



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

December 16, 2019, 6:00 pm
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. **Opening of the meeting**
The meeting is scheduled to begin at 6:00 pm in order to allow for a closed session.
The portion of the meeting that is open to the public begins at 7:15 pm.
2. **Prayer** 1
3. **Adoption of the agenda**
4. **Disclosure of pecuniary interests** 3
5. **Closed Meeting**
 - 5.1 **Closed meeting minutes of November 18, 2019**
 - 5.2 **Potential Litigation – Contractual infringement**
 - 5.3 **Potential Litigation - Subdivision Agreement**
 - 5.4 **Human Resources matter**
6. **Closed Meeting report**
7. **Announcements**

8. Comment/Question Period

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

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

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

9. Council Members' Items

10. Consent Items

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

10.1 Adoption of the minutes of the following meetings:

- a. Regular meeting - December 2, 2019 5
- b. Committee of the Whole - December 2, 2019 21

10.2 Receipt of the minutes of the following meetings:

- a. Committee of Adjustment - October 30, 2019 29

10.3 Resolution to adopt the tax reductions under Sections 357-358 of the Municipal Act 37

10.4 Resolution to adopt the salaries paid from November 3, 2019, to November 30, 2019, in the gross amount of \$1,023,825.62 and net amount of \$743,751.78

10.5 Resolution to hire a full-time certified educator for daycares 41

11. Committee/Staff Reports

11.1 Accounts paid 55

11.2	Traffic & Parking by-law and Administrative Penalties by-law	59
11.3	Award of insurance contract	109
12.	By-laws	
	Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.	
12.1	2019-114 - User fees By-Law	129
12.2	2019-118 - 2020 Water & Sewer Rates	159
12.3	2019-119 - 2020 Waste Rates	165
13.	Confirmatory By-law	169
14.	Adjournment	



CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND
RÉUNION RÉGULIÈRE

le 16 décembre 2019, 18 h 00

Council Chambers

415 rue Lemay Street, Clarence Creek, Ont.

Pages

1. **Ouverture de la réunion**
La réunion débute à 18h afin de permettre une session à huis clos.
La section de la réunion ouverte au public débute à 19h15.
2. **Prière** 1
3. **Adoption de l'ordre du jour**
4. **Déclarations d'intérêts pécuniaires** 3
5. **Réunion à huis clos**
 - 5.1 **Procès-verbal de la réunion à huis clos du 18 novembre 2019**
 - 5.2 **Litige potentiel – violation contractuelle**
 - 5.3 **Litige potentiel - entente de subdivision**
 - 5.4 **Dossier des ressources humaines**
6. **Rapport de la réunion à huis clos**
7. **Annonces**

8. Période de Questions/Commentaires

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

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

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

9. Items des membres du Conseil

10. Items par consentement

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

10.1 Adoption des procès-verbaux des réunions suivantes:

- | | |
|--|----|
| a. Réunion régulière - 2 décembre 2019 | 5 |
| b. Comité plénier - 2 décembre 2019 | 21 |

10.2 Réception des procès-verbaux des réunions suivantes:

- | | |
|---|----|
| a. Comité de dérogation - 30 octobre 2019 | 29 |
|---|----|

10.3	Résolution pour adopter les réductions de taxes conformément aux articles 357-358 de la loi sur les Municipalités	37
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10.4	Résolution pour adopter les salaires payés pour la période du 3 novembre 2019 au 30 novembre 2019, aumontan brut de 1 023 825,62\$ et montant net de 743 751,78\$	
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10.5	Résolution pour embaucher une éducatrice diplômée temps plein pour les garderies	41
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11. Rapports des Comités/Services

11.1	Comptes payés	55
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11.2	Règlement sur la circulation et le stationnement et les pénalités administratives	59
11.3	Octroi du contrat d'assurance	109
12.	Règlements municipaux	
	Les règlements énumérés dans cette section de l'ordre du jour seront sujet à être considéré pour approbation sous une résolution qui n'est pas sujette au débat et non-modifiable. Si un membre du conseil désire engager une discussion ou un débat par rapport à un de ces règlements, il/elle doit demander que l'item soit considéré séparément avant que le vote ait lieu.	
12.1	2019-114 - Règlement sur les frais usagers	129
12.2	2019-118 - Taux 2020 pour l'eau et les égouts	159
12.3	2019-119 - Taux 2020 pour les déchets	165
13.	Règlement de confirmation	169
14.	Ajournement	

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

Notre Père

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

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

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

May your name be glorified through our efforts.
Amen



Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

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

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

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

Name (print)	Signature	Date

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

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

DUTY OF MEMBER

When present at meeting at which matter considered

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

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

Where member to leave closed meeting

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

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

OBLIGATIONS DU MEMBRE

Participation à une réunion où l'affaire est discutée

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

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

Exclusion de la réunion à huis clos

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



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

December 2, 2019
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:15 pm.

2. Prayer

Councillor Carl Grimard recites the prayer.

3. Adoption of the agenda

RESOLUTION 2019-219

Moved by Mario Zanth

Seconded by Carl Grimard

BE IT RESOLVED THAT the agenda be adopted with the following addition:

11.2. Request for additional funds for Lacroix Road culvert replacement project

CARRIED, as modified

4. **Disclosure of pecuniary interests** (none)

5. **Closed Meeting** (none)

6. **Closed Meeting report** (none)

7. **Announcements**

Councillor Carl Grimard announces that the Rockland Help Center food drive was a success.

Councillor Christian Simard announces that the Club Joie raises funds for activities for local youth.

Councillor André J. Lalonde explains that last Thursday, a hockey game was held between the City's firefighters and the employees, who were accompanied by some members of Council.

8. **Comment/Question Period**

Rolland Labonté, representing his daughter living at 1573 Rollin Road, asks if it is possible to have access to a hard copy of the agenda. Mayor Desjardins replies that the agenda is accessible online on the City's website.

9. **Council Members' Items**

9.1 **Members' Resolution presented by Mayor Guy Desjardins and seconded by Councillor Christian Simard in regard to single use water bottles**

RESOLUTION 2019-220

Moved by Guy Desjardins

Seconded by Christian Simard

WHEREAS single use plastics are significant items of unnecessary waste that damage our environment;

BE IT RESOLVED THAT Council encourages a voluntary ban of single-use water bottles at all municipal facilities where potable water is available; and

BE IT FURTHER RESOLVED THAT the administration in consultation with the Environmental Advisory Committee be mandated to develop a program to phase out the use of bottled water at all municipal facilities and to develop an awareness campaign about the positive benefits and quality of municipal water supplies.

CARRIED

10. Consent Items

RESOLUTION 2019-221

Moved by Michel Levert

Seconded by André J. Lalonde

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of December 2, 2019, be adopted:

10.1. Adoption of the minutes of the following meetings:

- a. Regular meeting - November 18, 2019
- b. Committee of the Whole - November 18, 2019

10.2. Receipt of the minutes of the following meetings:

- a. Public Library Board - July 9, 2019
- b. Public Library Board - September 17, 2019
- c. Public Library Board - October 8, 2019

10.3. The following recommendations from Committee of the Whole of November 18, 2019

- a. Resolution to approve the consultant Services to Manage Snow Dump Facility Project
- b. Resolution to reimburse building permit fees to Mrs. Joanne Butler

10.5. Resolution to hire Ashley Versolato as a full-time certified educator for daycares

10.6. Resolution to hire Marie Jenny Toussaint Laphargue as a full-time certified educator for daycares

10.7. Resolution to approve additional funding for the construction of Wastewater Treatment Plant upgrades

10.8. Resolution to distribute the UCPR grant to the community activities

CARRIED

Text of the resolutions as adopted by consent under Resolution 2019-221

10.3a. WHEREAS Council approved a \$1,271,000 budget for consulting services, design and construction of a snow storage site during the 2019 budget deliberations;

WHEREAS Mr. Darch has been extensively involved in advancing key initiatives such as the Caron Pond project and has extensive knowledge of the City's operations;

WHEREAS the development of a permanent snow storage site is an urgent priority and that the Department does not have the capacity to manage the project internally;

BE IT RESOLVED THAT Council approves that the Administration deviates from the current procurement policy to sole source the consulting services to Mr. Darch;

BE IT RESOLVED THAT the Chief Administrative Officer be authorized to sign an upset limit contract of \$100,000 with Mr. Darch for the services to manage the development of the snow storage site project.

10.3b. BE IT RESOLVED THAT Council authorizes the reimbursement of \$1355,52 for Building Permit 2019349 to Mrs. Joanne Butler for the replacement of the foundation of her property, further to 2019 spring floods.

10.5 BE IT RESOLVED THAT Municipal Council hereby accepts the hiring of Mrs. Ashley Versolato as a full-time certified educator, effective December 3rd, 2019 and that she be subject to a probationary period of six (6) months; and;

BE IT ALSO RESOLVED THAT Mrs. Ashley Versolato's salary be established at Level 1, Class 7 (White-Collars), of the unionized employee's salary scale, as recommended.

10.6 BE IT RESOLVED THAT Municipal Council hereby accepts the hiring of Mrs. Marie Jenny Toussaint Laphargue as a full-time certified educator, effective December 16th, 2019 and that she be subject to a probationary period of six (6) months; and;

BE IT ALSO RESOLVED THAT Mrs. Marie Jenny Toussaint Laphargue's salary be established at Level 2, Class 7 (White-Collars), of the unionized employee's salary scale, as recommended.

10.7 WHEREAS Council has approved funding for the Wastewater Treatment Plant Upgrades in the amount of \$12,600,000; and

WHEREAS tenders were called to retain a general contractor for this project; and

WHEREAS Louis W Bray Limited submitted the lowest bid in the amount of \$16,923,760 (excluding HST); and

WHEREAS the revised project expenditures for the upgrades are now estimated to be \$22,000,000; now therefore

BE IT RESOLVED THAT Council authorizes that an additional \$9,400,000 in funding authority be approved for this project bringing the project cost upset limit to \$22,000,000; and

BE IT RESOLVED THAT Council authorizes that this additional funding be secured from the issuance of long-term debt; and

BE IT RESOLVED THAT Council authorizes that the City executes an agreement with Louis W Bray Limited in the amount of \$16,923,760 (excluding HST) for the construction of the wastewater treatment plant upgrades.

10.8 WHEREAS the City of Clarence-Rockland received an amount of \$10 000 from the United Counties of Prescott-Russell in 2019 to cover certain costs for community, recreational and cultural activities;

BE IT RESOLVED THAT Council accepts that the amount of \$10,000 be granted as follows:

- \$5,000 to the Ottawa River Festival;
- \$3,000 to the Canada 150 Celebrations;
- \$1,500 Art Exhibit at the City of Clarence-Rockland Cultural and Recreational Complex; and
- \$500 to the Clarence-Rockland Senior Games, as recommended.

10.4 Resolution to authorize the write-off of 11 accounts receivable

Further to questions, Frédéric Desnoyers explains that the outstanding amounts that can be transferred to tax bills must be related to the properties, which means that daycare fees are not eligible.

Further to questions, Brian Wilson confirms that he will follow-up on the inspections outlined in this report in order to determine their purpose.

RESOLUTION 2019-222

Moved by Carl Grimard

Seconded by Don Bouchard

BE IT RESOLVED THAT council authorizes the write-off of 11 accounts receivable for a total of \$7,234.55 as listed in appendix A to Report No. FIN2019-039, from the provision for bad debts account.

CARRIED

11. Committee/Staff Reports

11.1 Community Improvement Project Area modification

RESOLUTION 2019-223

Moved by Mario Zanth

Seconded by Christian Simard

WHEREAS Council has approved by-law 2017-02 to establish a Community Improvement Project Area;

WHEREAS Council has requested on September 16, 2019 to extend the Project Area to 1055 Laurier Street;

BE IT RESOLVED THAT Council adopts By-Law 2019-109, being a by-law to designate properties along Laurier Street to be part of the Community Improvement Project Area; and

BE IT RESOLVED THAT Council agrees that the application submitted by the owners of 1055 Laurier Street be approved under the Community Improvement Plan Program even though the application was submitted after the works were completed.

CARRIED

11.2 Request for additional funds for Lacroix Road culvert replacement project

RESOLUTION 2019-224

Moved by Michel Levert

Seconded by Don Bouchard

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

CARRIED

12. By-laws

RESOLUTION 2019-225

Moved by Carl Grimard

Seconded by Mario Zanth

BE IT RESOLVED THAT the following by-laws be adopted:

12.2. 2019-107 - to authorize the borrowing upon amortizing debentures (20 years)

12.3. 2019-108 - to authorize the borrowing upon amortizing debentures (15 years)

12.4. 2019-110 - to change a street name – Maxime Court, Cheney

12.6. 2019-112 - Borrowing By-Law for current expenditures 2020

CARRIED

12.1 2019-85 - to adopt the Development Charges

RESOLUTION 2019-226

Moved by André J. Lalonde

Seconded by Carl Grimard

WHEREAS the City of Clarence-Rockland must update its current Development Charges By-law by February 2, 2020; and

WHEREAS a public meeting was held on October 22, 2019 in accordance with the requirements of the *Development Charges Act*; and

WHEREAS staff has reviewed the Development Charge By-law and associated Background Study in relation to comments received at the public meeting; and

WHEREAS staff has incorporated amendments to the By-law and Background Study based on the staff review;

BE IT RESOLVED THAT Council adopts By-law 2019-85, being a by-law with respect to the Development Charges; and

BE IT RESOLVED THAT Council confirms that the changes made to the draft by-law presented at the public meeting of October 22, 2019 are minor changes and therefore no further public meetings are required for passage of the proposed Development Charge By-law.

CARRIED

12.5 2019-111 - to amend the agreement with CIHA

Further to questions, Pierre Boucher explains that the City has no idea of the amounts that could be collected from naming rights since no market research has been done on this regard.

RESOLUTION 2019-227

Moved by Don Bouchard

Seconded by Christian Simard

BE IT RESOLVED THAT By-law 2019-111, being a by-law to amend the agreement with the CIHA be adopted.

CARRIED

13. Confirmatory By-law

RESOLUTION 2019-228

Moved by Mario Zanth

Seconded by Samuel Cardarelli

BE IT RESOLVED THAT By-law no. 2019-113, being a confirmatory by-law for the regular meeting of December 2, 2019, be adopted.

CARRIED

14. Adjournment

Mayor Desjardins adjourns the meeting at 7:59 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 2 décembre 2019
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 19h15.

2. Prière

Le conseiller Carl Grimard fait la lecture de la prière.

3. Adoption de l'ordre du jour

RÉSOLUTION 2019-219

Proposée par Mario Zanth

Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté avec l'ajout suivant:

11.2. Demande pour des fonds supplémentaires pour le projet de remplacement du ponceau de la rue Lacroix

ADOPTÉE, telle que modifiée

4. Déclarations d'intérêts pécuniaires (aucune)

5. Réunion à huis clos (aucune)

6. Rapport de la réunion à huis clos (aucun)

7. Annonces

Le conseiller Carl Grimard annonce que la guignolée pour le centre d'aide de Rockland a été un succès.

Le conseiller Christian Simard annonce que le Club Joie amasse des fonds pour faire des activités destinées aux jeunes de la région.

Le conseiller André J. Lalonde explique que jeudi dernier a eu lieu un match de hockey entre les pompiers de la Cité et les employés, lesquels étaient accompagnés de certains membres du conseil.

8. Période de Questions/Commentaires

Rolland Labonté, représentant sa fille demeurant au 1573 chemin Rollin, demande s'il est possible de recevoir l'ordre du jour en version papier. Le maire Desjardins explique que l'ordre du jour est accessible sur le site web de la Cité.

9. Items des membres du Conseil

9.1 Résolution de membre présentée par le maire Guy Desjardins et appuyé par le conseiller Christian Simard concernant l'utilisation des bouteilles d'eau à usage unique

RÉSOLUTION 2019-220

Proposée par Guy Desjardins

Appuyée par Christian Simard

ATTENDU QUE les plastiques à usage unique sont des déchets non négligeables qui nuisent à notre environnement;

QU'IL SOIT RÉSOLU QUE le conseil encourage l'interdiction volontaire des bouteilles d'eau à usage unique dans toutes les installations municipales où de l'eau potable est disponible; et

QU'IL SOIT ÉGALEMENT RÉSOLU QUE l'administration, en consultation avec le Comité consultatif sur l'environnement, soit mandatée d'élaborer un programme visant à éliminer progressivement l'utilisation de l'eau embouteillée dans toutes les installations municipales et de développer une campagne de sensibilisation aux avantages et à la qualité des approvisionnements en eau municipale.

