st 2019. The plan includes three fields, #1 (6.8 ha spreading area)- #2 (6.0 ha spreading area)-#3 (4.5 ha spreading area, modified in 2017 due to new tile inlets) all receiving biosolids for the duration of the plan. From November 13th to 16th 1,298 m³ of biosolids was spread by Lamoureux Pumping Inc. PMAB16278 on all three fields with a tanker, all went well.

The spreading was as follows:

Field #1 received a spreading rate of 75 m³/ha which is the 75m³ allowed, total (510m³)

Field #2 received a spreading rate of 75 m³/ha which is the 75 m³ allowed, total (450 m³)

Field #3 received a spreading rate of 75 m³/ha which is the 75 m³ allowed, total (338 m³)

In 2019 we are planning to continue using this approved farm to spread the Rockland sewage plant biosolids. A meeting with the farmer and his commercial fertilizer supplier will be scheduled in the spring 2019 to coordinate nutrients applied and discuss possible new operator of the land.

Regards,

Maurice Benoit, C. Tech, PMP

NASM Plan developer

Cert.# NASM16217



REPORT N° INF2019-033

Date	25/11/2019
Submitted by	Julian Lenhart
Subject	Request for additional funds Lacroix Road culvert replacement project
File N°	

1) **NATURE/GOAL :**

The goal of this report is to request and seek Council's approval for additional funds to complete the Lacroix Road culvert replacement project.

DIRECTIVE/PREVIOUS POLICY :

Report INF2019-026 was presented to council at the September 16 Council Meeting. A budget increase of \$125, 000 was requested for the Lacroix Road culvert replacement project. Council approved the request for additional funds and the contract was awarded to Arnco Construction.

2) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT Council approves that \$60,000 be taken from the Federal Gas tax to complete the Lacroix Road culvert replacement project.

QU'IL SOIT RÉSOLU QUE le conseil approuve le prélèvement de 60 000 \$ de la taxe fédérale sur l'essence pour compléter le projet de remplacement du ponceau du chemin Lacroix.

3) **BACKGROUND :**

During the 2019 Spring flood, a preliminary estimate of \$300,000 was presented and approved by Council to fix the collapsed culvert and landslide on Lacroix Road. The collapsed culvert and landslide were caused by excessive flooding and saturated soils.

At the September 16 Council meeting, a \$125,000 budget increase was requested in order to award the construction contract to Arco Construction. Council approved the request bringing the total project budget to \$425,000.

4) **DISCUSSION :**

Given that the repairs of Lacroix Road were an emergency, the design and tender process was expediated in order to retain a contractor and start the construction. During the tender process, a geotechnical study and preliminary retaining wall design was provided to bidders. The successful bidder was responsible to finalise the design and provide stamped drawings of the retaining wall. This meant that the cost for the retaining wall was subject to change based on the contractor's final design.

Arnco Construction finalised the design of the structural retaining wall along both sides of Lacroix Road to support the unstable soil. However, in order to properly support Lacroix Road and meet the soil's bearing capacity, the excavation and retaining walls need to be lengthened when compared to the preliminary design provided at tender. This results in \$60,000 budget overrun/deficit to complete the project.

5) **CONSULTATION:**

N/A

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

N/A

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

A project from the 2019 budget, Vinette Road culvert replacement, is expecting a higher surplus from when the 2020 budget was prepared. This project was funded from the Federal Gas tax. Therefore, the additional \$60,000 will be funded from the Federal Gas tax.

8) **LEGAL IMPLICATIONS :**

N/A

9) **RISK MANAGEMENT:**

Not completing this project poses a health and safety risk to rate payers.

10) **STRATEGIC IMPLICATIONS:**

N/A

11) **SUPPORTING DOCUMENTS:**

N/A



REPORT N° ADMIN 2019-013

Date	02/12/2019
Submitted by	Mario Villeneuve
Subject	Traffic & Parking by-law and Administrative Penalties by-law
File N°	N/A

1) **NATURE/GOAL :**

The purpose of this report is to submit for adoption a new Traffic and Parking by-law and a new Administrative Penalty by-law for the City of Clarence-Rockland.

2) **DIRECTIVE/PREVIOUS POLICY :**

These two new by-laws are being submitted after a comprehensive review of our existing Traffic and Parking by-law 2007-01 as amended. The review was initiated by the CAO to follow up on a number of requests and complaints regarding existing policies.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS municipal staff was mandated to do a full review of the existing Traffic and Parking by-law;

THAT the Committee of the Whole recommends Council adopt a new Traffic and Parking By-law as recommended in Report No. ADMIN2019-013; and

THAT the Committee of the Whole also recommends Council adopt an Administrative Penalty By-law as attached to Report No. ADMIN2019-013; and

THAT the Committee of the Whole recommends to Council the parking changes outlined in attachment 3 as attached to Report No. ADMIN2019-013.

ATTENDU QUE le personnel a été mandaté de faire une révision complète du règlement portant sur la circulation automobile et sur le stationnement ;

QUE le comité plénier recommande au conseil municipal d'adopter le nouveau règlement portant sur la circulation automobile et sur le stationnement tel que recommandé dans le rapport ADMIN2019-013 ; et

QUE le comité plénier recommande au conseil municipal d'adopter un nouveau règlement portant sur les pénalités administratives tel que recommandé dans le rapport ADMIN2019-013; et

QUE le comité plénier recommande au conseil les changements au stationnement tels qu'énoncés dans l'annexe 3 du rapport ADMIN2019-013.

4) **BACKGROUND :**

The present Traffic and Parking by-law was adopted on June 1st 2007 and has been amended at least 20 times since its adoption.

5) **DISCUSSION :**

The proposed new Traffic and Parking by-law will improve standardization and enforcement. We have also brought the regulation in line with provincial regulations and good engineering practices. Below is a list of items that have been added, modified or removed from the previous By-law:

- a- All the definitions have been verified to ensure that they convey what we are looking for when the by-law is to be interpreted and enforced. (section 1)
- b- We have removed the vending vehicle section as this is already covered in by-law number 2017-84
- c- The section that covers heavy trucks, trailers and buses has been extended to prevent those vehicles to circulate and park on streets where signs are erected to that effect. Parking remains limited to two hours for such vehicles. (section 6)
- d- Some of the distances have been increased to prevent parking where pedestrians are more at risk ie: 8 meters instead of 6 meters from an intersection controlled by traffic lights. (section 7)
- e- Unlicensed vehicles will not be allowed to remain parked on roads. (section 8(g))
- f- This by-law clearly stipulates where parking will be allowed based on the width of the road and the traffic count:
 - i. Parking is allowed on both sides of highways having a minimum width of ten (10) meters,
 - ii. Parking is allowed on one side of highways having a minimum width of eight (8) meters and,
 - iii. Where signs have been erected, parking is allowed on one side of highways having a minimum width of six (6) meters and traffic volumes below 500 vehicles per day. (section 9)
- g- All the schedules have been removed from the new by-law. Therefore, changes to traffic and parking signs covered by this by-law will not necessitate an amendment to the by-law and enforcement will be simplified.

- h- Vehicles will not be allowed to stop within thirty (30) meters of a roundabout. (section 13. (2)(d))
- i- The three (3) hour maximum parking limit has been removed from this by-law as requested by Council. Parking limits will be enforced where signs are present only.
- j- The overnight winter parking restriction section has been completely revamped to allow for some on street parking between November 15 and April 1, 1:00AM to 7:00AM. If we receive a weather forecast of 7cm or more of snow, the residents would be notified by various means that a parking restriction is in effect. This parking restriction can also be imposed for snow or ice clearing at the discretion of the Director of Infrastructure and Planning or his/her delegate. (section 17)
- k- A new provision is being proposed in the Traffic and Parking by-law to let people play ball hockey in the street where the free flow of traffic is not impeded. (section 37.(1))
- l- Sections 47 to 51 were added to provide for the establishment and enforcement of park and pay parking lots if the Corporation decides to establish such areas for the purpose of controlling and regulating parking in municipal parking lots.
- m- Provisions have been provided for enforcement of parking spaces for electric vehicles. (section 56.)
- n- All references to the number and size of parking spaces for persons with disabilities have been removed from the new by-law since these requirements are already covered by the municipal zoning by-law under section 5.3.2. of said by-law.
- o- A process has been established and confirmed to address requests for changes to the new Traffic and Parking by-law. Procedure number CW-2016-001 that has already been approved by Council in 2016 will be the formal process that residents and members of Council will need to follow to have any changes approved for the installation, modification or the removal of traffic signs. (section 64.)
- p- All of the infractions identified in the Traffic and Parking by-law will now be recoverable under the new proposed Administrative Penalty by-law. This process will allow the Corporation to keep the proceeds of traffic and parking infractions within its coffers. Contraveners would have the opportunity to have their invoice revised by a two-stage process if requested. This method will save time and money for the residents at fault and for our by-law enforcement officers that will not have to defend those infractions in court in L'Orignal.

The proposed Administrative Penalty by-law is being introduced as a new method for collecting contravention revenues from the Traffic and Parking by-law. As explained above, this process will be beneficial to both the municipality and the contraveners, as we will have to establish an internal revision process that shall eliminate the need to

attend court when an infraction notice is being appealed.

Attachment number 3 is a list of modifications that are being recommended to improve some parking and no parking areas in the City. Most of them come from situations that have been brought to our attention in the past but that have not been approved by Council so far. They have been verified on site and we therefore recommend their implementation. Once the Traffic and Parking by-law is adopted and in effect, all the existing signs and parking restrictions in existence in the City will be “grandfathered” and any future requests for modifications will have to follow the request for change process established in the said by-law.

