



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

May 4, 2020, 8:00 pm
Teleconference

Pages

1. Opening of the meeting

PLEASE BE ADVISED THAT COUNCIL MEMBERS WILL BE ATTENDING THIS MEETING ELECTRONICALLY VIA TELECONFERENCE DUE TO THE COVID-19 PANDEMIC SITUATION.

This meeting will be made accessible to the public via Facebook Live ONLY on the City of Clarence-Rockland page:

<https://www.facebook.com/clarencerockland/>

This meeting is scheduled for 8:00 p.m. however, the time may defer as it will begin immediately following the conclusion of the Committee of the Whole meeting that is scheduled to start at 7:15 p.m.

2. Adoption of the agenda

3. Disclosure of pecuniary interests

1

4. Announcements

5. Council Members' Items

5.1 Member's resolution presented by Councillor Carl Grimard and seconded by Councillor Don Bouchard regarding snowmobiles and all-terrain vehicles using the pathway located between St-Jean and Caron streets

5.2 Member's resolution presented by Councillor Don Bouchard and seconded by Councillor Carl Grimard regarding the rebuilding of Caron Street impact on the residents' privacy

5.3 Member's resolution presented by Councillor Diane Choinière and seconded by Councillor Samuel Cardarelli in regards to an invoice sent for false alarms at the Carressant Care Residence

6. 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.

6.1 Adoption of the minutes of the following meetings:

- | | | |
|----|--|----|
| a. | Council Regular electronic meeting of April 20, 2020 | 3 |
| b. | Electronic Committee of the Whole of April 20, 2020 | 15 |

6.2 The following recommendations from Committee of the Whole of April 20, 2020

- | | | |
|----|---|----|
| a. | Resolution to approve the 2019 Year-end operating surplus | 27 |
| b. | Resolution to approve that WSP Consulting's current engineering agreement with the City be amended to undertake the 2020 monitoring program | 37 |

7. Committee/Staff Reports

- | | | |
|-----|---|----|
| 7.1 | Update Schedule of Assessment of the Pharmacy Drain | 49 |
| 7.2 | Amendment to the Procedure By-Law - Standing Committees | 57 |

8. 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.

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| 8.1 | 2020-38 - Hospitality, Travel and Meal Expenses Policy | 65 |
|-----|--|----|

9.	Confirmatory By-law	101
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10. Closed meeting

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|------|---|--|
| 10.1 | Attestation from each member participating via teleconference | |
| 10.2 | Closed meeting minutes of April 20, 2020 | |

10.3 Potential litigation - Negotiation of a Liquidated Damages Clause

10.4 Human Resources matter

11. Resolution to resume open meeting

12. Closed Meeting report

13. Adjournment



CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND
RÉUNION RÉGULIÈRE

le 4 mai 2020, 20 h 00

Teleconference

Pages

1. Ouverture de la réunion

VEUILLEZ ÊTRE AVISÉS QUE LES MEMBRES DU CONSEIL PARTICIPERONT À CETTE RENCONTRE VIA TÉLÉCONFÉRENCE VU LA SITUATION DE PANDÉMIE COVID-19.

Cette réunion sera accessible au public par Facebook Live SEULEMENT à partir de la page de la Cité de Clarence-Rockland:

<https://www.facebook.com/clarencrockland/>

Cette réunion est prévue pour 20h; cependant, l'heure du début pourrait changée puisque celle-ci commencera immédiatement après la conclusion de la réunion du Comité plénier qui est prévue pour 19h15.

2. Adoption de l'ordre du jour

3. Déclarations d'intérêts pécuniaires

1

4. Annonces

5. Items des membres du Conseil

5.1 Résolution de membre présentée par le conseiller Carl Grimard et appuyée par le conseiller Don Bouchard concernant les motoneiges et les véhicules tout terrain empruntant le sentier pédestre situé entre les chemins St-Jean et Caron

5.2 Résolution de membre présentée par le conseiller Don Bouchard et appuyée par le conseiller Carl Grimard relativement à l'impact sur l'intimité des résidents suite à la reconstruction de la rue Caron

5.3 Résolution de membre présentée par la conseillère Diane Choinière et appuyée par le conseiller Samuel Cardarelli relativement à une facture de fausse alarme à la résidence Carressant Care

6. 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.