ADOPTÉE**10. Items par consentement****RÉSOLUTION 2019-221****Proposée par** Michel Levert**Appuyée par** André J. Lalonde

QU'IL SOIT RÉSOLU QUE les items suivants, tels qu'identifiés sous la rubrique «items par consentement» à l'ordre du jour de la réunion régulière du 2 décembre 2019 soient adoptés :

10.1. Adoption des procès-verbaux des réunions suivantes:

a. Réunion régulière - 18 novembre 2019

b. Comité plénier - 18 novembre 2019

10.2. Réception des procès-verbaux des réunions suivantes:

a. Comité d'administration de la bibliothèque publique - 9 juillet 2019

b. Comité d'administration de la bibliothèque publique - 17 septembre 2019

c. Comité d'administration de la bibliothèque publique - 8 octobre 2019

10.3. Les recommandations suivantes du comité plénier du 18 novembre 2019

a. Résolution pour approuver les services de consultation pour la gestion de projet de l'installation du dépôt à neige

b. Résolution pour rembourser les frais de permis de construction de Mme Joanne Butler

10.5. Résolution pour embaucher Ashley Versolato à titre d'éducatrice diplômée temps plein pour les garderies

10.6. Résolution pour embaucher Marie Jenny Toussaint Laphargue à titre d'éducatrice diplômée temps plein pour les garderies

10.7. Résolution pour approuver des fonds additionnels pour la construction de la modernisation de l'usine de traitement des eaux usées

10.8. Résolution pour faire la distribution de l'octroi des CUPR aux activités communautaires

ADOPTÉE

Texte des résolutions adoptées par consentement telles qu'identifiées dans la résolution 2019-221

10.3a. ATTENDU QUE Le Conseil a approuvé un budget de 1 271 000\$ pour les services de conseil, la conception et la construction d'une installation d'entreposage de neige lors des délibérations budgétaires de 2019;

ATTENDU QUE M. Darch a largement participé à l'avancement d'initiatives clés telles que le projet Caron Pond et possède une connaissance approfondie des opérations de la ville;

ATTENDU QUE la mise en place d'installations permanentes de l'entrepôt de neige est une priorité urgente et que le département n'a pas la capacité de gérer le projet à l'interne;

QU'IL SOIT RÉSOLU QUE le comité plénier recommande que le conseil autorise que l'Administration dévie de la politique d'approvisionnement en vigueur pour octroyer un contrat à source unique pour les services de consultant à M. Darch;

QU'IL SOIT RÉSOLU QUE la directrice générale soit autorisée à signer avec M. Darch un contrat d'une valeur limite maximale de 100 000 \$ pour les services de gestion du développement du projet d'installation d'entrepôts de neige.

10.3b. QU'IL SOIT RÉSOLU QUE le conseil autorise le remboursement des frais de 1355.52\$ du permis de construction 2019349 à Mme Joanne Butler pour le remplacement de la fondation de sa maison, suite aux inondations printanières de 2019.

10.5 QU'IL SOIT RÉSOLU QUE le conseil municipal accepte l'embauche de Mme Ashley Versolato à titre d'éducatrice diplômée à temps plein, effectif le 3 décembre 2019 et que celle-ci soit sujet à une période probatoire de six (6) mois; et

QU'IL SOIT ÉGALEMENT RÉSOLU QUE le salaire de Mme Ashley Versolato soit établi à la Classe 7, niveau 1 (cols blancs) de la grille salariale en vigueur des employés syndiqués, tel que recommandé.

10.6 QU'IL SOIT RÉSOLU QUE le conseil municipal accepte l'embauche de Mme Marie Jenny Toussaint Laphargue à titre d'éducatrice diplômée à temps plein, effectif le 16 décembre 2019 et que celle-ci soit sujet à une période probatoire de six (6) mois; et

QU'IL SOIT ÉGALEMENT RÉSOLU QUE le salaire de Mme Marie Jenny Toussaint Laphargue soit établi à la Classe 7, niveau 2 (cols blancs) de la grille salariale en vigueur des employés syndiqués, tel que recommandé.

10.7 ATTENDU QUE Le Conseil a approuvé un financement de 12 600 000 \$ pour la modernisation de l'usine de traitement des eaux usées; et

ATTENDU QUE des appels d'offres ont été lancés pour retenir les services d'un entrepreneur général pour ce projet; et

ATTENDU QUE Louis W Bray Limited a présenté l'offre la plus basse, au montant de 16 923 760 \$ (TVH en sus); et

ATTENDU QUE les dépenses de projet révisées pour les améliorations sont maintenant estimées à 22 000 000 \$; par conséquent

QU'IL SOIT RÉSOLU QUE le conseil autorise qu'un financement supplémentaire de 9 400 000 \$ soit approuvée pour ce projet, ce qui porte à 22 000 000 \$ la limite de dépassement des coûts du projet; et

QU'IL SOIT RÉSOLU QUE le conseil autorise que ce financement supplémentaire soit financé par l'émission de dette à long terme; et

QU'IL SOIT RÉSOLU QUE le conseiller autorise que la Cité signe avec Louis W Bray Limited une entente d'un montant de 16 923 760 \$ (TVH en sus) pour la construction de la modernisation de l'usine de traitement des eaux usées.

10.8 ATTENDU QUE la Cité de Clarence-Rockland a reçu une somme de 10 000 \$ de la part des Comtés Unis de Prescott Russell pour couvrir certains coûts pour des activités communautaires, récréatives et culturelles en 2019;

QU'IL SOIT RÉSOLU QUE le conseil municipal accepte que le montant de 10 000\$ soit octroyé de la façon suivante :

- 5000 \$ au Festival de la rivière des Outaouais;
- 3000 \$ à la Fête du Canada 150;
- 1500 \$ à l'organisation de l'exposition d'œuvres d'art au Complexe récréatif et culturel de la Cité de Clarence-Rockland; et
- 500 \$ aux Jeux des aîné(e)s, tel que recommandé.

10.4. Résolution pour autoriser la radiation de 11 comptes clients

Suite aux questions, Frédéric Desnoyers explique que les montants en souffrance pouvant être transférés sur les comptes de taxes doivent être reliés avec les propriétés, ce qui veut dire que les frais de garde ne sont pas éligibles.

Suite aux questions, Brian Wilson confirme qu'il fera un suivi sur les inspections indiqués dans ce dossier afin de déterminer l'objet de ces inspections.

RÉSOLUTION 2019-222

Proposée par Carl Grimard

Appuyée par Don Bouchard

QU'IL SOIT RÉSOLU QUE le conseil autorise la radiation de 11 comptes client pour un total de 7 234,55 \$, tel que présenté à l'annexe A du rapport no. FIN2019-039, à partir de la provision pour mauvaises créances.

ADOPTÉE

11. Rapports des Comités/Services

11.1 Modification à un projet de zone d'amélioration communautaire

RÉSOLUTION 2019-223

Proposée par Mario Zanth

Appuyée par Christian Simard

ATTENDU QUE le conseil a adopté le règlement 2017-02 afin d'établir une zone d'amélioration communautaire;

ATTENDU QUE le conseil a demandé, le 16 septembre 2019 de prolonger l'étendue de la zone afin d'inclure le 1055 rue Laurier;

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2019-109, étant un règlement pour désigner les routes au long de la rue Laurier faisant partie du programme de plan d'amélioration communautaire; et

QU'IL SOIT RÉSOLU QUE le conseil accepte la demande soumise par les propriétaires du 1055 rue Laurier sous le programme d'amélioration communautaire même si la demande a été soumise après que les travaux ont été complétés.

ADOPTÉE

11.2 Demande pour des fonds supplémentaires pour le projet de remplacement du ponceau de la rue Lacroix

RÉSOLUTION 2019-224**Proposée par** Michel Levert**Appuyée par** Don Bouchard

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.

ADOPTÉE**12. Règlements municipaux****RÉSOLUTION 2019-225****Proposée par** Carl Grimard**Appuyée par** Mario Zanth

QU'IL SOIT RÉSOLU QUE les règlements municipaux suivants soient adoptés :

12.2. 2019-107 - pour autoriser l'emprunt sur débentures amortissables (20 ans)

12.3. 2019-108 - pour autoriser l'emprunt sur débentures amortissables (15 ans)

12.4. 2019-110 - pour changer un nom de rue – Cour Maxime, Cheney

12.6. 2019-112 - Règlement d'emprunt pour les dépenses courantes 2020

ADOPTÉE**12.1 2019-85 - pour adopter les redevances d'aménagement****RÉSOLUTION 2019-226****Proposée par** André J. Lalonde**Appuyée par** Carl Grimard

ATTENDU QUE la Cité de Clarence-Rockland doit mettre à jour son règlement actuel sur les redevances d'aménagement d'ici le 2 février 2020; et

ATTENDU QU'une réunion publique a eu lieu le 22 octobre 2019 conformément aux exigences de la *Loi sur les redevances d'aménagement*; et

ATTENDU QUE le personnel a examiné le règlement sur les redevances d'aménagement et l'étude révisée des redevances d'aménagement suivants les commentaires reçus lors de la réunion publique; et

ATTENDU QUE le personnel a incorporé des modifications au règlement et à l'étude révisée sur le règlement en fonction de l'examen du personnel;

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2019-85 relativement aux frais de développement; et

QU'IL SOIT RÉSOLU QUE le Conseil confirme que les changements apportés à l'ébauche de règlement qui a été présenté lors de la réunion publique du 22 octobre, 2019 sont des changements mineurs et que par conséquent, il n'est pas nécessaire de tenir une autre réunion publique avant l'adoption du règlement sur les redevances d'aménagement proposé.

ADOPTÉE

12.5 2019-111 - pour amender l'entente avec le CIHA

Suite aux questions, Pierre Boucher explique que la Cité n'a aucune idée des montants de droits de noms car aucune étude de marché n'a été faite à ce sujet.

RÉSOLUTION 2019-227

Proposée par Don Bouchard

Appuyée par Christian Simard

QU'IL SOIT RÉSOLU QUE le règlement 2019-111, étant un règlement pour amender l'entente avec le CIHA soit adopté.

ADOPTÉE

13. Règlement de confirmation

RÉSOLUTION 2019-228

Proposée par Mario Zanth

Appuyée par Samuel Cardarelli

QU'IL SOIT RÉSOLU QUE le règlement no. 2019-113, étant un règlement de confirmation pour la réunion régulière du 2 décembre 2019, soit adopté.

ADOPTÉE

14. Ajournement

Le maire Desjardins lève l'assemblée à 19h59.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

December 2, 2019
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, Councillor Ward 8

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 8:12 pm.

2. Adoption of the agenda

RECOMMENDATION COW2019-155

Moved by Carl Grimard

Seconded by Mario Zanth

THAT the agenda be adopted with the following withdrawal:

9.3. Request for additional funds for Lacroix Road culvert replacement project

CARRIED, as modified

3. Disclosure of pecuniary interests (none)

4. Delegations / Presentations (none)

5. **Petitions / Correspondence** (none)

6. **Notice of Motion** (none)

7. **Comment/Question Period** (none)

8. **Report from the United Counties of Prescott and Russell**

Mayor Desjardins explains that there were no members of parliament present at the Warden's Dinner.

9. **Committee/Staff Reports**

9.1 **Fire-EMS Station Update**

Further to questions, Brian Wilson confirms that the construction completion date was deferred from September to February.

RECOMMENDATION COW2019-156

Moved by Carl Grimard

Seconded by Mario Zanth

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

CARRIED

9.2 **Wastewater Treatment Works 2018 Annual report**

RECOMMENDATION COW2019-157

Moved by Samuel Cardarelli

Seconded by Mario Zanth

THAT report entitled "Rockland Wastewater Pollution Control Plant – 2018 Annual Report", be received as information.

CARRIED

9.4 **Traffic & Parking by-law and Administrative Penalties by-law**

Further to questions, Mario Villeneuve explains that by law, it is possible to give tickets or tow vehicles that are within the snow plowing zone. Julian Lenhart explains that the City does not have the intention to tow vehicles.

Further to questions, Mario Villeneuve explains that it is possible to enforce some sections of the by-law at the date of its adoption and others for the next winter.

Mayor Desjardins directs the administration to prepare a communication plan for snow removal bans.

RECOMMENDATION COW2019-158

Moved by Don Bouchard

Seconded by Mario Zanth

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.

CARRIED

10. Other items

11. Adjournment

The Mayor adjourns the meeting at 8:45 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 2 décembre 2019
Salle du Conseil
415 rue Lemay Street, Clarence Creek, Ont.

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

ABSENT: Diane Choinière, conseillère du quartier 8

1. Ouverture de la réunion

Le Maire Desjardins ouvre la réunion à 20h12.

2. Adoption de l'ordre du jour

RECOMMANDATION COW2019-155

Proposée par Carl Grimard

Appuyée par Mario Zanth

QUE l'ordre du jour soit adopté avec le retrait suivant:

9.3. Demande pour des fonds supplémentaires pour le projet de remplacement du ponceau de la rue Lacroix

ADOPTÉE, telle que modifiée

3. Déclarations d'intérêts pécuniaires (aucune)

4. Délégations / Présentations (aucune)

- 5. **Pétitions / Correspondance** (aucune)
- 6. **Avis de motion** (aucun)
- 7. **Période de Questions/Commentaires** (aucune)
- 8. **Rapport des Comtés unis de Prescott et Russell**

Le maire Desjardins explique qu'aucun membre du parlement était présent au souper du président.

9. **Rapports des Comités/Services**

9.1 **Mise à jour sur la caserne/station paramédicale**

Suite aux questions, Brian Wilson confirme que la date de fin de la construction a été différée de septembre à février.

RECOMMANDATION COW2019-156

Proposée par Carl Grimard

Appuyée par Mario Zanth

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

ADOPTÉE

9.2 **Rapport annuel 2018 sur l'usine de traitement des eaux usées**

RECOMMANDATION COW2019-157

Proposée par Samuel Cardarelli

Appuyée par Mario Zanth

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

ADOPTÉE

9.4 **Règlement sur la circulation et le stationnement et les pénalités administratives**

Suite aux questions, Mario Villeneuve explique que par la loi il est possible de donner des contraventions ou de remorquer les véhicules se trouvant dans la zone à déneiger. Julian Lenhart explique qu'il n'est pas l'intention de la Cité de remorquer des véhicules.

Suite aux questions, Mario Villeneuve explique qu'il est possible de rendre applicables certaines parties du règlement à l'instant de son adoption et d'autres pour le prochain hiver.

Le maire Desjardins donne la directive à l'administration de préparer un plan de communication pour les interdictions de stationnement relatives à l'enlèvement de la neige.

RECOMMANDATION COW2019-158

Proposée par Don Bouchard

Appuyée par Mario Zanth

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.

ADOPTÉE

10. Autres items

11. Ajournement

Le maire lève l'assemblée à 20h45.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



**CORPORATION OF THE
CITY OF CLARENCE-ROCKLAND
COMMITTEE OF ADJUSTMENT MEETING MINUTES**

October 30, 2019
Council Chambers
415 rue Lemay Street, Clarence Creek, Ont.

PRESENT: Marie-Ève Bélanger
Guy Desjardins
Michel Levert
Michel Bergeron
Samuel Cardarelli
Nicolas Denis

ABSENT: Serge Dicaire
Mario Zanth

1. Opening of the meeting

The Chair opens the meeting at 19h03.

2. Acting President

Moved by Samuel Cardarelli
Seconded By Michel Bergeron

That Michel Levert be elected president for this meeting only.

CARRIED

3. Reading and Adoption of the agenda

Moved by Michel Bergeron
Seconded By Samuel Cardarelli

THAT the agenda be adopted as presented.

CARRIED

4. Pecuniary declarations

none

5. Adoption of the minutes

Moved by Samuel Cardarelli

Seconded By Michel Levert

That the minutes of the Adjustment Committee of September 25, 2019 be approved.

6. Consent Applications

6.1 B-CR-018-2019

Moved by Michel Bergeron

Seconded By Samuel Cardarelli

QUE le Comité de dérogation approuve l'ajout de la condition suivante pour le dossier B-CR-018-2019, concernant la propriété décrite comme étant le 1517 chemin Vinette;

1. Que le(s) requérant(s) fournisse(nt) à la Conservation de la Nation Sud une lettre originale signée reconnaissant que tous les systèmes d'égouts privés existants sont à plus de trois (3) mètres des lignes de propriété existantes et proposées.

CARRIED

7. Minor Variance Applications

7.1 A/15/19

Mr. Laviolette indicated that he wanted a carport that was 12 ft x 23 ft. He was advised by the City that a smaller carport of the same size as the current tempo be constructed.

Moved by Guy Desjardins

Seconded By Michel Bergeron

QUE le Comité de dérogation accepte la demande de dérogation mineure soumise par Jean et Louise Laviolette, dossier A/15/19, concernant la propriété décrite comme 524 St-Jacques, dans le but de :

- Augmenter la superficie maximale permise pour des bâtiments accessoires de 41,5 m² à 60 m².

CARRIED**7.2 A/16/19****Moved by** Samuel Cardarelli**Seconded By** Michel Levert

THAT the Committee of Adjustment accepts the application for Minor Variance submitted by Jurgen and Tashia Derrer, for the property identified as 4267 Champlain Street, to:

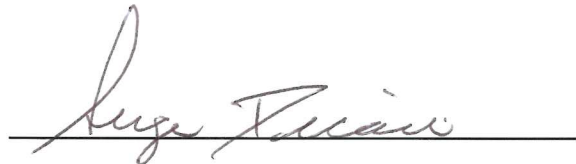
- Reduce the minimum front yard from 15.0 m to 3.0 m for the construction of a detached garage.