6) **CONSULTATION:**

N/A

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

The Directors of the Corporation and the Accessibility Advisory Committee have all been consulted in this process and their comments have been incorporated in the final version of the by-laws where deemed appropriate.

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

As the Administrative Penalty By-Law will only come into force on June 1st, the Finance department will work on establishing a system for the collection of fines and making sure that the operations are at minimum no cost to the City.

9) **LEGAL IMPLICATIONS :**

The Corporation’s legal council has been consulted in the revision process of both by-laws and his/her comments have been incorporated in the final version that is now before Council.

10) **RISK MANAGEMENT:**

N/A

11) **STRATEGIC IMPLICATIONS:**

The adoption of these two by-laws is in line with the health and wellness strategic priority of the city’s strategic plan.

12) **SUPPORTING DOCUMENTS:**

Attachment 1: Traffic and Parking by-law

Attachment 2: Administrative Penalties by-law

Attachment 3: list of proposed modifications to no parking areas

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

TRAFFIC AND PARKING BY-LAW NUMBER 2019-

Being a by-law to regulate traffic and parking on the highways, private and municipal properties within the City of Clarence-Rockland.

WHEREAS section 11. (3) of the Municipal Act, 2001, c. 25, provides that a municipality may pass by-laws for the purpose of regulating and prohibiting traffic and parking upon the highways under its jurisdiction;

WHEREAS subsection 102.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

WHEREAS the province adopted the “Administrative Penalties” regulation, O. Reg 333/07, pursuant to the Municipal Act, 2001 which applies to administrative penalties in respect of the parking, standing or stopping of vehicles;

AND WHEREAS section 63. (1) of the Municipal Act, 2001, c. 25, provides that a municipality may provide for the removal and impounding or restraining and immobilising of vehicles placed, stopped, standing or parked on a highway in contravention of the by-law and subsection 170 (15) of the Highway Traffic Act applies with necessary modifications to the by-law;

AND WHEREAS section 100 to 100.1(1) to (5) of the Municipal Act, 2001, Chap. c.25, provides that a local municipality may regulate and prohibit parking on private or municipal property;

AND WHEREAS section 102 (a) to (b) of the Municipal Act, 2001, Chap. c.25, provides that a local municipality may require owners or operators of parking lots or other parking facilities to which public has access, to provide designated parking spaces for vehicles displaying a disabled parking permits and shall prescribe conditions of the use of disabled parking permits and prohibit the improper use of such permits;

AND WHEREAS Council desires to regulate traffic and parking on private and municipal property upon the highways within the municipality of the City of Clarence-Rockland;

AND WHEREAS Council of the City of Clarence-Rockland deems it expedient to regulate traffic and parking;

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

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-

A By-Law regulating traffic and parking on highways within the limits of the Corporation.

DEFINITIONS

1. In this By-law:

- (1) “accessible parking permit” means,
 - a. an accessible parking permit issued under the Highway Traffic Act; or
 - b. a permit, number plate or other number or device issued by another jurisdiction and recognized under the Highway Traffic Act;
- (2) “accessible-passenger vehicle” means a motor vehicle that,
 - a. meets the requirements for an “accessible vehicle” as prescribed in R.R.O. 1990, regulation 629 under the Highway Traffic Act; or
 - b. is regularly used for transporting a person with disability;
- (3) “authorized sign” means any sign, or roadway, curb or sidewalk marking, or other device, placed or erected on a highway under the authority of this by-law for the purpose of regulating, warning or guiding traffic of the parking of vehicles;
- (4) “authorized vehicle” means,
 - a. a vehicle owned or operated by the Corporation provided that the vehicle is performing a service related to the operation of a municipal service;
 - b. a vehicle owned or operated by a public utility provided that the vehicle is carrying out its utility service within the Corporation, and;
 - c. any vehicle that falls within the definition of an emergency vehicle as defined in the Municipal Act;
- (5) "bicycle" includes a tricycle and unicycle but does not include a motor-assisted bicycle or an e-bike.
- (6) "boulevard" means all the parts of the highway save and except any roadway, shoulder or sidewalk.
- (7) "bus stop" means a part of a highway designated as a point at which buses will stop to take on or let off passengers.
- (8) "Chief of Police" means the Chief of Police of the Police Force or authorized representative and includes the officer in charge of any detachment of the Ontario

Provincial Police either providing police services to an area municipality by agreement or not;

- (9) "commercial motor vehicle" means a motor vehicle having permanently attached thereto a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway;
- (10) "corner" with reference to a highway intersection means the point of intersection of the prolongation of the lateral curb lines or in the absence of curbs the prolongation of the edges of the roadways;
- (11) "Corporation" means the Corporation of the City of Clarence-Rockland;
- (12) "crosswalk" means:
 - (a) that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or
 - (b) any portion of a roadway at an intersection or elsewhere distinctly indicated or pedestrian crossing by signs or by lines or other markings on the surface;
- (13) "cul de sac" means a highway which is closed at one end where a turning circle of a basin is constructed to allow a vehicle to turn around and egress at the open end.
- (14) "curb" means the edge of the travelled portion of the highway and includes a raised curb, a rolled curb or a depressed curb.
- (15) "daytime" means the period of time from 7:00 a.m. to 7:00 p.m. of the same day;
- (16) "designated" means designated by a Corporation by-law;
- (17) "driver" means a person who drives a vehicle on a highway;
- (18) "driveway" means a part of a highway improved to provide vehicular access from the roadway to a laneway or a parking area on adjacent land;
- (19) "electric vehicle" includes any vehicle that is partially or entirely propelled by electricity and plugs in to recharge;
- (20) "electric vehicle charging station" means any facility or equipment that is used to charge a battery or any other energy storage device of an electric vehicle;
- (21) "electric vehicle parking space" means a parking space, the use of which is charging a battery or other storage device of an electric vehicle;

- (22) "engineer" means the engineer designated by Council of the Corporation of the City of Clarence-Rockland for the time being or such other person or persons designated by the Council of the Corporation of the City of Clarence-Rockland;
- (23) "gross weight" means the combined weight of vehicle and load;
- (24) "heavy truck" or "heavy vehicle" means a commercial motor vehicle as defined in the Highway Traffic Act, as amended or re-enacted from time to time, and includes trucks, tractors, commercial vehicles exceeding a gross weight of 4,500.0 kilograms as licensed by the Ministry of Transportation, a bus and any other passenger motor vehicle with capacity for more than ten passengers, road-building machine or farm vehicle as defined in that Act, and all other types of construction equipment, but excludes a motor vehicle, an ambulance, a fire truck or a school bus.
- (25) "highway" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, or trestle, any part of which is intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;
- (26) "highway, one-way" means a highway upon which the movement of vehicular is limited to one direction;
- (27) "holiday" includes New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, the Day proclaimed as a Civic holiday by the Corporation, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day and any day appointed by proclamation of the Governor-General or the Lieutenant-Governor and the next following day when such holiday falls on a Saturday or Sunday;
- (28) "hinder" means creating difficulties for someone or something, resulting in delay or obstruction.
- (29) "intersection" means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways which join one another at an angle, whether or not one highway cross the other.
- (30) "King's Highway" includes the secondary highways and tertiary roads designated by the province of Ontario under the Public Transportation and Highway Improvement Act, R.S.O. 1990 c. P.50 as amended;
- (31) "laneway" means improved land adjacent to the highway which provides access from the highway to a parking area on adjacent land.

- (32) "loading zone" means the part of a highway, private property or property of the Corporation, set apart for the exclusive purpose of parking a vehicle to load or unload the same.
- (33) "motor assisted bicycle" means a bicycle,
- (a) that is fitted with pedals which are operable at all times to propel the bicycle,
 - (b) that weighs not more than Fifty-five (55) kilograms,
 - (c) that has no hand or foot operated clutch or gearbox driven by the motor and transferring power to the driven wheel,
 - (d) that has an attached motor driven by electricity or having a piston displacement of not more than fifty cubic centimetres, and
 - (e) that does not have sufficient power to enable the bicycle to attain a speed greater than 50 kilometres per hour on level ground within a distance two kilometres from a standing start;
- (34) "motorcycle" means a self-propelled vehicle having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground, and includes a motor scooter but does not include a motor-assisted bicycle;
- (35) "motor vehicle" includes an automobile, motorcycle, motor-assisted bicycle unless otherwise indicated in the Highway Traffic Act, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a streetcar, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine within the meaning of the Highway Traffic Act;
- (36) "Municipal law enforcement officer" means a peace officer for the purpose of enforcing municipal by-law, as set out in the Police Services Act;
- (37) "official sign" means a sign on the highway approved by the Ministry of Transportation of Ontario;
- (38) "overnight" means the period from 7:00 p.m. of one day to 7:00 a.m. of the following day;
- (39) "park" or "parking" when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;
- (40) "parking machine" means an electronic or mechanical device, for the purpose of controlling and regulating the parking of any motor vehicle in or on a parking lot;