CARRIED**8. Follow-ups**

The next meeting will be on November 27, 2019.

10. Adjournment

The meeting is adjourned at 7:33 pm.



Serge Dicaire President



W Marie-Eve Bélanger Secretary
Treasurer



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

PROCÈS-VERBAL RÉUNION COMITÉ DE DÉROGATION

le 30 octobre 2019
Salle du Conseil
415 rue Lemay Street,
Clarence Creek, Ont.

PRÉSENT: Marie-Ève Bélanger
Guy Desjardins
Michel Levert
Michel Bergeron
Samuel Cardarelli
Nicolas Denis

ABSENT: Serge Dicaire
Mario Zanth

1. Ouverture de la réunion

Le président ouvre la réunion à 7:03

2. Président par intérim

Proposé par Samuel Cardarelli

Appuyé par Michel Bergeron

Que Michel Levert soit élu président pour cette réunion

ADOPTÉE

3. Lecture et Adoption de l'ordre du jour

Proposé par Michel Bergeron

Appuyé par Samuel Cardarelli

QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

4. Déclarations pécuniaires

aucune

5. Adoption des procès-verbaux**Proposé par** Samuel Cardarelli**Appuyé par** Michel Levert

Que le procès-verbal de la réunion du 25 septembre 2019 soit approuvé.

6. Demandes de morcellement**6.1 B-CR-018-2019****Proposé par** Michel Bergeron**Appuyé par** Samuel Cardarelli

QUE le Comité de dérogation approuve l'ajout de la condition suivante pour le dossier B-CR-018-2019, concernant la propriété décrite comme étant le 1517 chemin Vinette;

1. Que le(s) requérant(s) fournisse(nt) à la Conservation de la Nation Sud une lettre originale signée reconnaissant que tous les systèmes d'égouts privés existants sont à plus de trois (3) mètres des lignes de propriété existantes et proposées.

ADOPTÉE

7. Demandes de dérogation mineure**7.1 A/15/19**

M. Laviolette indique qu'il aurait aimé un abri d'auto de 12 pieds par 23 pieds. Il a été avisé par la Cité qu'il serait mieux que l'abri d'auto soit la même grosseur que le tempo existant.

Proposé par Guy Desjardins**Appuyé par** Michel Bergeron

QUE le Comité de dérogation accepte la demande de dérogation mineure soumise par Jean et Louise Laviolette, dossier A/15/19, concernant la propriété décrite comme 524 St-Jacques, dans le but de :

- Augmenter la superficie maximale permise pour des bâtiments accessoires de 41,5 m² à 60 m².

ADOPTÉE

7.2 A/16/19**Proposé par** Samuel Cardarelli**Appuyé par** Michel Levert

THAT the Committee of Adjustment accepts the application for Minor Variance submitted by Jurgen and Tashia Derrer, for the property identified as 4267 Champlain Street, to:

- Reduce the minimum front yard from 15.0 m to 3.0 m for the construction of a detached garage.

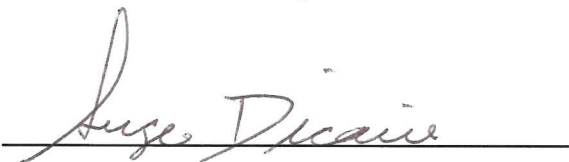
ADOPTÉE

8. Suivi

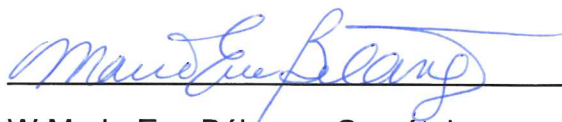
La prochaine réunion sera le 27 novembre 2019.

10. Ajournement

La réunion est ajournée à 19h33.



Serge Dicaire Président



W Marie-Eve Bélanger Secrétaire-Trésorière



REPORT N° 2019-042

Date	05/12/2019
Submitted by	Graham Stevens
Subject	Tax reduction under Sections 357-358 of the Municipal Act
File N°	F23 Write-Offs

1) **NATURE/GOAL :**

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

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT Council hereby adopts tax reductions in the amount of \$873.86 City's share, being applications under sections 357 & 358 of the Municipal Act, against all lands concerned, as described in Schedule "A" to Report No. FIN2019-042.

Qu'il soit résolu que le Conseil par le présent acte adopte les réductions de taxes au montant de \$873.86, étant la part de la Cité Clarence-Rockland. Ceci est en vertu des sections 357 & 358 de l'Acte Municipal, contre les propriétés foncières décrites dans la cédule « A » du rapport numéro FIN2019-042.

4) **BACKGROUND :**

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

5) **DISCUSSION :**

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

6) **CONSULTATION:**

N/A

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

N/A

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

The following summarizes the write-off budget:

The City's budget for tax write-offs was approved for 2019 at \$125,000. As of December 5th, 2019, the City has \$129,466.34 in write-off charges. The City's share in this report is of \$873.86. This additional write-off will exceed the approved budget. The deficit will be absorbed within the Finance department's operating budget.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

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



RAPPORT N° Cliquez ici pour entrer du texte.

Date	10/12/2019
Soumis par	Chantal Vachon
Objet	Embauche – Éducatrice Diplômée
# du dossier	Cliquez ici pour entrer du texte.

1) **NATURE / OBJECTIF :**
Recommander l'embauche d'une éducatrice diplômée pour le service des garderies.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**
N/A

3) **RECOMMANDATION DU SERVICE:**

QU'IL SOIT RÉSOLU que le conseil municipal accepte l'embauche de Mme Cindy Péladeau à titre d'éducatrice diplômée à temps plein, effectif le 17 décembre 2019 respectivement et que celle-ci soit sujet à une période probatoire de six (6) mois; et

QU'IL SOIT ÉGALEMENT RÉSOLU que le salaire de Mme Cindy Péladeau soit établi à la Classe 7, niveau 1 (cols blancs) de la grille salariale en vigueur des employés syndiqués, tel que recommandé.

BE IT RESOLVED that Municipal Council hereby accepts the hiring of Mrs. Cindy Péladeau as a full-time certified educator, effective December 17, 2019 respectively and that she be subject to a probationary period of six (6) months; and;

BE IT ALSO RESOLVED that Mrs. Cindy Péladeau salary be established at Level 1, class 7 (White collar), of the unionized employee's salary grid, as recommended

4) **HISTORIQUE :**
N/A

5) **DISCUSSION :**
À la suite de la publication de l'offre d'emploi à l'interne et l'externe, 10 candidatures ont été reçues et 5 candidats ont été retenus pour une entrevue. Les candidats ont été interviewés par le comité de sélection composé de la gestionnaire et du superviseur des garderies. Mme Cindy Péladeau a su démontrer au comité de sélection qu'elle a les compétences et l'expérience nécessaires pour bien remplir le poste

d'éducatrice diplômée pour le service des garderies. Un salaire à la classe 7 niveau 1 (cols blancs) lui a été offert.

6) **CONSULTATION :**

N/A

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

N/A

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

Cette embauche est reliée à un poste existant et vacant et le montant nécessaire pour combler les postes est déjà prévu au budget.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

- Affichage du poste
- Grille salariale
- Description de tâches
- Résumé (disponible sur demande pour les membres du conseil)

Annex "A" Salary Scale – "White-Collars"

«WHITE-COLLARS» Group/Class & /Title		January 1 st	Level 1	Level 2	Level 3	Level 4
Class 1	<ul style="list-style-type: none"> • Asset Management Analyst • Project Co-ordinator • Community Service Co-ordinator • Engineer • Activity Coordinator • Technologist III • Urban Planner III 	2017	\$35.804	\$37.254	\$38.744	\$40.274
		2018	\$36.430	\$37.905	\$39.422	\$40.979
		2019	\$37.068	\$38.569	\$40.112	\$41.696
		2020	\$37.716	\$39.244	\$40.814	\$42.426
Class 2	<ul style="list-style-type: none"> • By-Law Co-ordinator • Operations Co-ordinator 	2017	\$32.095	\$34.212	\$36.471	\$38.877
		2018	\$32.656	\$34.811	\$37.109	\$39.558
		2019	\$33.228	\$35.420	\$37.758	\$40.250
		2020	\$33.809	\$36.040	\$38.419	\$40.954
Class 3	<ul style="list-style-type: none"> • Engineer Inspector • Construction Inspector • Urban Planner II • Technologist II 	2017	\$28.424	\$29.954	\$31.931	\$34.037
		2018	\$28.921	\$30.478	\$32.490	\$34.633
		2019	\$29.427	\$31.011	\$33.058	\$35.239
		2020	\$29.942	\$31.554	\$33.637	\$35.856
Class 4		2017	\$26.891	\$28.685	\$30.477	\$32.270
		2018	\$27.362	\$29.187	\$31.010	\$32.834
		2019	\$27.841	\$29.697	\$31.553	\$33.409
		2020	\$28.328	\$30.217	\$32.105	\$33.994
Class 5	<ul style="list-style-type: none"> • Finance Co-ordinator • Asset Management Technician • Urban Planner I • Technologist I • Financial Clerk 	2017	\$26.108	\$27.414	\$28.783	\$30.224
		2018	\$26.565	\$27.894	\$29.287	\$30.753
		2019	\$27.030	\$28.382	\$29.799	\$31.291
		2020	\$27.503	\$28.879	\$30.321	\$31.838

Class 6 A	• Tax Clerk	2017	\$27.172	\$28.026	\$28.915	\$29.837
		2018	\$27.647	\$28.517	\$29.421	\$30.359
		2019	\$28.131	\$29.016	\$29.935	\$30.891
		2020	\$28.623	\$29.523	\$30.459	\$31.431
Class 6 B	• Technicians	2017	\$24.203	\$25.962	\$27.831	\$29.832
		2018	\$24.626	\$26.416	\$28.318	\$30.355
		2019	\$25.057	\$26.878	\$28.814	\$30.886
		2020	\$25.496	\$27.349	\$29.318	\$31.426
Class 7	• Certified Educator	2017	\$21.949	\$23.944	\$25.970	\$28.009
		2018	\$22.333	\$24.363	\$26.424	\$28.500
		2019	\$22.724	\$24.790	\$26.887	\$28.998
		2020	\$23.121	\$25.223	\$27.357	\$29.506
Class 8	<ul style="list-style-type: none"> • Administrative Assistant • Client Service Centre Agent • Accounts Payable Clerk • Accounts Receivable Clerk • Cashier Clerk • Internal Clerk for Public Services • Cook 	2017	\$21.348	\$22.203	\$23.092	\$24.014
		2018	\$21.722	\$22.591	\$23.496	\$24.434
		2019	\$22.102	\$22.987	\$23.907	\$24.862
		2020	\$22.489	\$23.389	\$24.325	\$25.297
Class 9	• Non-Certified Educator	2017	\$20.846	\$21.666	\$22.520	\$23.406
		2018	\$21.211	\$22.045	\$22.914	\$23.815
		2019	\$21.582	\$22.431	\$23.315	\$24.232
		2020	\$21.960	\$22.823	\$23.723	\$24.656

Annex "A" Salary scale – "Blue-Collars"

«Blue-Collar» Group/Class & /Title		January 1 st	Level 1	Level 2	Level 3	Level 4
Class 1	<ul style="list-style-type: none"> • Mechanical Operator 	2017	\$26.468	\$28.848	\$31.444	\$34.278
		2018	\$26.931	\$29.353	\$31.994	\$34.877
		2019	\$27.403	\$29.867	\$32.554	\$35.488
		2020	\$27.882	\$30.389	\$33.124	\$36.109
Class 2	<ul style="list-style-type: none"> • Law Enforcement Officer • Operator/labourer • Mechanic's helper • Facility Condition Assessment Agent 	2017	\$21.934	\$23.940	\$25.957	\$27.987
		2018	\$22.318	\$24.359	\$26.412	\$28.477
		2019	\$22.709	\$24.785	\$26.874	\$28.975
		2020	\$23.106	\$25.219	\$27.344	\$29.483
Class 3	<ul style="list-style-type: none"> • Laborer, Infrastructure and Engineering Services • Laborer, Community Services • External Clerk • Laborer, Environmental Services 	2017	\$20.936	\$21.730	\$22.535	\$23.407
		2018	\$21.302	\$22.110	\$22.929	\$23.816
		2019	\$21.675	\$22.497	\$23.330	\$24.233
		2020	\$22.055	\$22.891	\$23.738	\$24.657
Class 4	<ul style="list-style-type: none"> • Janitor 	2017	\$18.409	\$19.123	\$19.894	\$20.676
		2018	\$18.731	\$19.458	\$20.242	\$21.037
		2019	\$19.059	\$19.798	\$20.597	\$21.406
		2020	\$19.392	\$20.145	\$20.957	\$21.780

<p style="text-align: center;">OFFRE D'EMPLOI ÉDUCATEUR(TRICE) DIPLÔMÉ(E) Postes à plein temps (35 heures/semaine)</p>	<p style="text-align: center;">EMPLOYMENT OFFER EARLY CHILDHOOD EDUCATOR Full time positions (35 hours/ week)</p>
<p>Lieu de travail : Services des garderies, Cité de Clarence-Rockland</p> <p>Exigences :</p> <ul style="list-style-type: none"> ▪ Possède un diplôme collégial en éducation en services à l'enfance; ▪ Deux années d'expérience dans un service de garde licencié; ▪ Détient un certificat de Secourisme général et RCR à jour; ▪ Possède une habilité en communication pour pouvoir travailler avec les enfants, les parents et les membres de l'équipe; ▪ Bonnes connaissances des besoins et du développement des enfants âgés de 18 mois à 12 ans; ▪ Doit être bilingue (français et anglais, parlé et écrit); ▪ Fiche d'immunisation à jour; ▪ Une vérification du casier judiciaire 'Secteur vulnérable' doit être fournie à l'embauche seulement (elle doit dater de moins de trois mois avant la date où elle est requise) et est une condition d'emploi. <p>Salaire: Selon l'échelle salariale des employés syndiqués en vigueur.</p> <p>Seuls les candidats retenus pour une entrevue seront contactés. Une description complète du poste est disponible sur demande.</p>	<p>Work location: Day Care Services, City of Clarence-Rockland</p> <p>Requirements:</p> <ul style="list-style-type: none"> ▪ Holds an Early Childhood Educator diploma; ▪ Two years' experience in a licensed child care; ▪ Holds a valid Standard First Aid & CPR certificate; ▪ Good communication skills to be able to work with children, staff and parents; ▪ Good knowledge of children's needs and development from 18 months to 12 years old; ▪ Must be bilingual (French-English, oral and written); ▪ Personal Immunization record to date; ▪ A criminal record check 'Vulnerable Sector' must be provided upon hiring only (must be dated less than three months prior to the requested date) and is a condition of employment. <p>Salary: According to the unionize salary scale in effect.</p> <p>Only candidates selected for an interview will be contacted. A full job description is available upon request.</p>
<p>Les personnes intéressées doivent faire parvenir leur curriculum vitae portant la mention « Offre d'emploi, éducateur(trice) diplômé(e) à plein temps » avant 16h, vendredi, 15 novembre 2019 à :</p> <p style="text-align: center;">Chantal Vachon Ressources humaines Cité de Clarence-Rockland 1560, rue Laurier Rockland, ON K4K 1P7 hr@clarence-rockland.com</p>	<p>Interested candidates are requested to submit their résumé marked "Employment offer, Early Childhood Educator, Full-time" before 4:00 p.m., Friday, November 15th, 2019 to:</p> <p style="text-align: center;">Chantal Vachon Human Resources City of Clarence-Rockland 1560 Laurier Street Rockland, ON K4K 1P7 hr@clarence-rockland.com</p>



DESCRIPTION D'EMPLOI

Section I

Identification du poste	
Titre de l'emploi :	Éducatrice diplômée
Service :	Services Communautaires
Nom du supérieur immédiat :	Thérèse Lefavre
Titre du supérieur immédiat :	Directrice des Services Communautaires
Date :	28 octobre 2013

Section II

Description sommaire du poste (raison d'être)

Planifier, présenter et maintenir une programmation adaptée selon l'âge des enfants du groupe auquel l'éducatrice est attirée, afin de s'assurer de la qualité du programme. S'assurer d'offrir un environnement propre où les standards de sécurité sont maintenus afin de minimiser tout risque de blessures ou d'incidents de la clientèle et du personnel de la garderie.