- (41) “parking space” means that part of the surface of the roadway, private property or property of the Corporation for the purpose of vehicle parking;
- (42) “parking space for persons with disabilities” means a parking space designated under this by-law for the exclusive use of a vehicle displaying a permit in accordance with the requirements of the Highway Traffic Act and the regulations made there under and this by-law.
- (43) "peace officer" means a municipal law enforcement officer for the purpose of enforcing this By-Law.
- (44) "pedestrian" means
- (a) a person on foot;
 - (b) a person using an assistive device for his mobility, such as a wheelchair or a walker; or
 - (c) a child in a carriage, stroller or play vehicle;
- (45) "pedestrian crossover", means any portion of a roadway, designated by this by-law, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by regulations made under the Highway Traffic Act;
- (46) “person with a disability” means an individual who has been issued and holds a valid accessible parking permit under the Highway Traffic Act;
- (47) "police officer", “constable” or “special constable” means a person so appointed by the Ontario Provincial Police and “constable” includes a municipal by-law enforcement officer appointed pursuant to subsection 15(1) of the Police Services Act, R.S.O. 1990, c. P. 15 as amended;
- (48) "Police Service" means the Police Force of the Area Municipality and includes any detachment of the Ontario Provincial Police providing police services to the Corporation;
- (49) "Police vehicle" means a vehicle owned or operated by the Police Commission of an area municipality, the Ontario Provincial Police or the Royal Canadian Mounted Police;
- (50) "public parking area" means an open area or structure, other than a street, used by the public at the invitation of the owner for the temporary parking of more than four (4) motor vehicles and available for public use whether free, for compensation, or as an accommodation for clients, customer or visitors;

- (51) "public vehicle" means a motor vehicle operated on a highway by, for or on behalf of any person for the transportation for compensation of passengers, or passengers and express freight that might be carried in a passenger vehicle, but does not include taxicabs nor motor vehicles operated solely within the corporate limits of one urban municipality.
- (52) "roadway" means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively.
- (53) "roadway, laned" means a highway which has been divided into separate lanes for vehicular traffic which lanes are indicated by lines or other markings on the surface of the roadway or in any other manner;
- (54) "roundabout" is an intersection with one-way circulation counter-clockwise around a central island where entering traffic must yield the right-of-way to the traffic circulating within the intersection;
- (55) "shoulder" means that part of the highway immediately adjacent to the travelled portion of the roadway and having a surface which has been improved for the use of vehicles with asphalt, concrete or gravel;
- (56) "side, approach" means the side of a part of a highway to which vehicular traffic may lawfully approach;
- (57) "side, leaving" means the side of a part of highway opposite the approach side;
- (58) "sidewalk" means those parts of a highway set aside by the Corporation for the use of pedestrians;
- (59) "stand" or "standing" when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;
- (60) "stop" or "stopping" when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer, constable or other police officer or of a traffic control sign or signal;
- (61) "traffic" includes pedestrians, animals which are ridden, led or herded, vehicles, and other conveyances either singly or together while using a highway for the purposes of travel;

- (62) "traffic control device" means any sign, signal or other roadway, curb, or sidewalk marking, or any other device erected or placed under the authority of this by-law for the purpose of warning, regulating, guiding or directing traffic;
- (63) "traffic control signal" means any device operated manually, electrically, mechanically or electronically for the regulation or control of traffic;
- (64) "traffic, one-way" means movement by vehicles upon a highway in one direction only;
- (65) "trailer" means a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle, or any device or apparatus not designed to transport persons or property, temporarily drawn, propelled or moved upon such highway, and except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn;
- (66) "U-turn" means the turning of a vehicle within the highway so as to proceed in the opposite direction to that in which the vehicle was travelling immediately prior to making the turn;
- (67) "vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car;

INTERPRETATION

- 2. (1) In this by-law:
 - (a) words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse;
 - (b) a word interpreted in the singular number has a corresponding meaning when used in the plural;
 - (c) "may" shall be construed as permissive;
 - (d) "shall" shall be construed as imperative;
 - (e) "vehicle", when used as part of a prohibition of parking or stopping, includes any part thereof; and
 - (f) "subsection" when used without reference to another section, refers to a subsection contained in the same section in which the phrase is used.

- (2) In the schedules to this by-law, the following abbreviations, definitions and symbols stand for the words respectively set forth opposite thereto as follows:

- | | | | |
|-----|-------|---|--------------------|
| (a) | Ave. | - | Avenue |
| | Blvd. | - | Boulevard |
| | Ct. | - | Court |
| | Cres. | - | Crescent |
| | Dr. | - | Drive |
| | Hts. | - | Heights |
| | Gdns. | - | Gardens |
| | Hwy. | - | Highway |
| | Pl. | - | Place |
| | Priv. | - | Private |
| | Rd. | - | Road |
| | Sq. | - | Square |
| | St. | - | Street |
| | Terr. | - | Terrace |
| | | | |
| (b) | cm | - | centimetre |
| | m | - | metre |
| | km | - | kilometre |
| | km/h | - | kilometre per hour |
| | | | |
| (c) | N. | - | North |
| | S. | - | South |
| | E. | - | East |
| | W. | - | West |

- (3) Where a distance is used in this by-law as part of a prohibition of parking or stopping within a specified distance of an object, structure, land or a part of a highway, such distance shall be measured:
- (a) along the curb or edge of the roadway from a point in such curb or edge of roadway opposite such object, structure, land or part of a highway, unless the context otherwise requires, and
 - (b) from such point in the curb or edge of roadway in all directions.
- (4) The various prohibitions of this by-law are cumulative and not mutually self-exclusive.
- (5) It is declared that if any section, subsection or part or parts thereof be declared by any court of law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and

independent and enacted as such.

- (6) Where any provisions of this by-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.
3. Where any expression of time occurs or where any hour or other period of time is stated, the time referred to shall be standard time, provided however, if what is known as "daylight saving time" has been generally adopted in the City of Clarence-Rockland for any period of the year, under any statute, order-in-council, by-law, resolution, or proclamation, whether the same is effective in law or not, such time shall be the time referred to during such period in any reference to time in this by-law.

PART "A"

RULES OF THE ROAD

PART I

ERECTION OF SIGNS, TRAFFIC CONTROL DEVICES, ETC. - REGULATIONS

4.
 - (1) The engineer is hereby authorized and directed to erect, install and maintain official signs, authorized signs, traffic control signals, markings, barricades, traffic control devices and other structures, plants and equipment as are required to give effect to this by-law and as are required to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety and convenience of the public. Except for emergency situations, any changes to traffic and parking signs within the City of Clarence-Rockland shall be reported to and approved by the municipal Council and such changes shall be in compliance with the present by-law and with established procures.
 - (2) When official signs, authorized signs, traffic control signals, markings, barricades or traffic control devices have been erected, every person shall obey the instruction of or directions on such sign, traffic control signal, marking, barricade, so erected or installed and the sign, traffic control signal, marking, traffic control devices or other structures, plants and equipment are deemed to have been erected pursuant to the section that normally regulates or prohibits the matter.
 - (3) All regulations identified through this by-law are in effect at all times, including holidays, except when the effective times and days are specified and identified on official or authorized signs.

PART II

PARKING AND STOPPING

5. (1) Subject to subsections 2 and 3, no person shall park or stop any vehicle or permit a vehicle or permit a vehicle to remain parked or stopped on any highway except as follows:
 - (a) where there is a curb, on the right side of the travelled portion of the highway, having regard to the direction in which the vehicle was travelling, with its right front and rear wheels parallel to and not more than fifteen (15cm) centimetres away from such curb; or
 - (b) where there is no curb on the right side of the highway having regard to the direction in which the vehicle was travelling, with the right front and rear wheels parallel to and as near to the right hand limit of the highway as is practicable without stopping over any part of a highway which is landscaped or which is not intended for the use of vehicles.
- (2) Subject to subsection 3, where parking is permitted on the left side of a highway designated for one-way traffic, a person may park or stop any vehicle provided the vehicle is parked:
 - (a) where there is a raised curb, on the left side of the travelled portion of the highway having regard to the direction in which the vehicle was travelling, with its left front and rear wheels parallel to and not more than fifteen (15 cm) centimetres away from such curb; or
 - (b) where there is no curb or a rolled curb, on the left side of the highway having regard to the direction in which the vehicle was travelling, with the left front and rear wheels parallel to and as near to the left hand limit of the highway as is practicable without stopping over any part of a highway as is practicable landscaped or which is not intended for use of vehicles.
- (3) Subsections 1 and 2 do not apply where angle parking is permitted under this by-law.
6. (1) Subject to the provisions of subsection (2), no person shall park a heavy truck, trailer or bus or permit any of them to be parked on any highway within the City of Clarence-Rockland for any continuous period of time exceeding two (2) hours.
- (2) Except as provided for in section 33, no person shall park a heavy truck, trailer or bus or permit any of them to be parked on any park of a highway where no heavy truck signs are erected or are on display on any highway.
7. When official or authorized signs have been erected, no person shall park a vehicle or permit

a vehicle to remain parked on any highway,

- (a) in front of or within eight (8 m) metres of the entrance on which there is a fire hall, on the side of the highway on which the fire hall is located;
- (b) within six (6 m) metres of an intersection;
- (c) within eight (8 m) metres of an intersection controlled by a traffic control signal;
- (d) in front of or within one and one half (1.5) meters of the main entrance to, or any emergency exit from any hotel, hospital, nursing home, theatre, auditorium or other building or enclosed space in which persons may be expected to congregate in large numbers;
- (e) within ten (10m) metres of the approach side of a crosswalk that is controlled by a traffic control signal and not located at an intersection;
- (f) within eight (8m) metres of the leaving side of a crosswalk that is controlled by a traffic control signal and not located at an intersection;
- (g) so as to interfere with the formation of a funeral procession.
- (h) within a reserved taxicab parking zone;
- (i) within a reserved loading zone and,
- (j) where temporary “no parking” signs are erected, placed or posted along any highway or part of a highway by the engineer, a municipal law enforcement officer, a constable or an employee of the Corporation.

8. No person shall park a vehicle or permit a vehicle to remain parked on any highway:

- (a) within six (6 m) metres of an intersection;
- (b) within three (3 m) metres of a point on the curb or edge of roadway opposite a fire hydrant;
- (c) in front of or within one and one-half (1.5 m) metres of a laneway or driveway;
- (d) so as to obstruct a vehicle in the use of any laneway or driveway;
- (e) in such a position that will prevent the convenient removal of any other vehicle previously parked or standing;
- (f) for the purpose of displaying the vehicle for sale;
- (g) if the vehicle is unlicensed;
- (h) for the purpose of greasing, or repairing the vehicle except where such repairs have been necessitated by an emergency;
- (i) for the purpose of stripping or partially stripping the vehicle except where such stripping has been necessitated by an emergency;
- (j) on a driveway within one half (0.5 m) metre of a sidewalk or if there is no sidewalk within one and one half (1.5 m) metres of the roadway;
- (k) on any sidewalk or in such a manner as to obstruct any sidewalk and,
- (l) so as to obstruct vehicular traffic.
- (m) within six (6m) metres of a traffic control device.
- (n) facing the wrong direction or facing oncoming traffic.
- (o) within the turning basin of a cul-de-sac, unless the motor vehicle is parked parallel to and not more than 15cm from the curb. Nothing in this section shall deem to permit parking in or around the centre of the turning basin of a cul-de-sac, whether the

centre portion is curbed or not.

9. Except as permitted elsewhere in this by-law and where official or authorized signs have been erected, no person shall park a vehicle or permit a vehicle to remain parked on any highway except as provided in the subsection below:
 - (a) parking is allowed on both side of highways having a minimum width of ten (10m) meters;
 - (b) parking is allowed on one side of highways having a minimum width of eight (8m) meters;
 - (c) where official or authorized signs have been erected, parking is allowed on one side of highways having a minimum width of six (6m) meters and traffic volumes below 500 vehicles per day.
10. No person shall park a vehicle or permit a vehicle to remain parked on any highway so as to interfere in any manner with the work of,
 - (a) removing snow;
 - (b) removing ice;
 - (c) clearing of snow; or
 - (d) cleaning operations, including sweeping.
11. No person shall park a vehicle or permit a vehicle to remain parked on any highway contrary to official or authorized signs.
12.
 - (1) The parts of the highway that are within fifteen (15 m) metres of the approach side of a school crosswalk designated by markings and authorized school crosswalk signs; and that are within ten (10 m) metres of the leaving side of a school crosswalk designated by markings and authorized school crosswalk signs, are hereby established as a school crosswalk zone.
 - (2) No person shall stop a vehicle or permit a vehicle to remain stopped on any highway:
 - (a) on or partly on or over a sidewalk;
 - (b) within an intersection or crosswalk;
 - (c) on or partly on grass;
 - (d) on or partly on a bicycle lane or pathway;
 - (e) between the hours of 7:00 a.m. and 7:00 p.m. within a school crosswalk zone;
 - (f) adjacent to or across from any excavation or obstruction in the roadway when the free flow of traffic would thereby be impeded;
 - (g) on the roadway side of any stopped or parked vehicle;
 - (h) upon any bridge or elevated structure or within thirty (30 m) metres of either end of any such structure except where parking in these locations is otherwise permitted by this by-law;
13.
 - (1) The parts of the highway that are within fifteen (15 m) metres of the approach side of a pedestrian crossover and that are within ten (10 m) metres of the leaving side of a

pedestrian crossover, are hereby established as a pedestrian crossover zone.

- (2) When official or authorized signs have been erected, no person shall stop a vehicle or permit a vehicle to remain stopped on any highway,
 - (a) within a pedestrian crossover;
 - (b) within a pedestrian crossover zone;
 - (c) within the turning basin of a cul de sac;
 - (d) within thirty (30m) meters of the approach or leaving side of a roundabout;
 - (e) where temporary “no stopping” signs are erected, placed or posted along any highway or part of a highway by the engineer, a municipal law enforcement officer, a constable or an employee of the Corporation.
14.
 - (1) No person shall stop a vehicle or permit a vehicle to remain stopped on any highway at the side and within the limits contrary to official or authorized signs.
 - (2) The provisions of Sections 13(2) and 14(1) of this by-law relating to stopping do not apply to prevent the stopping of a taxi cab, provided:
 - (a) it is operated under a valid taxi licence, and
 - (b) it is stopped only while actively engaged in the process of receiving or discharging passengers, including the processing of fare payment.
 - (3) The provisions of Section 13(2) and 14(1) of this by-law relating to stopping do not apply to prevent the stopping of a motor vehicle for the purpose of and while actually engaged in receiving or discharging a person with disability provided that such motor vehicle has a valid accessible parking permit displayed upon its dashboard or on the sun visor in accordance with the provisions of the Highway Traffic Act.
15. The provisions of this by-law relating to parking, standing and stopping do not apply to prevent the parking, standing or stopping of passenger motor vehicles forming part of any funeral cortege, provided that all such vehicles are parked or stopped on only one side of a highway at one time.
16.
 - (1) No person shall park or permit a vehicle to remain parked on a highway contrary to the permitted maximum duration during the times and days identified on official or authorized signs.
 - (2) No person shall park a vehicle or permit a vehicle to remain parked on a highway within one (1) hour from the time of its removal from part of highway referred to in subsection 1 within three hundred (300 m) metres of such part of highway.
17.
 - (1) Subject to subsections (2) and (3),
 - (a) no person shall park a vehicle or permit a vehicle to remain parked on a highway at any time between 1:00 a.m. and 7:00 a.m. from November 15 to April 1, inclusive; and,

- (b) no person shall park a vehicle or permit a vehicle to remain parked on a highway at any time and on any date prescribed by the General Manager of Public Works and Environmental Services or designate.
 - (2) The provisions of subsection 1 shall not come into effect;
 - (a) until the General Manager of Public Works and Environmental Services or designate has received a report from the Environment Canada Atmospheric Environment Service or from Weather Tracker which forecasts an accumulation of snow of seven (7cm) centimetres or more, or a range of accumulation of snow which includes seven (7cm) centimetres or more; or
 - (b) unless, in the opinion of the General Manager of Public Works and Environmental Services or designate, extreme, inclement, or unusual weather, or other conditions, warrant it based on information available to the General Manager or designate.
 - (3) The General Manager of Public Works and Environmental Services or designate may;
 - (a) suspend the operation of subsection (1) provided that in his or her opinion, the fall or accumulation of snow, ice or rain is such as not to unduly interfere with the snow and ice removal functions, regular highway maintenance or the proper use and movement of vehicles on the highway;
 - (b) reinstate the operation of subsection (1) as provided for in subsection (2);
 - (c) amend the dates and times prescribed in subsection (1) as may be necessary to facilitate snow and ice removal functions, regular highway maintenance, or proper use and movement of vehicles on the highway.
18. (1) Where an angle parking space is designated by lines or other markings on the roadway, or otherwise, no person shall stop, stand or park a vehicle or permit a vehicle to remain parked or standing therein except entirely within the area so designated as a parking space.
- (2) Where angle parking is permitted on a highway, no person shall stop, stand or park any vehicle or permit a vehicle to remain parked or standing except at the angle designated by signs or markings on the roadway.
- (3) Where angle parking on a highway other than at an angle of 90 degrees to the curb or edge of roadway is permitted, no person shall park a vehicle or permit a vehicle to remain parked on such highway except with the front end of the vehicle at the curb or edge of the roadway.
- (4) No person shall park a vehicle or permit a vehicle to remain parked at an angle on a highway contrary to official or authorized signs.

PART III

LOADING ZONES

19.
 - (1) Official or authorized signs designate parts of a highway that are established as loading zones during the time or days identified on the signs.
 - (2) When authorized signs have been erected, no person shall park or stop a vehicle or permit a vehicle to remain parked or stopped in a loading zone except for the purpose of, and while actually engaged in, loading thereon or unloading therefrom, passengers, freight or merchandise.
20.
 - (1) Official or authorized signs shall designate the parts of highways that are established as school bus loading zones for use during the days and times identified on the signs.
 - (2) No person shall park or stop a vehicle other than a school purposes vehicle, or permit a vehicle other than a school purposes vehicle to remain parked or stopped, in a school bus loading zone contrary to official or authorized signs.
21. The provisions of Sections 16(1) and 16(2) of this by-law shall not apply to a motor vehicle displaying a valid accessible parking permit on the dashboard or on the sun visor in accordance with the provisions of the Highway Traffic Act provided that said vehicle does not remain parked for a period of time of more than four (4) hours.

PART IV

DRIVING AND RELATED RULES

22. The driver or operator of a vehicle emerging from a driveway, laneway, lot or building onto a highway shall, upon driving onto a sidewalk or onto the roadway, yield the right-of-way to pedestrians upon such sidewalk or roadway.
23. No person shall drive, operate or park a vehicle or permit a vehicle to remain parked on any highway barricaded and marked by Corporation signs showing that its use is prohibited or restricted for a specified time.
24. No person shall coast on a roadway, whether on a sleigh, skateboard, roller skate, in-line skate, cart, children's wagon or toboggan, by attaching it, them, himself or herself to a vehicle on a highway.
25.
 - (1) No person shall drive or park a vehicle other than a Peace officer or Fire Department vehicle on any highway within ninety (90m) metres of a fire scene, an accident scene, a fire apparatus or fire-fighting equipment, except as directed by a peace officer, police officer or officer of the Fire Department.