Section III

Principales tâches et responsabilités

1. Préparer un programme de qualité, selon l'âge des enfants visés, afin de s'assurer que les activités présentées assurent le développement cognitif, émotif, social, physique et intellectuel. Ce programme doit être remis à la chef d'équipe et/ou superviseur de la garderie une fois par semaine, selon l'échéancier du superviseur ou chef d'équipe, avant de le présenter aux enfants.
2. Organise et supervise les activités extérieures et organise des activités intérieures lorsque survient des intempéries.
3. Prends les présences journalières et note tous les messages dans l'agenda.
4. Administre les médicaments selon les directives du médecin, de l'Acte des Garderies et des parents. Remets le formulaire de médicament que le parent doit compléter avant d'administrer le médicament.
5. Observe et évalue le développement des enfants de façon régulière afin de modifier le programme selon le besoin des enfants.
6. Fais les pratiques de feu avec les enfants une fois par mois, les inspections d'ouverture de la garderie et de l'aire de jeu extérieure sont faites chaque matin. Le rinçage d'eau est fait tous les lundis avant l'ouverture de la garderie.
7. Rapporter toute inquiétude ou incongruité à la chef d'équipe et/ou superviseur de la garderie.

8. Remettre sa feuille de temps selon l'échéancier établi à la chef d'équipe et/ou superviseur de la garderie.
9. Signer les politiques et règlements relatifs au Service de Garderies annuellement.
10. Référer les clients avec des inquiétudes ou des questions à la chef d'équipe et/ou superviseur de la garderie.
11. Rédiger les rapports nécessaires soit rapport journalier à chaque jour ou accident ou autres rapports lorsqu'un incident survient, en respectant les échéanciers établis.
12. Aider à la chef d'équipe et/ou superviseur de la garderie lors des levées de fonds et activités éducatives pendant l'année pour la clientèle.
13. Respecter l'horaire des employés remis par la chef d'équipe et/ou superviseur de la garderie afin de maintenir le ratio enfants/adultes requis et assurer une bonne communication avec l'équipe de travail.
14. Participer aux réunions du personnel et aux réunions de parents organisées par la chef d'équipe et/ou superviseur de la garderie.
15. L'éducatrice diplômée doit rencontrer les règlements et politiques du Service de Garderies, de l'Acte des Garderies et du Bureau de Santé.
16. Participer à la planification et la mise en œuvre de programmes pour les enfants à besoins particuliers, en complicité avec les Services d'Intégrations de Prescott-Russell, tout en rencontrant la philosophie et les politiques du Service de Garderies.
17. Remettre la liste de fournitures nécessaires pour le bon déroulement du programme à la chef d'équipe et/ou superviseur de la garderie. Retirer de la salle les items brisés ou abîmés, qui pourraient représenter un danger pour les enfants et informer la chef d'équipe et/ou superviseur de la garderie.
18. Remettre la correspondance ou les messages des clients à la chef d'équipe et/ou superviseur de la garderie afin qu'elle puisse faire un suivi dès que possible.
19. Assurer le maintien et l'entretien de l'équipement des salles et de l'aire de jeu extérieur. Ceci implique certaines tâches ménagères telles que le nettoyer et désinfecter les jouets et les mobiliers de la garderie, ranger les lits, balayer la salle et nettoyer les tables après les repas et collation, faire du lavage et de la vaisselle, etc.
20. Superviser et guider les étudiants en stage pratique durant l'année scolaire. Assister ces étudiants lors des activités présentées aux enfants, observer et évaluer leur performance et préparer les rapports d'évaluations de leur rendement pendant leur stage, pour les besoins du professeur responsable du stage.
21. Signaler tout incident ou soupçon d'abus aux autorités concernées.
22. Effectuer toutes autres tâches connexes.
23. L'évolution et l'innovation technologiques peuvent entraîner des modifications à la nature des tâches,

des responsabilités et des méthodes de travail propre à ce poste. Le Conseil de la Corporation pourra considérer des changements à la description de tâches, suite aux recommandations de l'Administrateur en chef/greffier ou du Directeur des Ressources Humaines.

Section IV

Exigences du poste

- **Formation requise** : Détiens un diplôme en Garde Éducative à l'enfance ou équivalence
- **Association professionnelle, s'il y a lieu** : A adhéré à l'Ordre des Éducatrices et Éducateurs de l'Ontario
- **Expérience requise** : 1 an d'expérience dans le domaine de garde éducative licencié
- **Habilités et compétence requises** :
 - Connaissance de la Loi sur les Garderies
 - Connaissance du Cadre d'Apprentissage dans le but d'offrir un programme de qualité supérieure et stimulant pour le développement des enfants âgés de 18 mois à 12 ans.
 - Connaissance des jeux éducatifs, activités et qualités des jouets, habilité de créer un environnement sain, stimulant et sécuritaire pour les enfants
 - Connaissance du Guide Alimentaire Canadien
 - Excellente aptitude organisationnelle et de gestion du temps dans le but d'établir les priorités et d'atteindre les objectifs de la garderie.
 - Connaissance de l'équipement incluant l'ordinateur, système téléphonique, photocopieur, télécopieur, etc....
 - Capacité de travailler en français et en anglais, oral et écrit.
 - Bonne aptitude de communication verbale afin de fournir l'information de façon efficace et plaisante à l'administration du Service de Garderies, aux clients, visiteurs et équipe de travail.
 - Possède un rapport d'antécédent judiciaire clair de 3 mois ou moins lors de l'assignation au poste d'éducatrice.
 - Possède un certificat de premiers soins/RCR tenu à jour.
 - Possède son carnet d'immunisation tenu à jour.
 - Doit-être disponible pour participer aux formations offertes par le Service de Garderies ou toutes autres associations travaillant en partenariat avec le Service de Garderies.

Section V

Caractéristiques/Conditions particulières de l'emploi

1. Bonne coordination et agilité afin d'effectuer des activités physiques avec les enfants.
2. A un contact direct avec la clientèle qui peut transmettre des maladies contagieuses.
3. Disponible pour travailler le soir / réunion du personnel / réunion de parents
4. Évènement spéciaux hors des heures de travail / Foire commerciale / Parade de Noël

Section VI

Enjeux/Défis

1. Demande beaucoup de concentration et de jugement lors de prise de décision
2. Avoir la capacité de gérer plusieurs dossiers en même temps ou de changer de dossier dans un délai limité pendant la journée de travail
3. Excellentes aptitudes organisationnelles de gestion du temps dans le but d'établir les priorités et d'atteindre les objectifs de la garderie pendant le quart de travail
4. Cette position requiert de ne jamais laisser un enfant sans surveillance.
5. Rencontre des clients mécontents, parfois même désagréables et frustrés
6. Le lieu de rencontre avec la clientèle est un office ouvert
7. Être capable de travailler sous pression

Section VII

Gestion de personnel

Nombre d'employés coordonnés/supervisés directement et indirectement (temps plein) : _____

Nombre d'employés coordonnés/supervisés directement et indirectement (temps partiel) : _____

Type d'employés coordonnés/supervisés : _____

Budget d'opérations : _____

Section VIII

Processus d'approbation	Nom	Titre	Date
Description rédigée par :	Anne Morris-Bouchard	Gérante	28 octobre 2013
Description révisée par :	Thérèse Lefavre	Directrice Services communautaires	20 février 2014

Description approuvée par :			
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**Transactions de carte de crédit
Novembre 2019**

#	Détenteur de carte	Date	Marchant	Description	GL	Montant	Sous total par carte
1	BELANGER, MARIE EVE	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE-M.E.BELANGER	1-4-1233-3032	\$35.00	
2	BELANGER, MARIE EVE	27/11/2019	#547 MARK'S	LINGE DE TRAVAIL CARL CARRIERE	1-4-8113-3675	\$64.39	
3	BELANGER, MARIE EVE	27/11/2019	#547 MARK'S	LINGE DE TRAVAIL JONATHAN SAMSON	1-4-8113-3675	\$50.82	
4	BELANGER, MARIE EVE	04/11/2019	ONTARIO ASSOCIATION OF	OACA 2020 MEMBERSHIP MARIE-EVE B	1-4-8113-3435	\$150.00	
5	BELANGER, MARIE EVE	12/11/2019	ONTARIO PROFESSIONAL P	OPPI 2020 MEMBERSHIP MARIE-EVE B	1-4-8113-3435	\$590.71	\$890.92
6	BOUCHARD, ANNE MORRIS	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE A.MORRIS-BOUCHARD	1-4-1233-3032	\$35.00	
7	BOUCHARD, ANNE MORRIS	19/11/2019	AMZN MKTP CA*314X573Z3	CLOCHETTE POUR CHORALE DE NOEL A SACRE-COEUR	1-4-6183-3233	\$99.27	
8	BOUCHARD, ANNE MORRIS	19/11/2019	AMZN MKTP CA*6835R8MJ3	SYSTEME DE SPEAKER/BLUE TOOTH POUR SACRE-COEUR	1-4-6183-3233	\$361.58	
9	BOUCHARD, ANNE MORRIS	10/11/2019	AMZN MKTP CA*L37C62MD3	OUVRE-BOITE COMMERCIAL	1-4-6203-3185	\$69.98	
10	BOUCHARD, ANNE MORRIS	17/11/2019	AMZN MKTP CA*T019J4KC3	CLOCHETTE POUR CHORALE DE NOEL DE SACRE-COEUR	1-4-6183-3233	\$68.82	
11	BOUCHARD, ANNE MORRIS	01/12/2019	APPLE.COM/BILL	MONTHLY BILLING FOR ICLLOUD (DAYCARES)	1-4-6113-3435	\$1.46	
12	BOUCHARD, ANNE MORRIS	13/11/2019	CADUCEON ENVIRONMENTAL	SPLIT - TEST DE PLOMB DANS L EAU (23.26%)	1-4-6183-3185	\$105.00	
13	BOUCHARD, ANNE MORRIS	13/11/2019	CADUCEON ENVIRONMENTAL	SPLIT - TEST DE PLOMB DANS L EAU (23.26%)	1-4-6193-3185	\$105.00	
14	BOUCHARD, ANNE MORRIS	13/11/2019	CADUCEON ENVIRONMENTAL	SPLIT - TEST DE PLOMB DANS L EAU (23.26%)	1-4-6203-3185	\$105.00	
15	BOUCHARD, ANNE MORRIS	13/11/2019	CADUCEON ENVIRONMENTAL	SPLIT - TEST DE PLOMB DANS L EAU (30.23%)	1-4-6163-3185	\$136.50	
16	BOUCHARD, ANNE MORRIS	20/11/2019	DHL EXPRESS CANADA LTD	FRAIS DE DOUANE POUR L OUVRE-BOITE COMMERCIAL-SAINTE-TRINITE	1-4-6203-3185	\$26.15	
17	BOUCHARD, ANNE MORRIS	13/11/2019	PPB*TUPPERWARE CANADA	GOBELET/COUVERCLE-OUVERTURE BAMBINS/PRESCOLAIRES ROCK.PUBLIC	2-4-1000-1000	\$474.60	
18	BOUCHARD, ANNE MORRIS	21/11/2019	WINTERGREEN LEARNING M	AMENAGEMENT JEUX EXTERIEUR GARDERIE C-J (100% REMBOURSER PAR CUPR)	1-4-6133-3185	\$1,363.18	\$2,951.54
19	BOUCHER, PIERRE	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE P.BOUCHER	1-4-1233-3032	\$35.00	
20	BOUCHER, PIERRE	07/11/2019	AMZN MKTP CA*3L91H20Q3	PURCHASE OF A COSTUME FOR THE EVENING OF SHARING	1-4-7325-5530	\$143.61	
21	BOUCHER, PIERRE	10/11/2019	AMZN MKTP CA*T73DI5LX3	PURCHASE OF A COSTUME FOR EVENING OF SHARING	1-4-7325-5530	\$36.99	
22	BOUCHER, PIERRE	12/11/2019	DOLLAR TREE #40217	ITEMS PURCHASED FOR THE CHRISTMAS PARADE	1-4-7325-5530	\$45.20	
23	BOUCHER, PIERRE	12/11/2019	DOLLARAMA # 623	PURCHASE OF ITEMS FOR EVENING OF SHARING	1-4-7325-5530	\$17.85	
24	BOUCHER, PIERRE	03/11/2019	DUNN'S ROCKLAND	GIFT CARD-DRAW UPON THE ARTIST AT THE XMAS AIR FAIR	1-4-7325-5530	\$50.00	
25	BOUCHER, PIERRE	12/11/2019	FOOD BASICS #641	PURCHASE OF DRINKS FOR EVENING OF SHARING	1-4-7325-5530	\$83.07	
26	BOUCHER, PIERRE	03/11/2019	FRIENDLY RESTAURANT	GIFT CARDS-DRAW UPON THE ARTISTS AT THE XMAS ART FAIR	1-4-7325-5530	\$100.00	
27	BOUCHER, PIERRE	19/11/2019	PAYPAL *GUSPRO INC.	STONE PURCHASED FOR THE SKATE SHARPENING-CLARENCE CREEK ARENA	1-4-7423-3655	\$46.84	
28	BOUCHER, PIERRE	03/11/2019	ROSALYNN'S BISTRO CA	GIFT CARDS-DRAW UPON ARTIST THAT PARTICIPATED XMAS ART FAIR	1-4-7325-5530	\$100.00	
29	BOUCHER, PIERRE	12/11/2019	XHOCKEYPRODUCTS.CA	NHL HOCKEY GOAL PADDING	1-4-7423-3655	\$164.66	\$823.22
30	BOUGIE, MARIE FRANCE	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE M-F BOUGIE	1-4-1233-3032	\$35.00	\$35.00
31	COLLIER, HELEN	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE H.COLLIER	1-4-1233-3032	\$35.00	
32	COLLIER, HELEN	12/11/2019	FASHION WORKWEAR MISTE	JERSEYS FOR THE STAFF HOCKEY GAME	1-4-1223-3005	\$559.35	
33	COLLIER, HELEN	13/11/2019	LAVIOLE FLOWERS	FLOWERS FOR EMPLOYEE'S FATHER-IN-LAW FUNERAL	1-4-1363-3227	\$101.70	
34	COLLIER, HELEN	22/11/2019	LAVIOLE FLOWERS	FLOWERS TO AN EMPLOYEE WHO HAD SURGERY	1-4-1363-3227	\$53.11	
35	COLLIER, HELEN	05/11/2019	PARENT'S YIG 2693	DRINKS, COFFEE, CHIPS FOR BUDGET NIGHTS	1-4-1223-3440	\$63.86	
36	COLLIER, HELEN	22/11/2019	ROSALYNN'S BISTRO CA	LUNCH W/DAVE DARCH AND MAYOR (PROVINCE'S SUDDEN CHANGE IN DECISION)	1-4-1223-3440	\$64.88	
37	COLLIER, HELEN	29/11/2019	ROSALYNN'S BISTRO CA	DESSERT FOR COUNCIL (THREE APPLE PIES)	1-4-1223-3440	\$35.60	
38	COLLIER, HELEN	07/11/2019	SHERATON	ROMA IN JANUARY 2020 - CHARGED FOR ONE NIGHT NON-REFUNDABLE	1-4-1223-3160	\$306.73	
39	COLLIER, HELEN	08/11/2019	SO *SQ *CAFE JOYEU	COFFEE/TEA FOR STAFF MEETING	1-4-1223-3440	\$52.54	
40	COLLIER, HELEN	04/11/2019	WAL-MART #1060	GIFT CARDS ADDED TO THE THE FOOD DRIVE ON BEHALF THE MAYOR	1-4-1223-3005	\$500.00	
41	COUSINEAU, MICHEL	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE M.COUSINEAU	1-4-1233-3032	\$35.00	
42	COUSINEAU, MICHEL	06/11/2019	LINKEDIN 4963540633 LN	ONLINE TRAINING FOR 1 IT TEAM MEMBER	1-4-1323-3743	\$299.88	
43	COUSINEAU, MICHEL	06/11/2019	PLURALSIGHT	ONLINE TRAINING PLATFORM FOR 2 IT TEAMS MEMBERS	1-4-1323-3743	\$1,565.71	\$3,673.36
44	DESNOYERS, FREDERIC	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE F.DESNOYERS	1-4-1233-3032	\$35.00	\$35.00
45	LENHART, JULIAN	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE J.LENHART	1-4-1233-3032	\$35.00	
46	LENHART, JULIAN	08/11/2019	CANADIAN NETWORK OF AS	NICK BRUNET MEMBERSHIP DUES WITH CNAM	1-4-3113-3435	\$288.75	
47	LENHART, JULIAN	14/11/2019	MTO RUS SO ROCKLAND	PLATES 21020,21320,21430,21440,2810 NEW PLATE EQ162	1-4-3143-3770	\$893.00	\$1,216.75
48	OUELLET, MONIQUE	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE M.OUELLET	1-4-1233-3032	\$35.00	\$35.00
49	ROUSSELLE, YVES	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE Y.ROUSSELLE	1-4-1233-3032	\$35.00	
50	ROUSSELLE, YVES	15/11/2019	MCDONALD'S #40328	DINER FORMATION H&S LEVEL 2	1-4-1233-3440	\$11.51	
51	ROUSSELLE, YVES	13/11/2019	THAI EXPRESS	DINER FORMATION H&S LEVEL 2	1-4-1233-3440	\$14.33	
52	ROUSSELLE, YVES	14/11/2019	TIM HORTONS #1671	DINER FORMATION H&S LEVEL 2	1-4-1233-3440	\$12.37	\$73.21
53	ROY, YVES	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE Y.ROY	1-4-1233-3032	\$35.00	
54	ROY, YVES	26/11/2019	CITY OF OTTAWA - LOT 6	CEMC TRAINING PARKING	1-4-2413-3772	\$18.00	
55	ROY, YVES	27/11/2019	CITY OF OTTAWA - LOT 6	CEMC TRAINING PARKING	1-4-2413-3772	\$18.00	
56	ROY, YVES	07/11/2019	WWW COSTCO CA	OFFICE DESK - YVES ROY	1-4-2413-3500	\$847.49	\$918.49
57	VILLENEUVE, MARIO	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE-M.VILLENEUVE	1-4-1233-3032	\$35.00	
58	VILLENEUVE, MARIO	14/11/2019	DUNN'S ROCKLAND	RTC LUNCH	1-4-2223-3440	\$49.32	
59	VILLENEUVE, MARIO	27/11/2019	LA CITE COLLEGIALE	PARKING - LA CITE COLLEGIALE	1-4-2113-3450	\$18.75	
60	VILLENEUVE, MARIO	04/11/2019	MTO RUS DRIVER CERT PR	DRIVER TRAINING REGISTRATIONS	1-4-2113-3175	\$20.00	
61	VILLENEUVE, MARIO	07/11/2019	PRINCESS AUTO 27	TRAILER FENDER	1-4-2153-3760	\$109.67	\$232.74
62	WILSON, BRIAN	02/12/2019	NATIONAL BANK	MASTERCARD ANNUAL FEE B.WILSON	1-4-1233-3032	\$35.00	
63	WILSON, BRIAN	24/11/2019	#6527 2749 LAURIER ST	FUEL AND WASH CAR 1	1-4-2153-3760	\$64.97	
64	WILSON, BRIAN	10/11/2019	#7474 2749 LAURIER ST	FUEL - CAR 1	1-4-2153-3250	\$64.16	
65	WILSON, BRIAN	23/11/2019	HILTON	OAFD MID TERM CONFERENCE AND AGM	1-4-2113-3160	\$525.36	
66	WILSON, BRIAN	13/11/2019	MICROSOFT*STORE	RUGGED TABLET CASE, STYLUS, AND BLUETOOTH MOUSE	1-4-2123-3675	\$328.86	
67	WILSON, BRIAN	19/11/2019	SQ *SQ *NIAGARA FALLS	TAXI - OAFD MID TERM CONFERENCE & AGM	1-4-2113-3160	\$16.16	\$1,034.51
Total						\$11,919.74	\$11,919.74