- (2) Unless directed by a peace officer, police officer or officer of the Fire Department, no person shall drive a vehicle over a fire hose on any highway.
26. Notwithstanding any provisions of this by-law to the contrary, a police officer, peace officer or the Engineer may, during any emergency or special circumstance, by the erection of appropriate signs or signals, prohibit or regulate the movement of vehicles on any highway or part of a highway and no person shall drive or operate a vehicle in contravention of any such sign or signal.
27. Despite any provisions of this by-law, every person shall promptly obey all signals given by a traffic control signal, traffic control device or an official or authorized sign and all directions given by a police officer, municipal law enforcement officer or firefighter and nothing in this by-law shall affect the powers to regulate traffic held by the Ontario Provincial Police.
28. (1) No person shall drive a vehicle, or ride upon a skateboard, roller blade or roller skate, on a sidewalk except for the purpose of directly crossing the sidewalk.
- (2) No person shall drive a vehicle over a raised curb or sidewalk except at a place where there is a ramp, rolled curb or depressed curb.
- (3) Subsections (1) and (2) shall not apply to wheelchairs, baby carriages, children's tricycles, children's wagons, handcarts used for vending, or bicycles crossing between the roadway and any other cycling path or facility.
- (4) Subsection (1) shall not apply to prevent the driving of bicycles on a sidewalk where it is permitted by official or authorized signs.
- (5) Despite the provisions of subsection (4), a person driving a bicycle on a sidewalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.
- (6) Nothing in this section shall relieve the pedestrian from the obligation of taking all due care to avoid a collision.
29. No person shall board or alight from any vehicle while such vehicle is in motion.
30. The provisions of Section 28 do not apply to municipal vehicles that are engaged in the performance of cleaning, clearing, maintenance, repair, construction or other work on any highway.
31. Parts I, II and III and Sections 23, 25 and 28 shall not, in the case of an emergency, apply to ambulances, police vehicles, fire apparatuses, municipal law enforcement vehicles or public works vehicles in the performance of their duties.

PART V

NO HEAVY TRUCK ROUTE

32. No person shall drive or cause to be driven a heavy truck on a highway or part of a highway where “no heavy truck signs” are erected or are on display on any highway.
33. (1) Subject to subsections (2) and (3), section 32 shall not apply to prevent the deviation from a truck route for the following purposes:
- (a) deliveries by a heavy truck to premises not abutting a truck route;
 - (b) the performance of services requiring a heavy truck at premises not abutting a truck route;
 - (c) a heavy truck proceeding to or from a garage or other premises not abutting a truck route for the purpose of housing, storing or repairing such heavy truck;
 - (d) the performance of public works by the Corporation or a local board thereof or,
 - (e) emergency services.
- (2) Every such deviation shall be made from the point on a truck route nearest by highway distance to the premises or location of performance of services referred to in subsection (1).
- (3) When successive deliveries are to be made in an area bounded by truck routes, after the last delivery, the heavy truck shall be driven to the nearest truck route.

PART VI

PEDESTRIANS

34. Except where traffic control signals are in operation or where traffic is being controlled by a constable, no pedestrian shall cross a highway without yielding the right-of-way to all vehicles upon the roadway, but nothing in this section shall relieve the driver of a vehicle from the obligation of taking all due care to avoid a collision.
35. Except for the purpose of crossing a roadway, where there is a sidewalk that is reasonably passable on one side or on both sides of a roadway, a pedestrian shall use the available sidewalk.
36. No person shall go over or under a pedestrian barrier installed on a sidewalk, or at any other location within a highway.

37. (1) No person shall play or take part in any game or sport upon a roadway, except while engaged in ball hockey where a free flow of traffic is not impeded.
- (2) Where there are sidewalks, no person on or riding in or by means of any children's wagon, toboggan, or similar device shall go upon a roadway, except for the purpose of crossing it, and when so crossing, such person shall have the rights and be subject to the obligations of a pedestrian.
38. No pedestrian shall enter on or cross a roadway contrary to official or authorized signs.

PART VII

BICYCLES

39. (1) A person driving a bicycle upon a roadway shall
- (a) where practicable, drive in the right-hand lane when available for traffic or as close as practicable to the right-hand curb or edge of the roadway.
 - (b) exercise due care when passing a parked, stopped or standing vehicle or one proceeding in the same direction.
- (2) A person driving a bicycle upon a highway designated for one-way traffic shall:
- (a) where practicable, drive in the right-hand or left-hand lane when available for traffic or as close as practicable to the right-end or left-hand curb or edge of the roadway.
 - (b) exercise due care when passing a parked, stopped or standing vehicle or one proceeding in the same direction.
- (3) Persons driving bicycles upon a roadway shall do so in single file.
- (4) No person driving a bicycle upon a highway shall carry any package, bundle or article which prevents the rider from keeping both hands on the handlebars or interferes with the normal operation of the bicycle.
- (5) No person shall place a bicycle upon a highway except in such a manner as to cause the least possible obstruction to pedestrian or vehicular traffic.
- (6) No person shall ride or cause to be ridden, or use, a bicycle, motor-assisted bicycle or animal on any highway or part of a highway contrary to official or authorized signs.

PART VIII

SIGNS

40. No person shall place, maintain or display upon, or visible from, any highway, any sign, signal, marking, device or vegetation which,
- (a) conceals a traffic control device, traffic control signal from view,
 - (b) interferes with the effectiveness of a traffic control device or traffic control signal.
 - (c) appears to be or is an imitation of or resembles any official or authorized sign, traffic control signal or traffic control device.
41. No person shall move, remove, deface or in any manner interfere with any authorized or official sign, traffic control signal, marking or other traffic control device placed, erected or maintained under this by-law.
42. (1) No person shall drive any vehicle over any marking on the roadway where markers such as pylons are in place to indicate that the marking material has been freshly applied.
- (2) No person shall drive any vehicle onto any marker such as pylons placed on the roadway.

PART "B"

PROPERTY - PRIVATE PROPERTY AND PROPERTY OF THE CORPORATION

43. In this part:
- (a) "owner", when used in relation to property, means,
 - (i) the registered owner of the property,
 - (ii) the registered owner of a condominium unit whose consent shall extend only to the control of the unit of which he is owner and any parking spaces allotted to him by the condominium corporation or reserved for his exclusive use in the declaration or description of the property,
 - (iii) the spouse of a person described in subparagraph (i) or (ii) hereof,
 - (iv) where the property is included in description registered under The Condominium Act, the board of directors of the condominium corporation, or
 - (v) a person authorized in writing by the property owner as defined in subparagraph (i), (ii) or (iii) or (iv) hereof to act on the owner's behalf for requesting the enforcement of this part of the by-law;
 - (b) "occupant" means,
 - (i) the tenant of the property or part thereof whose consent shall extend only to the control of the land of which he is tenant and any parking spaces allotted to him under his lease or tenancy agreement,
 - (ii) the spouse of a tenant,
 - (iii) a person, the City of Clarence-Rockland, or a local board thereof having an

interest in the property under an easement or right of way granted to or expropriated by the person, the City of Clarence-Rockland or local board whose consent shall extend only to the part of the property that is subject to the easement or right of way, or

- (iv) a person authorized in writing by an occupant as defined in subparagraph (i), (ii) or (iii) hereof to act on the occupant's behalf for requesting the enforcement of this part of the by-law.

- 44. (1) The driver of a motor vehicle, not being the owner, is liable to any penalty provided under this part of the by-law, and the owner of a motor vehicle is also liable to such a penalty unless at the time the offence was committed the motor vehicle was in the possession of a person other than the owner without the owner's consent.
 - (2) Subject to subsection 4, the driver or owner of a motor vehicle parked or left on private property is not liable to any penalty or to have the motor vehicle removed from such property or impounded under this part of the by-law, except upon the written complaint of the owner or occupant of the property given to a constable, a municipal by-law enforcement officer or officer appointed for the carrying out of the provisions of this part of the by-law;
 - (3) Where an owner or occupant of property affected by this part of the by-law has posted signs stating conditions on which a motor vehicle may be parked or left on the property or prohibiting the parking or leaving of a motor vehicle on the property, a motor vehicle parked or left on the property contrary to such conditions or prohibition shall be deemed to have been parked or left without consent;
 - (4) If it is alleged in a proceeding that a provision of Part "B" of this by-law has been contravened, the oral or written evidence of a police officer, police cadet or municipal by-law enforcement officer is receivable in evidence as proof, in the absence of evidence to the contrary, of the facts stated therein in respect of,
 - (a) the ownership or occupancy of the property,
 - (b) the absence of the consent of the owner or occupant, and
 - (c) whether any person is an owner or an occupant as defined in Section 43.
 - (5) A document offered as evidence under subsection (4) shall be admitted without notice under the Evidence Act.
- 45. No person shall park or leave any motor vehicle on private property without the consent of the owner or occupant of the property.
 - 46. Whenever a motor vehicle is parked or left on private property without the express authority of the owner or occupant of such property, a police officer, police cadet, municipal law enforcement officer or an officer appointed for the carrying out of this By-law, upon the written complaint of the owner or occupant of the property, shall cause the said motor vehicle

to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, shall be paid by the owner of the said motor vehicle and such costs and charges shall be a lien upon the said motor vehicle which may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R.25.

47. The engineer, for the purpose of controlling and regulating parking in or on parking lots and for the purpose of measuring and recording the time during which a motor vehicle has been parked and for the amount of fee to be collected, is hereby authorized to:
 - (a) erect, maintain and operate parking meters in or on municipal parking lots,
 - (b) erect, maintain and operate parking machines or station attendances in or on municipal parking lots, and
 - (c) designate parking spaces in connection therewith.
48. Where parking meters have been erected, no person shall park any motor vehicle in a parking space or in any municipal parking lots during the hours of operation unless the meter controlling such parking space is used and the fee deposited thereunder in accordance with the rate indicated for the parking space and the meter is set in operation in accordance with the instructions given thereon.
49.
 - (1) Municipal parking lots that are equipped with parking machines are designated as pay and display parking lots.
 - (2) The Corporation may erect and display signs and machines in any pay and display parking lot to require payment for parking for the times of operation.
50.
 - (1) No person shall park a vehicle or permit it to remain parked in a pay and display parking lot unless:
 - (a) a fee is deposited in the parking machine for the time the vehicle is parked and a receipt is obtained; and
 - (b) the receipt is placed on the dashboard of the vehicle, face up, and easy to read from outside the vehicle and left there for the duration of the time paid for.
 - (2) No driver of a vehicle shall allow a vehicle to be parked in a pay and display parking lot for a time of day that is later than the time of day indicated on the receipt.
51.
 - (1) No person shall deposit or cause to be deposited in any parking machine any slug, device or other substitute for a coin of Canada or the United States of America.
 - (2) No person shall deface, conceal, tamper with, open, break, destroy or impair the usefulness of any parking machine.
 - (3) Nothing in this section shall permit a person to stop or park a vehicle at any location where stopping or parking is otherwise prohibited.

52. No person shall park or leave any motor vehicle on a property of the Corporation which parking is by sign designated as an area in which parking is prohibited.
53. No person shall park or leave any motor vehicle on a property of the Corporation where an area is by sign designated as reserved, unless the area is reserved for such person or class of persons.
54. No person shall park or leave any motor vehicle on a property of the Corporation where parking is by sign regulated by time limits for a longer period of time than that set out on the sign.
55. No person shall park or stop a motor vehicle or permit a motor vehicle to remain parked or stopped on a property of the Corporation in an area designated by sign as a loading zone, except for the purpose of and while actually engaged in loading thereon or unloading therefrom, passengers, freight or merchandise.
56. where an electric vehicle parking space has been identified on a property of the Corporation, no person shall park a motor vehicle or permit a motor vehicle to remain parked that does not conform to the following;
- (a) the electric vehicle charging station has been activated for its intended purpose;
 - (b) any required fee is deposited therein in accordance with the rate displaced on each electric vehicle charging station; and
 - (c) any other posted electric vehicle parking space restrictions.
57. Whenever a motor vehicle is parked or left in an unauthorized area on a property of the Corporation and is in contravention of any provision of part "B" of this by-law, a police officer, police cadet, municipal law enforcement officer or an officer appointed for the carrying out of the provisions of this By-law, shall upon the written complaint of an authorized employee of the Corporation may cause the said motor vehicle to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, shall be paid by the owner of the said motor vehicle and such costs and charges shall be a lien upon the said motor vehicle, which may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R. 25 as amended.

PART "C"

PARKING FOR PERSONS WITH DISABILITY

59. Reserved parking spaces for persons with disabilities shall be identified with authorized signs that comply with the signs described under section 11 of Ontario regulation 581 made under the Highway Traffic Act.

60. (1) The public parking area owner and operator shall be jointly responsible for the procurement and installation of the authorized signs referred to in Section 59.
- (2) The public parking area owner and operator shall be jointly responsible:
- (a) for the maintenance of the authorized signs referred to in Section 59, and
 - (b) for ensuring that the shape, symbols and colours of the authorized signs conform to the provisions of Section 59.
61. Persons with disabilities shall not be required to pay an amount in excess of the normal fee paid by other users of the same public parking facility.
62. (1) No person shall park or leave a motor vehicle in a public parking area in a parking space reserved persons with disabilities and identified by authorized signs unless a valid accessible parking permit is visibly displayed on its dashboard or on the sun visor in accordance with the provisions of the Highway Traffic Act.
- (2) The provisions respecting the placement of a valid accessible parking permit referred to in subsection (1) hereof shall be deemed to be satisfied if a valid accessible parking permit is visibly displayed on the dashboard or on the sun visor of the motor vehicle at the request of a constable, municipal law enforcement officer or a public parking area owner or operator.
- (3) No public parking area owner or operator shall authorize any person to park or leave a motor vehicle in a space reserved for persons with disabilities and identified by authorized signs unless,
- (a) the driver is a person with a disability or a person conveying a person with a disability; and
 - (b) a valid accessible parking permit is visibly displayed on the dashboard or on the sun visor of said vehicle in accordance with the provisions of the Highway Traffic Act.
- (4) A displayed accessible parking permit shall not be valid when the motor vehicle in or on which it is displayed is not actually being used for the purposes of picking up or transporting a person with a disability.
- (5) No person, other than the person to whom it was issued or a person conveying the person to whom it was issued, or a person providing transportation services for a corporation or organization to whom it was issued to provide transportation services primarily to persons with disabilities shall use or display an accessible parking permit issued to a person with a disability.
- (6) Notwithstanding the other provisions of this by-law, a municipal law enforcement officer, a constable or an officer appointed for carrying out the provisions of Part "C"

of this by-law does not require a complaint of the public parking area owner or operator to enforce the provisions of subsection (1) hereof.

- (7) The appointment of municipal law enforcement officers to enforce Part "C" of this by-law shall be deemed to be sufficient authority to enforce the provisions of subsection (1) hereof.
63. Public parking area owners and operators shall maintain unobstructed access to each parking space for persons with disabilities identified by authorized signs and each space shall be kept free of snow or otherwise maintained to the same standards as all other parking spaces in the same parking facility.

PART "D"

REQUESTS FOR CHANGES

64. Members of the community may submit requests for changes to infrastructure elements such as authorized or official signs, traffic control signals, markings or other traffic control devices in accordance with the Corporation's established procedures.

PART "E"

OFFENCES AND PENALTIES

65. (1) Any person who contravenes any of the provisions of this By-law is guilty of an offence and is subject to the provisions of the Provincial Offences Act, R.S.O.1990, Chapter P.33, and amendments thereto.
- (2) Any person who contravenes any of the provisions of this By-law is guilty of an offence and is subject to the provisions of the Municipal Act, S.O. 2001, c.25 as amended.
- (3) Any person who is issued a parking infraction notice for alleged violation of Section 62(1) hereof because a valid accessible parking permit was not displayed and who within thirty (30) days (exclusive of Saturdays, Sundays and Public Holidays) from the date of issue of the parking infraction notice obtains a valid accessible parking permit, upon presentation of the said notice and the said permit at the office of the issuer of the said Notice, shall not be required to pay the penalty for the alleged violation of the provisions of the said Notice.
66. In addition to any other penalties provided by this by-law, upon discovery of any vehicle parked, stopped or standing on any highway in contravention of the provisions of this by-law,

a police officer, police cadet, municipal law enforcement officer or an officer appointed for the carrying out of the provisions of this By-law, may cause such vehicle to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removing, care and storage thereof, if any, are a lien upon the vehicle being released and may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R.25 as amended.

67. (1) The owner of a vehicle that is parked, stopped or left standing in contravention of this by-law is guilty of an offence unless the owner proves to the satisfaction of the court that at the time of the offence, the vehicle was in the possession of another person without the owner's consent, express or implied.
- (2) The owner of a vehicle shall incur the penalties provided for any contravention of this by-law unless, at the time of the contravention, the vehicle was in the possession of some person other than the owner or his chauffeur without the owner's consent and the driver or operator of a vehicle not being the owner shall also incur the penalties provided for any such contravention.

PART IX

ADMINISTRATIVE PENALTIES

68. All the provisions of this by-law are hereby designated for the purposes of section 3 (1) (b) of the Administrative Penalty Regulation, O. reg 333/07 as parts of the by-law to which the Corporation's Penalty by-law applies.
69. Every person who contravenes a designated provision of this by-law shall, when given a penalty notice, in accordance with the Corporation's Administrative Penalty by-law, be liable to pay to the Corporation an administrative penalty in the amount specified.
70. The Provincial Offences Act, R.S.O. 1990, c.P.33, as amended does not apply to a contravention of a provision in this by-law that is designated as part of this by-law to which the Corporation's Administrative Penalty by-law applies.

PART X

APPLICATION AND ADMINISTRATION

71. (1) This by-law shall be enforced by the Police or designate and the Municipal Law Enforcement Officers of the Corporation.
- (2) The Police or designate and the Municipal Law Enforcement Officers are exempt

from complying with the provisions of this by-law while actively engaged in its enforcement on the parts thereof that they have been appointed to enforce when no suitable parking is available.

- (3) No person shall obstruct, hinder or interfere with the Municipal Law Enforcement Officer in the lawful performance of his/her duties.

72. This by-law applies to all highways under the jurisdiction of the Corporation.
73. The provisions of this by-law are subject to the provisions of the Highway Traffic Act as amended.
74. By-law number 1998-85 and 2007-01 are hereby repealed on the day that by-law 2019- comes into force.
75. This by-law shall come into force and take effect on June 1st, 2020.