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**BY-LAW NUMBER 2019-115****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:

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:
- 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
 - 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 16TH DAY OF DECEMBER, 2019

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NO. 2019-116

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 16th day of December 2019.

SCHEDULE A

CITY OF CLARENCE-ROCKLAND ADMINISTRATIVE PENALTY

BY-LAW - DESIGNATED BY-LAW PROVISIONS

TRAFFIC AND PARKING BY-LAW 2019-116

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 2019-116
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

Communication Plan

To complement Report ADMIN 2019-013

STEP 1

Decision is made to apply winter parking restrictions as per section 17.(2) of the Traffic and Parking by-law when:

- The Director of Public Works and Environmental Services or designate has received information that 7cm or more of snow has been forecasted (17(2)(a)) or,
- He/she has determined that other circumstances warrant the application of winter parking restrictions (17(2)(b))

STEP 2

An email is sent by the Director of Public Works and Environmental Services or designate to a pre-established group to include:

- Members of Council
- CAO
- Directors & Managers
- By-Law Enforcement Division
- Client Service Centre
- Julie Chartrand & Martin Irwin
- "tous"

STEP 3

Notification is sent out to the General Public via:

- Municipal Website (registered followers)
- Facebook page
- 211
- Jewel radio
- Electronic billboard

Notes:

- The Director of Public Works and Environmental Services or designate can suspend and re-instate the winter parking restrictions at any time (17(3))
- Given the fact that predictions are available a few days before a snow, a freezing rain or a storm event, it is our objective to inform the general public as soon as possible and ahead of time.



REPORT N° FIN2019-043

Date	09/12/2019
Submitted by	Frédéric Desnoyers
Subject	Award of insurance contract
File N°	N/A

1) **NATURE/GOAL :**

The goal of this report is to have the insurance contract awarded and an increase to the 2020 insurance base budget approved.

2) **DIRECTIVE/PREVIOUS POLICY :**

On November 18, 2019, Council approved the 2020 budget including a \$338,390 for insurance.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Council approve the renewal of the insurance for 2020 with Frank Cowan Company at a premium of \$321,696 plus applicable taxes; and

THAT Council approves an additional \$9,042 to the 2020 budget for insurance to be included in the 2020 budget adjustments.

QUE le Conseil approuve d'accorder le renouvellement d'assurance pour l'année 2020 à Frank Cowan Company Limited moyennant une prime de 321 696 \$, plus taxes; et

QUE le Conseil approuve une augmentation de 9 042 \$ au budget d'assurance 2020 à être inclus dans les révisions de budget 2020.

4) **BACKGROUND :**

In 2019, the City of Clarence-Rockland was insured through Frank Cowan Company Limited, expiring on December 31, 2019.

December 2nd was the deadline to submit request for proposal (RFP) for the insurance contract. The RFP was prepared by Halpenny, which is the City's insurance broker.

5) **DISCUSSION :**

In November 2019, the City issued a request for proposal for the general insurance contract for 2020.

A total of 2 bids were received from Frank Cowan Company Limited and Jardine / Marsh Lloyd Thompson Canada Inc.

BFL declined due to market conditions and claims history

Cowan is the lowest bidder with a total price of \$ 321,696 plus tax, while keeping the same coverage as previous years. This price represents a 11% increase over the 2019 contract.

Many reasons can explain this increase:

- Addition of 5 vehicles
- Property value increase of \$476 756
- Claim history, etc.

Council should also be aware that this insurance contract does not include any cyber insurance. In 2020, the IT department will work on its cyber knowledge to have a competitive quote. This will be presented to Council as an option as part of the 2021 budget review.

Attached is a comparable summary prepared by Halpenny of the insurance coverage renewal.

6) **CONSULTATION:**

Click here to enter text.

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

N/A

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

A total budget increase of \$9,042 is needed.

	2019	2020
Subtotal	\$291,688	\$321,696
Tax (8%)	\$23,335	\$25,736
Total cost	\$315,023	\$347,432
2020 Budget		\$338,390
Difference		\$9,042

This adjustment will be presented to Council in the new year as part of the 2020 budget adjustment.

An additional revenue of \$18,672 is also confirmed from the tax assessment growth which will offset this additional insurance cost.

9) **LEGAL IMPLICATIONS :**

N/A

- 10) **RISK MANAGEMENT :**
N/A
- 11) **STRATEGIC IMPLICATIONS :**
N/A
- 12) **SUPPORTING DOCUMENTS:**
Appendix A: Coverage comparison

SUMMARY

We are pleased to provide a comparison of the two proposals received from Frank Cowan Company Ltd. (Cowan) and Jardine / Marsh Lloyd Thompson Canada (JLT) for your perusal.

Each proposal provides unique risk transfer mechanism through insurance based on respondent program coverage and wordings. We have attached an overview outlining the main differences between the two programs for your reference.

Managing risk is more than simply protecting an asset – it is understanding the true nature of your risks, applying new ideas to manage them and the confidence to make the right decisions. In today's challenging business environment, driven by increasing change and uncertainty, knowledge is a valuable commodity which will empower those to make better decisions. The proposals are based on the Insurer's knowledge and ability to guide and council the Municipality on the appropriate risk transfer mechanisms.

Insurance is the losses of the many spread among the few. There are many factors impacting municipal claims such as:

- Higher award settlements
- Accelerating future care costs
- Class actions
- Claim Inflations – this is running between 6% to 8% annually
- Growing litigious society with higher frequency where municipalities are named in the claim

We believe the largest impact to Municipal claims is the Joint & Several Liability Act. Under the Negligence Act the law states that, where damages have been caused by two or more persons and where two or more persons are found at fault or negligent, they are jointly and severally liable to the person suffering loss or damage. A plaintiff's lawyer has only to provide 1% liability against a deep-pocket defendant to recover from that defendant 100% of the plaintiff's damages. This law has had a dramatic effect on Municipal claims.

Our approach is to look at the 'cost of risk'. Total Cost of Risk is a combination of all expenses associated with the risk – such cost can include insurance premium; uninsured losses; risk control mechanisms; contractual obligations; claims payments and deductibles. These costs are interrelated, and all parties must work together to reduce the cost of risks.

After careful assessment of the programs, wordings and deductibles, we believe that while both Insurers' provide a broad range of coverage based on their wordings and underwriting guidelines, the proposal from Frank Cowan provides a lower cost of risk to the Municipality. Our analysis is based on the proposal from Cowan which provides a significant premium savings of \$134,595. over JLT's premium indication, while at the same time offers the following enhancements.

- Cowan program also offers features that are not included under the JLT program such as No Aggregate on the Municipal Liability or Errors & Omission policy; Employment Practice Liability extension under the Errors & Omissions policy as well as the differences as outlined in the report.

- Cowan's replacement cost on automobiles applies to vehicles up to 25 years whereas JLT provides replacement cost applies to vehicles up to 20 years. JLT's basis of loss settlement on fire vehicles over 20 years and up to 25 years would be guaranteed amount based on purchase price or if you have a professional appraisal.
- Cowan is offering a 2-year price stability agreement as outlined in their proposal.

The following pages provide a brief summary of the main differences between Insurers. We recommend that you review each proposal for a complete overview of the individual products.

Thank you for this opportunity to review the quotations on your behalf. Our office is committed to continue to work with the City in an attempt to reduce potential losses, focus on identifying and mitigating traditional risk issues, and identifying new and emerging risk trends.

We are available to meet and review the proposals in detail. We await the City's decision.

Market Results**December 31st, 2019 – 2020**

MARKET	TOTAL (excluding Tax)
Frank Cowan Company Limited	\$321,696.
Jardine / Marsh Lloyd Thompson Canada Inc. / Marsh	\$456,291.
BFL	Declined as due to market conditions and claims history

FOREWORD

This summary has been prepared for the sole purpose of setting forth the general scope of coverage as afforded under the noted policy(ies). The summary is not intended to supplement the actual policy wording nor it is intended to be used to interpret the policy(ies). The information contained in this report is of a general nature and specific reference to the policy(ies), schedules, endorsements, etc. is required for actual determination of coverage.

**CORPORATION OF THE CITY OF CLARENCE ROCKLAND
 COVERAGE OVERVIEW
 December 31st, 2019 - 2020**

COVERAGE	COWAN	JARDINE / MARSH
Municipal Liability	<p>Limit of Liability - \$50,000,000.</p> <ul style="list-style-type: none"> • Primary - \$15,000,000. • First Excess - \$10,000,000. • Second Excess - \$25,000,000. <p>No Aggregate Limit</p> <p>Tenants Legal Liability – full policy limits</p>	<p>Limit of Liability - \$50,000,000.</p> <ul style="list-style-type: none"> • Primary - \$5,000,000. Limit • Umbrella - \$20,000,000. Limit • Excess Umbrella - \$25,000,000. Limit <ul style="list-style-type: none"> • Aggregate applicable to Products & Completed operations applicable to Umbrella Liability as removed from Primary Municipal Liability • Products & Completed Operations Aggregate – removed from Primary Municipal Liability – the following are not considered subject to Aggregate <ul style="list-style-type: none"> • Road Maintenance • Snow Removal • Garbage Collection / Waste Disposal • Tree Maintenance • Street Cleaning • Building Inspections – Professional Services included, limited to Products & Completed Operations Aggregate if contracted to Third Party Municipality • Or any Statutory duty that the City has to perform for or on behalf of third parties <p>Tenant’s Legal Liability – subject to \$5,000,000. Limit of liability</p>

COVERAGE	COWAN	JARDINE / MARSH
<p>Municipal Liability (cont.)</p>	<p>No Watercraft exclusions</p> <p>Medical Malpractice on Occurrence Form</p> <p>Abuse – up to the policy limit</p> <ul style="list-style-type: none"> • Limited to entity • Does not extend to additional Insured – council, employees, and volunteers. <i>The report confirms that the Additional Insured who are named in the statement of claim but not involved in the actual act would be entitled to defense provided that the allegations are within the scope of cover.</i> <p>Worldwide Territory</p> <p>Wrongful Dismissal (Legal Expense) – Claims Made - \$250,000. Per Claim / Aggregate ** See extension for EPL (Employment Practice Liability) under Errors & Omissions**</p> <p>Does not include Sudden & Accidental Environment Liability as covered under Environmental Liability</p>	<p>Excludes watercraft over 30 metres in length</p> <p>Medical Malpractice</p> <ul style="list-style-type: none"> • “Claims Made” form subject to retro date as of November 15, 1993 • Firefighters falls to Municipal Liability – Occurrence form <p>Molestation/Abuse liability extends to ‘Insured’ as per the policy definition – not limited to entity only</p> <ul style="list-style-type: none"> • Molestation/Abuse of minors subject to \$5,000,000. limit of liability as Umbrella excludes abuse of minors • Includes Abuse/Molestation for alleged perpetrator subject to \$250,000. Per Claim / \$500,000. Annual Aggregate – Coverage is written on “Claims Made” basis subject to retro date as of January 1, 2015 and is subject to confirmation of employee background checks <p>Territory is limited worldwide – suits in Canada / USA</p> <p>Wrongful Dismissal (Legal Expense) – Claims Made - \$500,000. Per Claim / Aggregate</p> <p>Includes Sudden & Accidental Environmental Liability as outlined in the wording – up to full policy limit unless covered under the Environmental Liability section</p>

COVERAGE	COWAN	JARDINE / MARSH
Municipal Liability (cont.)	<p>Excludes Voluntary Compensation for Volunteers; Garage operations; Marina Liability or Wrap-Up Liability</p> <p><u>Deductible:</u></p> <ul style="list-style-type: none"> • Third Party Deductible including Expenses - \$25,000. Per Occurrence • Sewer Back up Deductible including Expenses - \$25,000. Per Claimant • Forest Fire Expense, Volunteer Medical Payments & Voluntary Property Damage – Nil Deductible • Wrongful Dismissal - \$5,000. Deductible <p>2-year price stability agreement – will attempt to hold rate increase to 12%</p>	<p>Includes Wrap-up – Difference in Conditions & Difference in Limits; Garage Liability, Voluntary Compensation – Employees & Volunteers and Marina Liability</p> <p><u>Deductible:</u></p> <ul style="list-style-type: none"> • Third Party Deductible including Expenses - \$25,000. Per Occurrence (Applies to Forest Fire Expenses; Medical Payments & Voluntary Property Damage) • Sewer Back up Deductible including Expenses - \$25,000. Per Claimant • Wrongful Dismissal - \$5,000. Deductible • Voluntary Compensation – Nil Deductible <p>2-year guarantee – Not Available</p>
Errors & Omissions (Claims Made)	<p>Separate primary limit of liability – Included in Excess Liability limits</p> <p>No Aggregate Limit</p> <p>Worldwide Territory</p> <p>Claim Reporting – 30 days extending reporting period</p> <p>2-year price stability agreement – will attempt to hold rate increase to 12%</p>	<p>Included in the Limit of Liability</p> <p>Annual Aggregate</p> <p>Territory is limited worldwide – suits in Canada / USA</p> <p>Claim Reporting - 90 Days extended reporting Period</p> <p>2-year rate guarantee – Not available</p>

COVERAGE	COWAN	JARDINE / MARSH
<p>Errors & Omissions (Claims Made) Cont.:</p>	<p>Definition of Wrongful Act means any actual or alleged error or misstatement or misleading statement or act or omission or neglect or breach of duty arising out of, or in the performance of services usual to the operations of the Insured including administration of any benefit plan. Cowan had confirmed that their coverage includes Employment Practices subject to the policy terms and conditions – the nature of allegation to which they will respond is extremely broad. There are two (2) triggers – a coverage trigger and a compensatory trigger.</p> <p>The coverage trigger would be a Personal Injury allegation. Most employment allegations involve some element of mental anguish, stress, humiliation, etc. that would satisfy the coverage component of the trigger. As long as compensation is also sought, which again is usual in most employment-related demands, their policy would respond.</p> <p>Providing the two triggers exist in the allegation against the municipality, their policy would apply subject to the policy terms, conditions and exclusions. As with all claims, the allegations as well as the circumstances of the allegation will determine coverage. Coverage would be subject to your Deductible of \$25,000.</p>	<p>Does not include Employment Practice Liability – separate policy is required. Completed application required to provide a quotation.</p>

COVERAGE	COWAN	JARDINE / MARSH
Conflict of Interest	\$100,000. Per Claim	\$100,000. Per Claim
Legal Expense	<p>\$250,000. Per Claim / \$500,000. Aggregate</p> <p>Not reimbursement policy – payment from first dollar for defense including investigation stage</p> <p>Includes Criminal Code – includes cover while being investigated for a Criminal Code offense without the need for charges to have been laid</p> <p>Excludes claims awarded in any jurisdiction outside of Canada</p> <p>Access to 24/7 Legal Hotline</p>	<p>Limit - \$100,000. Any one claim / \$500,000. Annual Aggregate</p> <p>Reimburse legal fees including disbursements in defense of a charge laid for an alleged offence under any Act - Act means any Provincial Statute with the exception of the Highway Traffic Act and Municipal Conflict of Interest Act.</p>
Non-Owned Automobile	<p>Limit of Liability</p> <ul style="list-style-type: none"> • Primary - \$15,000,000. • 1st Excess - \$10,000,000. • 2nd Excess - \$25,000,000. 	<p>Limit of Liability</p> <ul style="list-style-type: none"> • Primary - \$5,000,000. Limit • Umbrella - \$20,000,000. Limit • Excess Umbrella - \$25,000,000. Limit

COVERAGE	COWAN	JARDINE / MARSH
<p>Environmental Liability (Claims Made)</p>	<p>Limit - \$5,000,000. Any one claim / \$5,000,000. Aggregate – Gradual and Sudden & Accidental</p> <p>Municipal Liability excludes EIL unless Bodily Injury from a sudden, brief and accidental occurrence or Property Damage to Third party from hostile fire or explosion</p> <p>Defense costs will respond even if allegations are groundless or false</p> <p>No Retro Date</p> <p><u>Exclusions for consideration:</u></p> <p>a) Coverage is included for liability arising out of the escape of contaminants from properties previous owned, leased or operated by the Insured - expenses excluded</p> <p>m) Excludes liability arising out of sewer backup from any sewer, sump or drain – Cowan confirmed this exclusion does not apply to the Wastewater treatment plant. Additionally, sewer back is covered under the Municipal Liability</p> <p>Worldwide Territory</p>	<p>Limit - \$5,000,000. Any one claim / \$5,000,000. Aggregate – Gradual</p> <p>Sudden & Accidental – Included under the Municipal Liability subject to \$50,000,000. Limit / Aggregate</p> <p>Excludes cover on single walled Above Ground Tank</p> <p>Cover on Closed landfill is subject to confirmation of active monitoring and no leachate</p> <p>Retro – Unlimited</p> <p><u>Exclusions for consideration:</u></p> <p>9) Underground storage tanks unless listed on the policy</p> <p>11) Property previously owned, leased or operated by the Insured - excludes liability from Insured’s property which commences subsequent to the date the Insured’s property is abandoned</p> <p>16) Odor emissions from Waste Facility</p> <p>Territory is limited worldwide – suits in Canada / USA</p>

COVERAGE	COWAN	JARDINE / MARSH
<p>Automobile</p>	<p>Includes Third Party Liability reimbursement - \$5,000. Deductible</p> <p>Extensions:</p> <ul style="list-style-type: none"> • OPCF#20 – Coverage for Transportation – applicable to light commercial - \$1,200. Limit • OPCF#21B – Blanket Fleet – 50/50 Adjustment on expiry • Replacement Cost on vehicles 25 years and newer except leased vehicles are subject to Actual Cash Value <p>2-year rate stability agreement – the average rate per automobile by vehicle class will be held to a maximum of 10% increase for each renewal term as long as risk continues to meet the definition of a fleet</p>	<p>No Third-Party Reimbursement</p> <p>Extensions:</p> <ul style="list-style-type: none"> • OPCF#44 – Family Protection End't - \$2,000,000. Applicable to light commercial, private passenger, skidoos and ATV • OPCF#20 – Coverage for Transportation – applicable to light commercial - \$1,000. Limit • OPCF#21B – Blanket Fleet – No Annual Adjustable • Replacement Cost <ul style="list-style-type: none"> • OPCF#43 – Waiver of Depreciation – 2 years • Automobile Deficiency Endorsement added to property – provides Replacement Cost – applicable to vehicles up to 20 years. • Fire vehicles up to 20 years – Replacement Cost; Over 20 up to 25 years – Guaranteed Amount subject to purchase price or if professional appraisal available • Airport Automobile Exclusion added <p>Subject to drivers list and all drivers having satisfactory drivers abstracts</p> <p>Rate guarantee not available</p>

COVERAGE	COWAN	JARDINE / MARSH
Crime	<ul style="list-style-type: none"> • Employee Dishonesty - \$1,000,000. • Broad Form Money & Securities - \$200,000. (Inside & Outside) • Money Order & Counterfeit Paper Currency – \$200,000. • Depositors Forgery – \$1,000,000. • Computer Fraud or Funds Transfer Fraud - \$200,000. (Includes Voice Computer Toll Fraud) • Audit Expense - \$200,000. <p>Deductible – Nil</p>	<ul style="list-style-type: none"> • Employee Dishonesty - \$1,000,000. • Broad Form Money & Securities - \$200,000. (Inside & Outside) • Money Order & Counterfeit Paper Currency – \$200,000. • Depositors Forgery – \$1,000,000. • Computer Fraud or Funds Transfer Fraud - \$200,000. • Professional Fees / Audit Expense - \$200,000. <p>Deductible – Nil</p>
Equipment Breakdown	<p>Separate Policy - \$50,000,000. Per Accident</p> <p>Extensions as noted in proposal</p>	<p>Included in Property Policy</p>

COVERAGE	COWAN	JARDINE / MARSH
Property:	<p>Separate Policy</p> <p>Blanket Limit - \$129,288,969. Named Perils on Bourget Train Station - \$131,500.</p> <p>Extensions as outlined in proposal – highlight of differences as follows:</p> <ul style="list-style-type: none"> • Debris Removal includes First Party Pollution Clean-up on site; Transit; Unnamed Locations, Fire / Police Department Charges, Recharge of Fire Protection, Consequential Loss; Professional Fees; Expediting Expense – no sublimit • Includes Computer Hardware and Media; however Systems Breakdown and Extra Expense are not covered. Cowan will require a completed Data Processing Application to add based on exposures • Bridges and Culverts – included up to \$50,000. • Includes Vacant / Unoccupied – \$1,000,000. – unlimited time period however they will amend cover on vacant properties to fire & extended coverage • Newly Acquired property – included subject to prompt notice and potential additional premium charged • Master Key – \$25,000. • Cost to attract volunteers following a loss - \$10,000. • Docks, Wharves & Piers - \$100,000. • Rewards – Arson, Burglary, Robbery and Vandalism - \$25,000. • Worldwide coverage 	<p>Combined Policy including Equipment Breakdown</p> <p>POED Limit - \$135,507,700. Named Perils on Bourget Train Station - \$131,500.</p> <p>Extensions as outlined in proposal – highlight of differences as follows:</p> <ul style="list-style-type: none"> • Transit – \$500,000. • Unnamed Locations - \$1,000,000. • Vacant, unoccupied or shut down for more than 90 days (seasonal closed down – 9 months) • Debris Removal – \$100,000. • Spoilage or Consequential Loss - \$100,000. • Contingent Business Interruption - \$1,000,000. • Fire Protection Equip & Fire Fighting Expenses - \$100,000. • Hacking Event & Computer Virus - \$100,000. • Exhibition Floater - \$100,000. • Master Key - \$10,000. • Newly Acquired locations - \$1,000,000. subject to 90 days reporting – No Additional premium • Docks, Wharves - \$42,800. Included in blanket limit • Territory – Canada and USA

COVERAGE	COWAN	JARDINE / MARSH
Property (cont.):	<u>Deductibles:</u> <ul style="list-style-type: none"> • Earthquake – 3% / \$100,000. Minimum • Flood - \$50,000. • Fine Arts - \$5,000. • All other losses - \$10,000. <p>Rate Stability Agreement - Average property rate will be held to a maximum of 5% increase of the 2019 level for each of the renewal terms</p>	<u>Deductibles:</u> <ul style="list-style-type: none"> • Earthquake – 5% / \$100,000. Minimum • Flood - \$50,000. • Impact by Marine Vessel - \$50,000. • EDP & Fine Arts - \$1,000. • All other losses - \$10,000. <p>Rate guarantee not available</p>
Councilor Accident – 24 Hour Coverage	<p>Age Restriction – under the age of 80</p> <p>Including Critical Illness on 7 Persons as noted in policy</p> <p><u>Extensions as listed in proposal – up to the following limits:</u></p> <ul style="list-style-type: none"> • Dependent Children’s Education - \$10,000. Per child • Dependent Children’s Day Care - \$10,000. Per child • Transportation / Accommodations - \$1,500. Maximum • Identification Benefit - \$5,000. • Eyeglasses, Contact Lenses & Hearing Aids - \$3,000. • Workplace Modification - \$5,000. <p>Aggregate Limit - \$2,500,000.</p>	<p>Age restriction applies to Weekly Disability - Total Disability – Unemployed & under age 70 - \$300. subject to 52-week period Weekly Disability</p> <p>Including Critical Illness on 7 Persons</p> <p><u>Extensions as listed in proposal– up to the following limits:</u></p> <ul style="list-style-type: none"> • Rehabilitation Benefits - \$15,000. • Dependent Children’s Education - \$5,000. Per child • Dependent Children’s Day Care - \$5,000. Per child • Family Transportation - \$15,000. • Eyeglasses, Contact Lenses & Hearing Aids - \$2,000 • Out-of-Province Medical – 15-day trip durations <p>Aggregate Limit - \$2,500,000.</p>

COVERAGE	COWAN	JARDINE / MARSH
Volunteer Accident On duty	<u>Extensions – up to the following limits:</u> <ul style="list-style-type: none"> • Accidental Medical - \$15,000. • Weekly Accident Indemnity – up to 52 weeks <ul style="list-style-type: none"> • Total Disability - \$500. • Partial Disability - \$250. • Dependent Child Day Care Benefit – \$10,000. • Dependent Child Education Benefit - \$10,000. • Transportation / Accommodation - \$1,500. • Funeral Expense - \$10,000. • Workplace Modification Benefits –\$5,000. • Eyeglasses, Contact Lenses & Hearing Aids - \$3,000. <p>\$1,000,000. Aggregate Limit any one accident</p>	<u>Extensions – up to the following limits:</u> <ul style="list-style-type: none"> • Accidental Medical - \$5,000. • Weekly Accident Indemnity – up to \$250. / 52 weeks • Workplace Modification and Accommodation Benefits - \$5,000. • In-Hospital Benefit - \$2,500. Per month • Family Transportation - \$15,000. • Day Care Benefit - \$5,000. • Dependent Child Education Benefit - \$5,000. • Funeral Expense - \$5,000. <p>\$1,000,000. Aggregate Limit any one accident</p>
Recreational Affiliates – Outdoor Rink Operators	Commercial General Liability <ul style="list-style-type: none"> • Bodily Injury & Property Damage - \$2,000,000. • Personal & Advertising Liability - \$2,000,000. • Medical Payments - \$10,000. • Tenants Legal Liability – Any One Premises - \$2,000,000. • Products & Completed Operations – Aggregate Limit - \$2,000,000. • Nil Deductible 	Commercial General Liability <ul style="list-style-type: none"> • Bodily Injury & Property Damage - \$2,000,000. • Personal & Advertising Liability - \$2,000,000. • Medical Payments - \$10,000. • Tenants Legal Liability – Any One Premises - \$2,000,000. • Products & Completed Operations – Aggregate Limit - \$2,000,000. • Nil Deductible
Total Premium (excluding Tax)	\$321,696.	\$456,291.

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW 2019-114****BEING A BY-LAW TO ACTUALIZE CERTAIN USER FEES AND CHARGES FOR THE CITY OF CLARENCE-ROCKLAND.**

WHEREAS Sections 391 of the Municipal act, 2001, as amended provides that without limiting sections 9, 10 and 11, a municipality may impose fees or charges on persons, for services or activities provided or done on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, for the use of its property including property under its control; and

WHEREAS Part VIII, section 35 of the "*Fire Protection and Prevention Act 1997* S.O. 1997 , as amended, provides that the Fire Chief or an assistant of the Fire Marshall may impose the fees and charges fees for services or activities stemming from a fire department; and

WHEREAS Section 7 of The Building Code Act 1992, as amended; empowers Council to enact certain by-laws respecting construction, demolition and change of use permits and inspections;

WHEREAS the Commissioners for Taking Affidavits Act, R.S.O. 1990, empowers the Clerk, Deputy-Clerk and Treasurer of the City of Clarence-Rockland, by virtue of their office, as commissioners for taking affidavits in the County of Prescott and Russell; and

WHEREAS Section 69 of the Planning Act, R.S.O. 1990, Chapter P. 13 empowers the Council of a municipality to pass a by-law prescribing a tariff of fees for the processing of applications made in respect to planning matters;

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to actualize user fees to recover the costs of services or activities provided by the City of Clarence-Rockland;

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

1. **THAT** the user fees be established as per Schedules 'A' to 'L' attached hereto and forming part of this by-law, being:
 - a. Schedule 'A' – Corporate
 - b. Schedule 'B' – Finance

- c. Schedule 'C' – Business Licence
 - d. Schedule 'D' – Animal Control
 - e. Schedule 'E' – Landfill
 - f. Schedule 'F' – Fire Department
 - g. Schedule 'G' – Construction
 - h. Schedule 'H' – Signs
 - i. Schedule 'I' – Infrastructure and Planning
 - j. Schedule 'J' – Recreation
 - k. Schedule 'K' – Daycare
 - l. Schedule 'L' – Civil Marriage Solemnization Services
2. **THAT** any user fees actualized by this by-law shall take precedence over any other user fees previously adopted by any previous by-law, resolution and/or policy
3. **THAT** the by-laws 2019-16 and 2019-98 are hereby repealed
4. **THAT** this by-law shall come in force and effect as of the date of adoption

READ AND ADOPTED IN OPEN COUNCIL THIS 16^H DAY OF DECEMBER, 2019.

GUY DESJARDINS, MAYOR

MONIQUE OUELLET, CLERK

131
Schedule "A" to User Fee By-law 2019-114
CORPORATE

ITEM	2020 FEE
COMMISSIONER OF OATH SERVICES	
Commissioning of municipal documents	no fee
Commissioning of residency verification for pension purposes	\$10.00
Commissioning other documents	\$20.00
DEATH REGISTRATIONS	
Funeral Homes within Clarence-Rockland	\$30.00
Funeral Homes outside Clarence-Rockland	\$40.00
LOTTERY LICENSING	
Raffle Lottery Licence	3% of total retail prizes value - minimum fee of \$30.00
Bingo Licence Application	3% of maximum prize board - maximum fee of \$1200.00 / year
Lottery Licence Amendment Application	\$20.00
Denial of Licence - Administration fee	\$20.00
MARRIAGE LICENCES	
Marriage Licence Application	\$163.00
MFIPPA REQUESTS	
Information Request Application	\$5.00
Research time	\$7.50 per 15 minutes
Photocopies / computer print outs	\$0.20 per regular copy / \$6.00 per oversized copy
OTHER	
Council / Committee Agenda package (Hard Copy)	\$10.00

133
Schedule "B" to User Fee By-law 2019-114
FINANCE

ITEM	2020
	FEE
NSF & Returned Item	\$43.00
Mortgage Account Opening - Change Fees	\$33.00
Tax Account Name Change	\$33.00
Transfer Between Accounts	\$33.00
Tax & Water Certificates	\$64.00
Inquiry print-outs (Tax-Water-AR)	\$6.00
Duplicate receipt or bill	\$6.00
Tax reminder notice (outstanding accounts)	\$5.00
Overpayment refund processing fee (Tax-Water-AR)	\$15.00
Property tax search fee & archives searches	\$35.00

135
 Schedule "C" to User Fee By-law 2019-114
 BUSINESS LICENCES

RE: Business Licencing By-law 2015-179	2020 FEE
Business Licence Category	
Seasonal (in operation less than 6 consecutive months)	\$64.00
Seasonal Produce Vendor (in operation less than 6 consecutive months)	\$64.00
Home occupation	\$64.00
Food/Beverage Service	\$106.00
Automotive Service	\$106.00
General	\$106.00
Trades & Contractors	\$106.00
Recreations	\$106.00
Mobile Sales/Service	\$106.00
Amusement	\$318.00
Entertainment	\$530.00
Transient Trader	\$159.00
Transient Trader (Special Event)	\$159.00/year OR \$64/day
Itinerant Vendor	\$318.00
Auctioneer	\$212.00/year OR \$85.00/day
ADMINISTRATION FEES	
Application Fee	\$53.00
Change of name	\$27.00
Change of address	\$27.00
Change of ownership	\$27.00
Reprint of license	\$6.00
Late fee	\$27.00

Schedule "D" to User Fee By-law 2019-16
ANIMAL CONTROL

Schedule "D" to User Fee By-Law 2019-114
ANIMAL CONTROL

RE: Dog By-law No. 2015-180	2020 FEE
Dog Licencing Fees	
Dog (female or male)	\$27.00
Any dog deemed to assist a person with a handicap (proof required) - limited to one per household	no fee
Late registration fee (payable in addition to registration fee)	\$22.00
Dog tag replacement	\$6.00
Kennel licence	\$53.00
Animal Impounding Fees	
First occurrence	\$77.00
Second and subsequent occurrence	\$122.00
Other fees	
Adoption fee (per animal)	\$27.00

139
Schedule "E" to User Fee By-law 2019-114
LANDFILL

RE: Landfill 2018-48	REVISED: February 4, 2019
FEE	
Material Type	
Yard waste	no fee
Branches up to 12" in diameter	no fee
Household Hazardous Waste	no fee
Blue and black box recyclables	no fee
Scrap metal (without refrigerants)	no fee
Tires	no fee
Textiles	no fee
Electronics	no fee
Bale wrapping	no fee
Weigh only ticket	\$20.00
Items containing refrigerants	\$20.00
Cover alternative and concrete	\$45.00/tonne - minimum fee of \$20.00
Construction wood	\$45.00/tonne - minimum fee of \$20.00
Residential, commercial construction and demolition waste (not defined as mixed loads)	\$90.00/tonne - minimum fee of \$20.00
Mixed loads	\$135.00/tonne - minimum fee of \$20.00
Contaminated soils	\$135.00/tonne - minimum fee of \$20.00
Asbestos	\$300.00/tonne - minimum fee of \$20.000 plus surcharge
Surcharges	
Extended opening hours	\$110.00/ hour - minimum of \$330.00/ day
Hazardous waste in load	\$10.00/ item - minimum \$30.00/ load - maximum \$300.00/ load
Electronic waste surcharge	\$30.00/ item - minimum \$30.00/ load - maximum \$300.00/ load
Refrigerant surcharge	\$30.00/ item - minimum \$30.00/ load - maximum \$300.00/ load
Tires surcharge	\$30.00/ item - minimum \$30.00/ load - maximum \$300.00/ load
Administrative billing surcharge	\$50.00/ visit

*Does not include payment for removal and associated administrative surcharge of 25%, if required

In the event the scale is not operable, fees shall be calculated using a ratio of 0.2 tonnes per cubic meter for uncompressed loads and 0.4 tonnes per cubic meters for compressed loads.