READ, DONE AND PASSED IN OPEN COUNCIL THIS XXXXX

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

ADMINISTRATIVE PENALTIES BY-LAW NO. 2019-

Being a by-law to establish a system of Administrative Penalties in the City of Clarence-Rockland

WHEREAS subsection 102.1 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended ("*Municipal Act, 2001*"), provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

WHEREAS the Province adopted the "Administrative Penalties" regulation, O.Reg 333/07, pursuant to the *Municipal Act, 2001* that applies to administrative penalties in respect of the parking, standing or stopping of vehicles;

WHEREAS the City of Clarence-Rockland considers it desirable to designate portions of the City's Traffic By-law No.2019-013, as amended, that deal with parking, standing or stopping of vehicles to be applicable to the administrative penalty system established through this By-law;

WHEREAS the City of Clarence-Rockland considers it desirable to have one administrative penalty system for all by-laws to which administrative penalties may apply and may designate other by-laws to be applicable to the administrative penalty system established through this By-law;

AND WHEREAS the City of Clarence-Rockland considers it desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the administrative penalty system;

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

PART I – SHORT TITLE

1. This By-law may be referred to as the "Administrative Penalty By-Law – Parking".

PART II – DEFINITIONS

2. For the purposes of this By-law:

"Administrative Penalty" means a monetary penalty as set out in Schedule "A" to this By-law for a contravention of a Designated By-law;

“By-law” means this by-law and any schedule to this by-law as they may be amended from time to time;

“City” means The Corporation of the City of Clarence-Rockland;

“Clerk” means the Clerk for the City, or his or her delegate;

“Corporation” means the Corporation of the City of Clarence-Rockland;

“Council” means the elected Council of the City of Clarence-Rockland;

“Decision of a Hearings Officer” means a notice that contains the decision of a Hearings Officer;

“Designated By-law” means a by-law or provision of a by-law that is designated under this or any other by-law, as a by-law or provision of a by-law to which this By-law applies and is listed in Schedule “A” attached to this By-law;

“Hearing No Show Fee” means an administrative fee set out in Schedule “B” to this By-law in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearings Officer;

“Hearings Officer” means a person from time to time appointed by Council pursuant to the Screening and Hearings Officer By-law;

“Holiday” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any day the offices for the City are officially closed for business;

“Late Payment Fee” means an administrative fee set out in Schedule “B” to this By-law in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law;

“MTO Plate Denial Fee” means an administrative fee set out in Schedule “B” attached to this By-law in respect of notifying the Registrar of motor vehicles for the purpose of plate permit denial;

“MTO Search Fee” means an administrative fee set out in Schedule “B” to this By-law in respect of searching the records of the Ontario Ministry of Transportation;

“Officer” means each of:

- (a) a Municipal Law Enforcement Officer or other person appointed by or under the authority of a City by-law to enforce a Designated By-law, and
- (b) a police officer employed by the Ontario Provincial Police (OPP).

“Penalty Notice” means a notice containing an Administrative Penalty given to a person pursuant to section 5 of this By-law;

“Penalty Notice Date” means the date of the contravention specified on the Penalty Notice pursuant to subsection 7 (b);

“Penalty Notice Number” means the number specified on the Penalty Notice pursuant to subsection 7 (c);

“Person” includes an individual and a corporation;

“Regulation” means the Administrative Penalties, Ontario Regulation 333/07;

“Request for Review by Hearings Officer” means the form attached to the Notice of Decision which may be filed by a Person under subsections 21 of this By-law;

“Screening Decision” means a notice that contains the decision of a Screening Officer;

“Screening No Show Fee” means an administrative fee set out in Schedule “B” to this By-law in respect of a person’s failure to appear at the time and place scheduled for a review by a Screening Officer; and

“Screening Officer” means a person from time to time appointed by Council pursuant to the Screening and Hearings Officer By-law.

PART III – DESIGNATED BY-LAWS

3. City by-laws, or portions of City by-laws, that are listed in Schedule A to this By-law shall be Designated By-laws and are hereby designated for the purposes of section 3 (1) (b) of the Regulation and the provisions of this By-law shall apply to any contravention of a Designated By-law. Schedule A shall set out the short form wording to be used for the contraventions of Designated By-laws and also set out the Administrative Penalties imposed for the contraventions.
4. The *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, does not apply to a contravention of a Designated By-law.

PART IV – PENALTY NOTICE

5. Every Person who contravenes a provision of a Designated By-law shall, when given a Penalty Notice, be liable to pay to the City the Administrative Penalty set out in the Penalty Notice within 15 days of the Penalty Notice

Date.

6. An Officer who has reason to believe that a Person has contravened a provision of a Designated By-law may issue a Penalty Notice to that Person.
7. A Penalty Notice shall include the following information:
 - (a) the vehicle license plate number;
 - (b) the Penalty Notice Date;
 - (c) a Penalty Notice Number;
 - (d) the short form contravention wording listed in Schedule A, which describes the particulars of the contravention;
 - (e) the amount of the Administrative Penalty;
 - (f) such information as the Clerk determines is appropriate respecting the process by which the person may exercise the person's right to request a review of the Administrative Penalty;
 - (g) a statement advising that an Administrative Penalty, including any administrative fee, will, unless cancelled or reduced pursuant to a review, constitute a debt of the person to the City; and
 - (h) the name and identification number of the Officer.
8. (1) In addition to service methods provided for in section 33 (1), an Officer may serve the Penalty Notice on a person who is the owner of a vehicle, where the vehicle is identified in the Penalty Notice, by:
 - (a) affixing it to the vehicle in a conspicuous place at the time of the alleged infraction; or
 - (b) by delivering it personally to the person having care and control of the vehicle at the time of the alleged infraction.
- (2) Service of a Penalty Notice under subsection 33 (1) is effective at the time it is affixed to the vehicle or delivered to the person having care and control of the vehicle.
9. No Officer may accept payment of an Administrative Penalty.
- 10.(1) A person who is given a Penalty Notice and who does not pay the amount of the Administrative Penalty within 15 days of the Penalty Notice Date shall pay to the City an MTO Search Fee.

- (2) Despite subsection 34 (2), for the purposes of subsection 10(1) the Administrative Penalty is due and payable on the Penalty Notice Date where a Person does not pay the Administrative Penalty within 15 days after the Penalty Notice Date.

PART V – REVIEW BY A SCREENING OFFICER

11. A person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so within 15 days after the Penalty Notice Date.
12. (1) If a person has not requested a review within the time limit set out in section 11, a person may request that the Screening Officer extend the time to request a review within 30 days after the Penalty Notice Date.
- (2) A Person's right to request an extension of time in subsection 12. (1) expires if it has not been exercised within 30 days after the Penalty Notice Date at which time:
- (a) the Person shall be deemed to have waived the right to request a review;
 - (b) the Administrative Penalty, including any administrative fees, shall be deemed to be affirmed on the 16th day after the Penalty Notice Date; and
 - (c) the Administrative Penalty, including any administrative fees, is not subject to any further review, including review by any court.
13. A person's right to request a review or to request an extension of time to request a review are exercised by:
- (a) calling the telephone number listed on the Penalty Notice, providing the information required as set out in the Penalty Notice and scheduling the time and place for the review; or
 - (b) attending in person at the location listed in the Penalty Notice to provide the information required in the Penalty Notice and scheduling the time and place for the review.
14. A review or a request for an extension of time to request a review shall only be scheduled by the City if the Person has exercised his or her right to request a review or an extension of time to request a review within the time limits set out in sections 11 or 12.
15. Where a person fails to attend at the time and place scheduled for a

review:

- (a) the person shall be deemed to have abandoned the request for a review of the Administrative Penalty;
 - (b) the person shall pay to the City a Screening No Show Fee ;
 - (c) the Administrative Penalty, including any administrative fees, shall be deemed to be affirmed on the date that was scheduled for the review; and
 - (d) the Administrative Penalty, including any administrative fees, is not subject to any further review, including review by any court.
16. (1) For the purposes of subsection 12 (1), the Screening Officer may only extend the time to request a review of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that prevented the Person from exercising the right to request a review in the timeframe set out in section 11.
- (2) Where an extension of time is not granted by the Screening Officer, the Administrative Penalty, including any administrative fees, is deemed to be affirmed.
17. On a review of the Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any administrative fee, or the Screening Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any administrative fee, on the following grounds:
- (a) where the person establishes on a balance of probabilities, that he or she did not contravene the Designated By-law as described in the Penalty Notice; or
 - (b) the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any administrative fees, is necessary to relieve any undue hardship.
18. After a review of the Administrative Penalty has been held, the Screening Officer shall deliver a Screening Decision to the person.

PART VI – REVIEW BY A HEARINGS OFFICER

19. A person may request a review of a Screening Decision by a Hearings Officer and shall do so within 15 days after the Screening Decision has been delivered to the person.

20. (1) If a person has not requested a review within the time limit set out in section 19, a person may request that the Hearings Officer extend the time to request a review within 30 days after the Screening Decision has been delivered to the person.
- (2) A person's right to request an extension of time in subsection 20 (1) expires if it has not been exercised within 30 days after the Screening Decision has been delivered at which time:
- (a) the person shall be deemed to have waived the right to request a hearing;
 - (b) the Screening Decision, which includes the Administrative Penalty and any administrative fees, shall be deemed to be affirmed; and
 - (c) the Screening Decision, which includes the Administrative Penalty and any administrative fees, is not subject to any further review, including review by any court.
21. A person's right to request a review of a Screening Decision or to request an extension of time to request the review are exercised by attending in person or by representative at the place specified in the Request for Review by Hearings Officer form and filing a completed form.
22. A review or a request for an extension of time to request a review shall only be scheduled by the City if the person has exercised his or her right to request a review or an extension of time to request a review within the time limits set out in sections 19 or 20.
23. Where a person fails to attend at the time and place scheduled for a review by the Hearings Officer:
- (a) the person shall be deemed to have abandoned the request for a review of the Screening Decision;
 - (b) the person shall pay to the City a Hearing No Show Fee; and
 - (c) the Screening Decision, which includes the Administrative Penalty and any administration fees, shall be deemed to be affirmed on the day scheduled for the Hearing; and
 - (d) the Screening Decision, which includes the Administrative Penalty and any administration fees, is not subject to any further review, including review by any court.
24. (1) For the purposes of section 20, the Hearings Officer may only extend the time to request a review of a Screening Decision where the Person

demonstrates, on a balance of probabilities, the existence of extenuating circumstances of extenuating circumstances that prevented the person from exercising the right to request a review in the timeframe set out in section 19.

- (2) Where an extension of time is not granted by the Hearing Officer the Screening Decision, which includes the Administrative Penalty and any administrative fees, is deemed to be affirmed and shall not be subject to any further review, including review by any court.
25. A Hearings Officer shall not make any decision respecting a review of a Screening Decision unless the Hearings Officer has given the person and the City an opportunity to be heard at the time and place scheduled for the hearing of the review.
26. On a review of a Screening Decision, the Hearings Officer may affirm the Screening Decision, or the Hearings Officer may cancel, reduce or extend the time for payment of the Administrative Penalty, including any administrative fee, on the following grounds:
 - (a) where the person establishes on a balance of probabilities, that he or she did not contravene the Designated By-law as described in the Penalty Notice; or
 - (b) the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any administrative fee, is necessary to relieve any undue hardship.
27. All hearings conducted by the Hearings Officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
28. After a hearing is completed the Hearings Officer shall issue to the person a Decision of a Hearings Officer.
29. Any decision by a Hearings Officer is final and is not subject to any further review, including review by any court.
30. Neither a Screening Officer nor a Hearings Officer has jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

PART VII – ADMINISTRATION OF THE BY-LAW

31. (1) The Clerk shall administer the By-law and establish any practices, policies and procedures necessary to implement the By-law.

- (2) The Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement the By-law and may amend such forms and notices from time to time as he/she deems necessary.
32. (1) The Clerk may cancel an Administrative Penalty, including any administrative fee, where the Penalty Notice was issued to a person because:
- (a) an error was made by the City; or
 - (b) the licence plate or vehicle subject to the contravention had been stolen from the Owner at the time of the contravention.
32. (2) The Clerk may cancel any administrative fee, without cancelling the Administrative Penalty, where the fee was imposed as the result of an error made by the City.

PART VIII – SERVICE OF DOCUMENTS

33. (1) Service of any document or notice, including a Penalty Notice, respecting this By-law may be given in writing in any of the following ways and is effective:
- (a) when a copy is delivered to the person to whom it is addressed;
 - (b) on the 5th day after a copy is sent by registered mail or by regular letter mail to the person's last known address;
 - (c) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
 - (d) upon the sending a copy by e-mail transmission to the person's last known e-mail address.
- (2) For the purposes of subsections 33 (1) (b), (c) and (d), a Person's last known address, facsimile number and e-mail address may include an address, facsimile number and e-mail provided by the person to the City as may be required by a form, practice or policy developed under this By-law.

PART VIX – GENERAL PROVISIONS

34. (1) An Administrative Penalty, including any administrative fees, that is

affirmed or reduced or in respect of which the time for payment has been extended is due and payable and constitutes a debt to the City owed by the Person to whom the Penalty Notice was given.

- (2) An Administrative Penalty, including any administrative fees, that is deemed affirmed is automatically affirmed under this By-law and does not require an exercise of the powers provided to the Screening Officer or the Hearings Officer.
35. Where an Administrative Penalty is not paid within 15 days after it becomes due and payable, the Person to whom the Penalty Notice was given shall pay to the City a Late Payment Fee.
36. Where an Administrative Penalty is not paid within 30 days after it becomes due and payable, the Person to whom the Penalty Notice was given shall pay to the City an MTO Plate Denial Fee.
37. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearings Officer any administrative fee is also cancelled.
38. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
39. Any schedule attached to this By-law forms part of this By-law.

PART X – EFFECTIVE DATE AND VALIDITY

40. This By-law shall come into force and effect on June 1st, 2020.
41. If a court of competent jurisdiction declares any provision, or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of the Council in enacting this By-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this XXXX

SCHEDULE A

CITY OF CLARENCE-ROCKLAND ADMINISTRATIVE PENALTY

BY-LAW - DESIGNATED BY-LAW PROVISIONS

TRAFFIC AND PARKING BY-LAW 2019-

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Traffic and Parking By-law 2019- , as amended that are hereby designated for the purposes of 3 (1) (b) of the Regulation.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	Sect. 5. (1)(a)	Park more than 15 cm from curb	\$ 85.00
2	Sect. 5. (1)(a)	Park facing wrong way	\$ 85.00
3	Sect. 8. (k)	Park obstructing sidewalk	\$ 85.00
4	Sect. 8. (b)	Park within 3 m of fire hydrant	\$100.00
5	Sect. 8. (c)	Park in front of driveway	\$ 85.00
6	Sect. 8. (c)	Park in front of laneway	\$ 85.00
7	Sect. 8. (a)	Park within 6 m of intersection	\$ 85.00
8	Sect. 8. (l)	Obstructing traffic	\$ 100.00
9	Sect. 12.(2)(b)	Park on crosswalk	\$ 85.00
10	Sect. 13.(2)(a)	Park on pedestrian crossover	\$ 85.00
11	Sect. 17(1)(a)	Parking 1:00 a.m. to 7:00 a.m. prohibited	\$ 85.00
12	Sect. 11	Park in prohibited area	\$ 85.00
13	Sect. 14(1)	Stop where sign prohibiting stopping is displayed	\$100.00
15	Sect. 7.(i)	Park in no parking loading zone	\$ 100.00
16	Sect. 10	Park interfering with snow removal and/or winter maintenance	\$ 125.00
18	Sect. 6(2)	Park detached trailer on street	\$ 85.00
19	Sect. 6.(1)	Park heavy truck on street in excess of 2 hours	\$ 125.00
20	Sect. 45	Park on private property	\$ 85.00

21	Sect. 16.(1)	Park prohibited time as posted	\$ 100.00
22	Sect. 14(1)	Stop prohibited time as posted	\$100.00
23	Sect. 8.(g)	Park unlicensed vehicle	\$ 85.00
24	Sect. 8.(f)	Park vehicle for the purpose of selling it	\$ 85.00
25	Sect. 52	Park on municipal property	\$ 85.00
26	Sect. 50.(1)(b)	Park and fail to display receipt	\$ 85.00
27	Sect. 50.(2)	Park and exceed time displayed on pay and display receipt	\$ 85.00
28	Sec 7.(h)	Park/stop in taxi zone/stand	\$ 85.00
29	Sect. 62.(1)	Park accessible parking space on street/no permit	\$350.00
30	Sect. 62.(1)	Park in accessible parking space/no permit	\$350.00

SCHEDULE B
CITY OF CLARENCE-ROCKLAND ADMINISTRATIVE
PENALTY BY-LAW
ADMINISTRATIVE FEES

ITEM	COLUMN 1 Administrative Fee	COLUMN 2 Amount
1	Late Payment Fee	\$15.00
2	MTO Plate Denial Fee	\$22.00
3	MTO Search Fee	\$10.00
4	Screening No Show Fee	\$50.00
5	Hearing No Show Fee	\$100.00

Attachment 3 to report ADM-2019-013
Proposed modifications to parking signs

	Street	Location	Proposed Change	Reason
1	Dahlia	East side from Albert street to 145 Dahlia	No parking	multiple complaints, narrow street and cannot respect 1.5 meter from driveways
2	Dahlia	Cul-de-sac and East side of Dahlia	No parking from November 15 to April 1st	multiple complaints, narrow street gets narrower with snow accumulation for emergency traffic
3	Nathalie	North and South sides of Nathalie from first driveway to Caron	No parking	multiple complaints and visibility issue at intersection.
4	Nathalie	North and South sides of Nathalie from cul-de-sac to Caron	No parking from November 15 to April 1st	multiple complaints, narrow street gets narrower with snow accumulation for emergency traffic
5	Raymond	North side between beginning of curve to Eliot and from 2616 Raymond to Eliot	No parking	poor visibility for uncoming traffic and for vehicles turning from Eliot
6	Raymond	South side from 2661 Raymond to 2609 Raymond	No parking	poor visibility for uncoming traffic and for vehicles turning from Eliot
7	Eliot	West side from Raymond Street to 185 Eliot	No parking from November 15 to April 1st	narrow street gets narrower with snow accumulation for emergency traffic
8	Eliot	North side from Charron street to 209 Eliot	No parking from November 15 to April 1st	narrow street gets narrower with snow accumulation for emergency traffic
9	Eliot	East side (curve area) from driveway to 208 Eliot for a distance of 30 meters westerly	No parking	improve traffic flow and visibility
10	Bonavista	West bound 30 meters along part of 290 and 296 Bonavista	No parking	One sign is missing

11	Côté	West bound from Caron to 3 meters pass fire hydrant along 741 Côté Street	No parking	One sign is missing
12	Heritage	East and West from Laurier to Sylvain & Raymond St.	No parking	Some signs missing
13	Laurier	South side 6 meters both sides of entrance at 2169 Laurier	No parking	One sign is missing
14	Morris	South side in front of 726 Morris	No parking	One sign is missing
15	St-Jean	North of Laurier South bound for a distance of 30 meters northerly	No parking	Right turning lane from St-Jean to Laurier in that area
16	St-Jean	North of Laurier North bound from Laurier to entrance to church parking	No parking	Single lane of traffic North bound on St-Jean
17	Notre Dame	South and North bound from Laurier street to Alma street	No parking	Damaged & missing signs
18	Notre Dame	South and North bound from Alma to Tania street	No parking from December 15 to March 15	Damaged and faded signs to replace
19	Notre Dame	North of Laurier Street, south and North bound	No parking from December 15 to March 15	Some signs missing
20	St-Joseph	East side from Laurier Street to DuParc Avenue	No parking	Signs missing
21	Victor	East and west sides from Laurier Street to cul-de-sac	No parking	Some signs missing
22	Caron	Narrow laneway from 793 to 813 Caron	No parking	Narrow laneway, new signs to be installed
23	Sebastien	East side of Sebastien from cul-de-sac to St-Jacques	No parking from November 15 to April 1st	narrow street gets narrower with snow accumulation for emergency traffic
24	Laurier	north side of Laurier street from 1486 to 1560 Laurier	No parking	No parking in front of new fire station so as to improve visibility