141
Schedule "F" to User Fee By-law 2019-16
FIRE DEPARTMENT

Schedule "F" to By-Law 2019-114
FIRE DEPARTMENT

ITEM	Approved 2020 FEE
File Search	
Letters of conformity to lawyers and real estate agents	\$75.00
Letters of conformity for real estate sales	\$75.00
Letters of conformity for the LCBO applications	\$75.00
Fire incident summary reports for insurance brokers	\$75.00
All other letters of conformity	\$75.00
Plan review	
Subdivision plan review	\$75.00
Revision and approval of distribution site for propane gas as required by TSSA (Level 1)	\$360.00 + inspection fee
Revision and approval of distribution site for propane gas as required by TSSA (Level 2)	\$1,020.00 + inspection fee
On Site Inspections (for initial and final inspection only)	
Residential	\$100.00
Apartment	\$100.00 + \$25.00/ unit
Hotel/Motel (1-10 units)	\$250.00
Hotel/Motel (more than 10 units)	\$25.00/ unit
Commercial and Industrial (first 10,000 square feet)	\$250.00
(every additional 5,000 square feet)	\$25.00/ square foot
Daycare	\$100.00
All other additional non-compliant inspections	\$50.00
Accreditation Inspections	
Group Homes and Retirement Homes	\$150.00 + \$50.00/hour
All other accredited inspections	\$150.00 + \$50.00/hour
Other Inspections	
Inspections for liquor licence applications	\$150.00
Inspections of refreshment vehicles or food trucks (commonly known as chip wagons)	\$100.00
Inspection initiated under the fire department's fire prevention and public education program	no fee
Education courses	
Courses requested of the department (prevention, fire extinguishers, evacuations, fire simulations)	\$50.00/up to 10 participants (\$5.00/additional participant)
Fire calls	
For incidents on private property: vehicle fires, boat fires, recreational vehicle fires, spills, extrications, technical rescues (e.g. confined space, trench, high-angle, etc.), water or ice rescues	Current rates as set by the Ministry of Transportation per vehicle per hour + any additional costs for each and every call (incl. costs for other agencies to assist)
Fire Department fire guard/watch (required or upon request) includes 1 fire apparatus and 2 firefighters (min.)	1/2 the current rates as set by the Ministry of Transportation per hour. Plus any additional costs (incl. costs for other agencies to assist)
Fire Scene Security or Fire Guard/Watch (contracted services)	100% cost recovery

142
Schedule "F" to User Fee By-law 2019-16
FIRE DEPARTMENT

Roadway / Highway Incidents

For incidents on public or private roads or highways: Vehicle fires, boat fires, recreational vehicle fires, attendance to motor vehicle accidents, spills, extrications, rescues, police and ambulance assistance and all other fire department request be it urgent or non-urgent

Current rates as set by the Ministry of Transportation per vehicle per hour + any additional costs for each and every call (incl. costs for other agencies to assist)

143
Schedule "F" to User Fee By-law 2019-16
FIRE DEPARTMENT

Water / Ice Incidents on Public Waterways	
For incidents on public waterways: Vehicle fires, boat fires, recreational vehicle fires, ice fishing hut fires, attendance to accidents (including watercraft accidents, vehicles through the ice, etc.), spills, extrications, rescues (incl. water/ice rescues), police and ambulance assistance and all other requests for fire department attendance (urgent or non-urgent)	Current rates as set by the Ministry of Transportation per vehicle per hour + any additional costs for each and every call (incl. costs for other agencies to assist)
Medical Standby for Events	
Medical Standby (required or upon request) includes 1 squad with medical bag and 2 firefighters (trained to the First Responder level or higher)	1/2 the current rates as set by the Ministry of Transportation per hour. Plus any additional costs (incl. costs for other agencies to assist)
Permits	
Fireworks Permit (RE: By-law 2007-45)	\$100.00
Special occasions Open Air Burning Permit (RE: By-law 2017-92)	\$26.00/ event
Open Air Burning Permit (RE: By-law 2017-92)	\$26.00/ year
Fire, Smoke or Carbon Monoxide Alarm - Faulty, Accidental, Malicious, or Cooking Incidents	
First occurrence (in the previous 12 months)	no fee *
Second occurrence (in the previous 12 months)	\$510.00 *
All subsequent occurrences (in the previous 12 months)	\$1530.00 *
* In addition to the prescribed fee, a notice requesting proof of a recent certificate of an annual inspection of the alarm system, as prescribed by the Ontario Fire Code within 30 days of the requisition.	
Cost recovery	
Rental or purchase fees for equipment necessary to assist in extinguishing a fire, demolition, security or clean up at an emergency scene or location.	100% cost recovery
Provision of or replacement of equipment in a residence, commercial business or other building in order to conform to the <i>Ontario Fire Code</i> (i.e. replacement of smoke alarms or batteries, etc)	100% cost recovery
Fire Department Response Fees - Indemnification technology	Current rates as set by the Ministry of Transportation per vehicle per hour + personnel costs + any additional costs for each and every call. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.
Fire Department Response Fees - Responses to unauthorized open air burning (e.g. no permit, non-compliance with permit, etc.)	Current rates as set by the Ministry of Transportation per vehicle per hour + personnel costs + any additional costs for each and every call.
Other fees	
Generator / pump services (i.e. flooding caused by power outages, to power up the furnace, etc.)	1/2 the current rates as set by the Ministry of Transportation per hour. Plus any additional costs (incl. costs for other agencies to assist)

Schedule "A" to User Fee By-law 2019-114 Construction

Classes of Permits and Permit Fees

Class of Permit	Base Line Fee	Additional Fees
Group "C" Low Density Residential (single family dwellings)	\$ 1479.00 up to 1,500 sq/ft in <i>gross building area</i>	\$0.80 per sq/ft for buildings with a floor area over 1,500 sq/ft
Group "C" Multiple Residential	\$ 1,530.00 up to 1,500 sq/ft in <i>gross building area</i>	\$1.15 per sq/ft for buildings with a floor area over 1,500 sq/ft
Group "C" Residential Additions and <i>Major Alterations</i>	\$ 638.00 up to 750 sq/ft in <i>gross building area</i>	\$0.75 per sq/ft for buildings with a floor area over 750 sq/ft
Group "C" Residential garage, carport, acc. building, deck, minor alteration	\$ 153.00 up to 300 sq/ft in <i>gross building area</i>	\$0.40 per sq/ft for buildings or structures with a floor area over 300 sq/ft
Group "A", "B", "D", "E" and "F" New Construction	\$ 4,590.00 up to 5,000 sq/ft in <i>gross building area</i>	\$1.40 per sq/ft for buildings with a floor area over 5,000 sq/ft
Group "A", "B", "D", "E" and "F" Additions and <i>Major Alterations</i>	\$ 2,040.00 up to 2,500 sq/ft in <i>gross building area</i>	\$1.40 per sq/ft for buildings with a floor area over 2,500 sq/ft
Group "A", "B", "D", "E" and "F" accessory building, minor alterations	\$ 459.00 up to 1,500 sq/ft in <i>gross building area</i>	\$0.40 per sq/ft for buildings with a floor area over 1,500 sq/ft
Farm Buildings (for animals)	\$ 1020.00 up to 5,000 sq/ft in <i>gross building area</i>	\$0.20 per sq/ft for buildings with a floor area over 5,000 sq/ft
Farm Buildings (storage, without animals)	\$ 816.00 up to 5,000 sq/ft in <i>gross building area</i>	\$0.15 per sq/ft for buildings with a floor area over 5,000 sq/ft
Fabric covered steel truss Buildings (COVER ALL)	\$ 306.00 Fixed fee	
Lagoons	Fixed fee of \$ 357.00	
Silos	Fixed fee of \$ 204.00	
<i>Designated Structures</i> Residential (OBC)	Fixed fee of \$ 204.00	
<i>Designated Structures</i> Other(OBC)	Fixed fee of \$ 408.00	
Solid fuel burning appliance	Fixed fee of \$ 204.00	
Change of Use / Conditional permits	Fixed fee of \$ 255.00	
Other Permits: Permit renewal (10.1) Transfer of permit (11.2) Revision to permit <i>Temporary structures</i>	Fixed fee of \$ 153.00	
Demolition (Residential)	Fixed fee of \$ 204.00	
Demolition (Other)	Fixed fee of \$ 408.00	
Plumbing	\$15.30 per fixture	
Connection fees (water, sewer, storm)	\$51.00 per connection	
Foundation (partial permit)	Additional fee of \$255.00	
Building without a permit fee	Additional fee of double the permit fee(as set out in this schedule "A") to max of 10,000\$	
Use of Large copier machine	A1 format \$5.10 each copy A2 format \$2.55 each copy	

*Fees may be added to tax roll if not paid as per section 7.(8.1) of the Building Code Act.

Note Group "A" buildings: Assembly occupancies
 Group "B" buildings: Detention, care and treatment occupancies
 Group "C" buildings: Residential occupancies
 Group "D" buildings: Business and personnel services occupancies
 Group "E" buildings: Mercantile occupancies
 Group "F" buildings: Industrial occupancies;

As defined under Division A, article 1.4.1.2 of the Ontario Building Code

147
 Schedule "H" to User Fee By-law 2019-16
 SIGNS

Schedule "H" to By-Law 2019-114
 SIGNS

RE: Signs By-law 2015-160	2020 FEE
Types of permits	
Permanent sign	\$128.00 + \$21.00/additional sign, same application
Temporary sign	\$128.00
Sign permit when sign is already installed	\$159.00 + \$32.00/additional sign, same application
Other fees related to signs	
Variance to the sign by-law	\$212.00
Variance to the sign by-law when sign is already installed	\$424.00
Encroachment permit for a sign	\$212.00
Encroachment permit renewal	\$106.00

149
Schedule "I" to User Fee By-law 2019-16
INFRASTRUCTURE PLANNING

Schedule "I" to By-law 2019-114
INFRASTRUCTURE AND PLANNING

ITEM	2020 FEE
Official Plan / Zoning Amendments Applications	
Official Plan Amendment	\$4,243.00
Zoning By-law Amendment	\$2,758.00
Zoning By-law Amendment - condition of severance	\$1,061.00
Temporary Use	\$1,750.00
Removal of Holding Provision	\$743.00
Subdivision Agreements	
Draft Plan of Subdivision	\$149.00/ dwelling unit or block - Minimum of \$2,652.00
Resubmission of a Draft Plan of Subdivision following the lapse of approval	\$74.00/ dwelling unit or block - Minimum of \$1,061.00
Revision of a Draft Plan of Subdivision	\$85.00/ dwelling unit or block - Minimum of \$2,652.00
Subdivision Agreement Preparation	\$2,334.00
Amendment to the Subdivision Agreement	\$1,061.00
Administration Fee	\$3,395.00
Subdivision Legal Fee	\$4,243.00
Subdivision Engineering Fee	\$4,243.00 for two (2) reviews - \$342.00/additional review
Request to extend Draft Plan Approval	\$923.00
Engineering Review - Fees payable at Subdivision Plan Agreement Stage **	2.5% of the estimated cost of the site works
**Any and all consultant fees collected for the review of plans and studies will be the responsibility of the applicant and deducted from the total engineering fees calculated for the project.	
Site Plans Applications	
Residential	\$149.00/ dwelling unit - Minimum of \$1,061.00
Commercial, Industrial, Institutional, other non-residential (Less than 5000 square feet)	\$1,061.00
Commercial, Industrial, Institutional, other non-residential (5000 square feet and up)	\$1,591.00
Mixed use	\$1,061.00 + \$149/residential unit
Letter of Undertaking - Site Plans	\$583.00
Minor amendment to an existing registered Site Plan Agreement	\$583.00
Creation of/or addition to private parking area	\$583.00
City Engineering Fee	\$583.00 + deposit of \$1,000.00 which will be deducted from the Engineering fees at the time of the signature of the agreement
Engineering Review (payable at Site Plan Agreement Stage) **	4% of the estimated cost of the site works if total cost estimate is under \$100,000.00
	3% of the estimated cost of the site works if total cost estimate is between 100,000.00 to \$500,000.00
	2% of the estimated cost of the site works if total cost estimate is over \$500,000.00
**Any and all consultant fees collected for the review of plans and studies will be the responsibility of the applicant and deducted from the total engineering fees calculated for the project.	
Condominium Plans	

150
Schedule "I" to User Fee By-law 2019-16
INFRASTRUCTURE PLANNING

Plan of Condominium Application	\$143.00/ dwelling unit - minimum of \$1,061.00
Exemption of a Plan of Condominium	\$1,061.00
Condominiun conversion	\$583.00

151
Schedule "I" to User Fee By-law 2019-16
INFRASTRUCTURE PLANNING

Committee of Adjustment	
Severance / Consent Application - Creation of a new lot	\$1,273.00
Consent - Other applications (lot enlargement, lot surplus, etc.)	\$902.00
Changes to conditions after provisional consent is given by the Committee or recirculation of a modified request	\$371.00
Minor Variance Application	\$743.00
Part-Lot Control	
Part-Lot Control Application	\$583.00
Miscellaneous Planning Fees	
Lifting of 0.30 meter reserve	\$371.00
Road opening or Road Closing	\$1,167.00
Dedication of public highway & assumption of subdivision (applicant assumes the legal and surveying fees)	\$159.00
Encroachment	\$345.00
Cash-in-lieu of Parking (each space reduced by Council shall be valued at \$1,689.82 and payable as per Council's decision)	\$461.00
Release of Financial Securities (partial or full release)	\$244.00
Letter of Undertaking	\$239.00
All other requests	\$220.00
Development Charge Deferral Fee	\$225.00
Development Agreement Fee	\$225.00
Written responses	
Zoning Report	\$110.00
Compliance Report	\$110.00
Subdivision Compliance	\$90.00
Work Order	\$90.00
Written opinions	\$68.00/first hour - \$110.00/subsequent hour
	\$10.53/extra lot (if request is for more than one property)
Research and Copies	
Paper copy of Official Plan - City of Clarence-Rockland	\$37.00
Paper copy of Official Plan - Bourget	\$37.00
Paper copy of Zonign By-law	\$37.00
CD copy of Official Plan or Zoning By-law	\$16.00
Paper copy of Zoning By-law Schedules	
Small format (b&w) - 11"x17"	\$5.00
Small format (color)- 11"x17"	\$7.00
Large format (b&w) - 2'x3'	\$7.00
Large format (color) - 2'x3'	\$9.00
Archival Retrieval Fee	\$110.00
Refunds	
If the request is made before the technical circulation is initiated	100%
If the request is made after the technical circulation is initiated	30%

152
Schedule "I" to User Fee By-law 2019-16
INFRASTRUCTURE PLANNING

If the request is made after the required public meeting

nil

NOTE: When an applicant submits more than one application type per site, then the applicant is entitled to a 10% discount on each application.

153
Schedule "J" to User Fee By-law 2019-114
RECREATION AND FACILITIES

ITEM	REVISED: December 16, 2019 FEE
Baseball Fields	
Regular rental rate (maximum 3hrs)	\$41.60
Tournament - regular daily rate (full day, including evening)	\$166.40
Tournament - regular evening rate (evening only- after 6:00 pm)	\$41.60
Clarence-Rockland Minor Sports Associations rental rate (max.3hrs)	\$31.20
Tournament - Clarence-Rockland Minor Sports Associations (full day, including evening)	\$78.00
Tournament - Clarence-Rockland Minor Sports Associations (evening only - after 6:00 pm)	\$20.80
Soccer Fields	
Regular rental rate (maximum 3hrs)	\$46.80
Seasonals (reduced rate upon written agreement)	\$41.60
Tournament - regular daily rate (full day, including evening)	\$166.40
Tournament - regular evening rate (evening only - after 6:00 pm)	\$52.00
Clarence-Rockland Minor Sports Associations rental rate (max.3hrs)	\$31.20
Tournament - Clarence-Rockland Minor Sports Associations (full day, including evening)	\$78.00
Tournament - Clarence-Rockland Minor Sports Associations (evening only - after 6:00 pm)	\$21.80
Rink Surface Rental - Ice	
Prime Time - regular rate	\$244.40
Prime Time - Clarence-Rockland Minor Sports Associations	\$214.24
Down Time - regular rate	\$208.00
Down Time - Clarence-Rockland Minor Sports Associations	\$187.47
Last Minute Ice Rental (no discounted rate for Minor Sports)	\$160.68
Sport Education Program Rate	\$150.00
Rink Surface Rental - No ice	
Prime Time - regular rate	\$62.40
Prime Time - Clarence-Rockland Minor Sports Associations	\$48.60
Down Time - regular rate	\$52.00
Down Time - Clarence-Rockland Minor Sports Associations	\$41.60
Special event with alcohol licence (daily rate)	\$624.00
Special event - no alcohol (daily rate)	\$520.00
Special event - set up fee	\$36.40
Boat Ramps	
Regular use	no fee
Fishing Tournaments or other special activities	\$10.40/boat

154
 Schedule "J" to User Fee By-law 2019-114
 RECREATION AND FACILITIES

Facility Rentals	
Jean-Marc Lalonde Arena & Clarence Creek Arena Community Halls - without alcohol (hourly rate)	\$40.00
Jean-Marc Lalonde Arena & Clarence Creek Arena Community Halls - with alcohol (hourly rate)	\$60.00
Jean-Marc Lalonde Arena & Clarence Creek Arena Community Halls - funerals (per event rate)	\$120.00
Jean-Marc Lalonde Arena & Clarence Creek Arena Community Halls - Non-profit organizations (meeting/breakfast)	\$30.00
Jean-Marc Lalonde Arena & Clarence Creek Arena Community Halls - Carnival activities (daily rate)	\$120.00
Ronald Lalonde & Alphone Carrière Community Centres - without alcohol (hourly rate)	\$30.00
Ronald Lalonde & Alphone Carrière Community Centres - with alcohol (hourly rate)	\$35.00
Ronald Lalonde & Alphone Carrière Community Centres - funerals (per event rate)	\$110.00
Ronald Lalonde & Alphone Carrière Community Centres - Non-profit organizations (meetings - maximum 3hrs)	\$30.00
Ronald Lalonde & Alphone Carrière Community Centres - Non-profit organizations (breakfast/dinner)	\$35.00
Chamberland Centre & St-Pascal Optimist Hall (daily rate)	\$80.00
Chamberland Centre & St-Pascal Optimist Hall - Non-profit organizations (meetings - maximum 3hrs)	\$30.00

155
 Schedule "K" to User Fee By-law 2019-114
 DAYCARE

ITEM	revised: February 4, 2019 FEE
Toddler (18-30 months old)	
Daily rate	\$52.05
Required deposit	\$520.50
Preschool (30 months old - School age)	
Daily rate	\$50.10
Required deposit	\$501.00
School age - School day (AM and PM)	
Daily rate	\$22.20
Required deposit	\$222.00
School age - School day (AM or PM)	
Daily rate	\$16.65
Required deposit	\$166.50
School age - Full day	
Daily rate	\$31.25
Late payment Fees	
Monthly interest applied to all accounts in arrears	1.25%
Statement of account - late payment	\$10.00
Telephone reminder call - late payment	\$20.00
Letter advising client - no longer eligible for service due to outstanding payment	\$30.00
Other fees	
Creation of new account	\$30.00

Schedule 'L' to By-law No. 2019-114

Marriage Solomnization Fees

The following fees apply for civil marriage solemnization services and are payable to the City of Clarence-Rockland upon scheduling the time and date of the Marriage Ceremony:

Administrative Fee	\$100.00
Marriage Officiant Fee	\$250.00
Registration Fee	\$75.00

*if the ceremony is performed during Regular Office Hours by a Marriage Officiant that is an employee of the City, the Marriage Officiant Fee is to be retained by the City.

The Marriage Officiant, subsequent to a civil marriage ceremony, is responsible to submit claim forms for expenses related to the performance of the ceremony and/or mileage to the Clerk.

Notes:

- Changes to date, and/or place are allowed at no additional charge, provided that the venue and the Officiate are available. Requests to change the date, time and/or place must be received a minimum of 48 hours prior to the originally scheduled date and time.
- An administration fee of \$50.00 will be retained if the ceremony is cancelled prior to the scheduled date and time.

No refund will be issued if the ceremony is cancelled less than 48 hours prior to the scheduled date and time, or the Applicant(s) do not show up for the ceremony, or if the ceremony is cancelled by the Marriage Officiant due to the fact that the persons being married arrive late



RAPPORT N° FIN2019-040

Date	15/11/2019
Soumis par	Frédéric Desnoyers
Objet	Adoption of 2020 Waste, Water & Sewer Rates
# du dossier	N/A

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de finaliser les taux de déchets résidentiel et commercial suivant l'approbation du budget 2020

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Le règlement 2019-12 est présentement utilisé afin d'établir les taux pour la collection des déchets et recyclage

Le règlement 2019-13 est présentement utilisé afin d'établir les taux d'eau et d'égout.

3) **RECOMMANDATION DU SERVICE:**

THAT the Committee of the Whole recommends that Council adopts a by-law to establish new fees for the collection and disposal of garbage and recycling, commencing in 2020

AND THAT the Committee of the Whole recommends that Council adopts a by-law to establish new fees for the Water and Sewer, commencing in 2020

QUE le Comité plénier recommande que le Conseil adopte un règlement pour établir les nouveaux frais de collection et disposition des déchets et recyclage, commençant en 2020

ET QUE le Comité plénier recommande que le Conseil adopte un règlement pour établir les des nouveaux frais d'eau et d'égouts, commençant en 2020.

4) **HISTORIQUE :**

Les taux ont été discutés au cours du processus budgétaire 2020, plus particulièrement à la rencontre budgétaire plénière du 7 novembre 2019.

5) **DISCUSSION :**

Déchets :

Il est recommandé que les taux résidentiels demeurent constants, soit à 187.50 \$ par unité.

Le taux demeure constant pour les utilisateurs commerciaux à sacs, soit à 400 \$ par unité.

Pour les utilisateurs commerciaux avec un conteneur le taux proposé est de 150\$/tonne avec un taux minimal de \$2 225 par année.

Eau et égouts :

Une augmentation de 4% sur les taux fixes et de 2% sur les frais de consommation est recommandé afin de supporter le budget opérationnel.

Une inflation de 2% est aussi recommandé sur le frais de connexion. Le frais proposé est de 3,421 \$ pour l'eau et 3,080 \$ pour les égouts pour les nouvelles connexions.

Aucune autre augmentation n'est recommandée dans les « Autres frais » pour l'eau et les égouts puisqu'ils sont comparables au marché.

6) **CONSULTATION :**

Une annonce a été placé dans le journal local pour avertir les résidents des augmentations proposés.

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

Cliquez ici pour entrer du texte.

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

Les augmentations des taux sont déjà incluses dans le budget 2020 et il n'y a donc pas d'impact supplémentaire.

9) **IMPLICATIONS LÉGALES :**

N/A

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

N/A

12) **DOCUMENTS D'APPUI:**

By-Law 2019-XX Waste Management Rates for 2020

By-Law 2019-XX Water & Sewer rates for 2020

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2019-118

BEING A BY-LAW TO AMEND BY-LAW NUMBER 2016-15 BEING A BY-LAW TO PROVIDE WATER AND SEWER FEES AND CHARGES AND TO REGULATE THE USE OF SUCH UTILITIES.

WHEREAS section 391 of the *Municipal Act, 2001 S.O. 2001, c, 25*, provides that a municipality and local board may pass bylaws imposing fees and charges on persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, for the use of its property including property under its control, and for capital costs payable by it for sewage and water services or activities which will be provided or done by or on behalf of it after the fees and charges are imposed;

AND WHEREAS section 81 of the *Municipal Act, 2001 S.O. 2001, c, 25*, provides that a municipality may shut off the supply of a public utility by the municipality to land if fees or charges associated therewith are overdue;

AND WHEREAS the Council of the Corporation of the City of Clarence-Rockland did approve recommendations in the Water and Sewer Rate Study prepared by Hemson Consulting Ltd. for the City's Water and Sewer Systems which gives consideration to the *Sustainable Water and Sewage Systems Act, 2002* (repealed December 2012), the *Water Opportunities Act, 2010* as well as the *Safe Drinking Water Act, 2002* as amended and associated *Ontario Regulation 453/07*.

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

1. **THAT** Schedule "A" of By-Law 2016-15 be repealed and replaced by Schedule "A" hereto attached; and
2. **THAT** By-Law 2019-13 is hereby repealed.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 16TH DAY OF DECEMBER 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

**SCHEDULE "A" TO BY-LAW No. 2016-15
as amended by By-law No. 2019-118**

1. WATER AND SEWER CHARGES

- i) Owners of metered properties that are serviced by the public utilities system shall be invoiced for water and sewer charges as follows:

- a) Flat annual charge for:

Water service	\$166.20 per unit
Sewer service	\$165.36 per unit

PLUS

- b) Consumption charge

Water per cubic meter \$1.3328

Sewer per cubic meter \$1.7551

- ii) Owners of non-metered properties that are serviced by the public utilities system shall be invoiced for water and sewer charges as follows:

- a) Flat annual charge for:

Water service	\$166.20 per unit
Sewer service	\$165.36 per unit

PLUS

- b) Flat consumption charge of \$60.64 per month

- iii) Villages (excluding vacant lands) who have frontage on the water distribution system and are not serviced by the water distribution system shall be invoiced for water charges as follows:

- a) Flat annual charge for:

Water service	\$166.20 per unit
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2. SEWER CHARGES

Sewer charges for properties in the former Township of Clarence who are on the private/public septic system shall be imposed a flat service charge as stated below:

1856 Labonté	\$707 / year
1860 Labonté	\$805 / year
1862 Labonté	\$607 / year

3. CAPITAL CONNECTION CHARGES

A capital connection charge will be levied to all existing users that wish to connect to the municipal water and sewer system. The fixed charge to connect to each service is as follows:

Water service	\$3,421 per connection
Sewer service	\$3,080 per connection

Plus

For all high-pressure connection, a fee of \$2,500 will be added.

4. OTHER CHARGES

- a. Opening of water accounts is subject to a non-refundable administrative fee of \$45.00.
- b. A \$60.00 administrative fee, per visit, to inspect and seal the water meter and to open the water service.
- c. Service representative calls to collect overdue accounts / delivery of "Door hanger" last notice to collect overdue accounts, following notice to shut off water supply, will result in a \$45.00 charge per account.
- d. A \$60.00 per service charge will be imposed for the inspection of a service and/or to turn on/off the supply of water on account of By-law violation or non-payment of water bill, and to reinstate supply following the turning off of the supply for By-law violation or non-payment.
- e. A \$60.00 per service charge will be imposed when the Public Services external clerk, at the request of the owners or occupants, is required to turn on/off the supply of water to a property between 8:00 AM and 4:30 PM, Mondays through Fridays (except statutory holidays). Otherwise the service charge to be imposed will be the actual cost to the

municipality for a call out plus 10% administrative fee with a minimum charge of \$110.00.

- f. The cost of supply and installation of water meters, thawing of services or other services will be as determined by the Director of Infrastructure and Engineering plus an administrative charge.
- g. A \$45.00 administrative fee will be imposed for a final meter read.
- h. Water Meter leak detection: work order requested by (owner or occupant) \$50.00

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

BY-LAW NUMBER 2019-119

BEING A BY-LAW TO ESTABLISH YEARLY RATES FOR THE COLLECTION AND DISPOSAL OF GARBAGE AND RECYCLING AND ALL RELATED WASTE MANAGEMENT ACTIVITIES.

WHEREAS Section 391 of the Municipal Act R.S.O., 2001 as amended provides that a by-law may be passed by the Council of local municipalities for the collection, removal, and disposal by the Corporation of garbage and/or other refuse, throughout the whole municipality or in defined areas at the expense of the owners and occupants of the land therein;

AND WHEREAS Subsection 1 of Section 398 of the Municipal Act R.S.O., 2001 as amended states that fees and charges imposed by a municipality on a person constitutes a debt of the person to the municipality;

AND WHEREAS Subsection 2 of Section 398 of the Municipal Act R.S.O., 2001 as amended states that the Treasurer of a local municipality may add fees and charges imposed by a municipality to the tax roll for the property to which the public utility was supplied and collect them in the same manner as municipal taxes;

AND WHEREAS Council of the Corporation of the City of Clarence-Rockland recognizes and has complied with the notice provisions as set out in By-Law 2011-105;

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

1. Definitions;

“Equivalent residential unit”

An equivalent residential unit is a place of residence; in the case of an apartment and/or a semi-detached, each place of residence shall be deemed to be an equivalent unit.

“Equivalent commercial unit”

An equivalent commercial unit is a property with a place of business assessed with a commercial evaluation; only one (1) equivalent commercial unit can be charged per property.

“Home Occupation”

Means any occupation conducted for gain or profit as an accessory use within a residential unit.

"Garbage" means local household generated waste material and includes the following categories:

Type I Garbage
(Household Waste)

Includes any article, thing, matter or effluent belonging to or associated with a residence, household or dwelling unit and includes but is not limited to the following: kitchen and table waste of animal origin resulting from the preparation or consumption of food; clothing; ashes; paper (except recyclable paper); broken crockery; and other such articles which would normally pertain to a dwelling.

Type II Garbage
(Recyclable waste)

Includes all materials collected by the Municipality for recycling and without limiting the generality of the forgoing includes: beverage and food containers, cardboard, recyclable paper.

"Supplementary Assessment Roll"

The list of properties, issued by the Municipal Property Assessment Corporation as per Section 34 (1) of the Assessment Act, R.S.O. 1990, c.A.31, as amended, to which an increase in value occurs which results from the erection, alteration, enlargement or improvement of any building, structure, machinery, equipment or fixture or any portion thereof that commences to be used for any purpose

2. The following rates shall be paid as follows:
 - a) a fixed rate of \$187.50 per equivalent residential unit
 - b) a fixed rate of \$400.00 per equivalent commercial unit.
 - c) or \$150.00 / ton with a minimum of \$2,225.00 for commercial clients that use bins
3. A residential unit with a home occupation will be charged the fixed rate of one equivalent commercial unit, and will be allowed to the service equivalent to one commercial unit.
4. All new residential unit and commercial unit shall be levied and imposed a monthly rate from the date of occupancy specified in the supplementary assessment roll to the end of the current calendar year. The monthly rate shall be determined by using as its numerator the special rate as determined in

Section 2 and using as its denominator 12 and consequently multiplying the results by the number of months of occupancy.

5. The fixed rate will be charged to all residential units and commercial units on the final tax bill and this fee will be for the service provided in the current year starting January 1st to December 31st and of each consecutive year until repealed.
6. All past due accounts will be subject to the penalty and interest charges as set out in the current by-law which provides for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof.
7. If any section or portion of this By-law is found by a court of competent jurisdiction to be invalid, it is the intent of Council of the Corporation of the City of Clarence-Rockland that all remaining sections and portions of this By-Law continue in force and effect.
8. This By-Law shall be deemed to have come into force and take effect on the 1st day of January 2020.
9. That By-Law Number 2019-12 is hereby repealed.

READ AND PASSED IN OPEN COUNCIL THIS 16TH DAY OF DECEMBER 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2019-117**

BEING A BY-LAW OF THE CITY OF CLARENCE-ROCKLAND TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CITY OF CLARENCE-ROCKLAND AT ITS REGULAR MEETING HELD ON DECEMBER 16, 2019.

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

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

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

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

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

READ, PASSED AND ADOPTED IN OPEN COUNCIL THIS 16TH DAY OF DECEMBER, 2019.

Guy Desjardins, Mayor

Monique Ouellet, Clerk