6.1 Adoption des procès-verbaux des réunions suivantes:

- a. Réunion régulière électronique du 20 avril 2020** 3
- b. Comité plénier électronique du 20 avril 2020** 15

6.2 Les recommandations suivantes du comité plénier du 20 avril 2020

- a. Résolution pour approuver le surplus opérationnel 2019** 27
- b. Résolution pour approuver que l'entente d'ingénierie actuelle de WSP Consulting avec la Ville soit modifiée pour entreprendre le programme de surveillance 2020** 37

7. Rapports des Comités/Services

- 7.1 Mise à jour du calendrier d'évaluation du drain Pharmacie** 49
- 7.2 Amendement au règlement de procédure - Comités permanents** 57

8. 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.

- 8.1 2020-38 - Politique en matière de frais d'hospitalité, de voyage et de repas** 65

9. Règlement de confirmation 101

10. Réunion à huis clos

- 10.1 Attestation de chaque membre qui participe via téléconférence**
- 10.2 Procès-verbal de la réunion à huis clos du 20 avril 2020**

10.3 Litige potentiel - Négotiation d'une clause de dommages-intérêts

10.4 Dossier des ressources humaines

11. Résolution pour retourner en réunion ouverte

12. Rapport de la réunion à huis clos

13. Ajournement



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**

April 20, 2020
Teleconference

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
- Diane Choinière, Councillor Ward 8
- Helen Collier, Chief Administrative Officer
- Monique Ouellet, Clerk
- Maryse St-Pierre, Deputy Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 9:05 p.m.

2. Adoption of the agenda

RESOLUTION 2020-67

Moved by Mario Zanth

Seconded by Carl Grimard

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

7.4. Leaf and yard waste;

10.4. Human Resources matter

CARRIED

3. Disclosure of pecuniary interests (none)

4. Announcements

Mayor Desjardins announces that the Dynacare Center, located at the upper level of the Medical Centre, is now open from 8:00 a.m. to 12:00 p.m.

5. Council Members' Items (none)

6. Consent Items

RESOLUTION 2020-68

Moved by Michel Levert

Seconded by Samuel Cardarelli

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of April 20, 2020, be adopted:

6.1. Adoption of the minutes of the following meetings:

- a. Council Regular electronic meeting of April 6, 2020
- b. Electronic Committee of the Whole of April 6, 2020
Consent

6.2. Adoption of the salaries paid from March 8, 2020, to April 4, 2020, in the gross amount of \$784,049.69 and net amount of \$530,114.76

CARRIED

Text of the resolutions as adopted by consent under Resolution 2020-68:

6.2 ***BE IT RESOLVED THAT*** the salaries paid from March 8, 2020, to April 4, 2020, in the gross amount of \$784,049.69 and net amount of \$530,114.76 be adopted as recommended.

7. Committee/Staff Reports

7.1 Accounts paid

RESOLUTION 2020-69

Moved by Samuel Cardarelli

Seconded by Christian Simard

BE IT RESOLVED THAT the accounts paid from March 17, 2020, to April 13, 2020, in the amount of \$3,337,287.64 be adopted as recommended.

CARRIED

7.2 Amendment to By-law no. 2000-43, which prohibits the wrongful use of water

RESOLUTION 2020-70

Moved by Don Bouchard

Seconded by Carl Grimard

WHEREAS staff was mandated to review Section 6 of By-Law 2000-43, which prohibits wrongful use of water, in order to consider allowing watering between 7:00 am to 9:00 am and 7:00 pm to 9:00 pm.

BE IT RESOLVED THAT By-law 2020-36, being a by-law to amend By-law 2000-43 in order to allow watering between 7:00 a.m. to 9: 00 a.m. and 7:00 p.m. to 9:00 p.m., hereby repealing By-law 2004-97, be adopted; and

BE IT FURTHER RESOLVED THAT By-law No. 2020-36 be deemed to come into effect as of May 4, 2020.

CARRIED

7.3 COVID-19 pandemic Report

RESOLUTION 2020-71

Moved by André J. Lalonde

Seconded by Don Bouchard

WHEREAS the province of Ontario declared a State of Emergency due to the COVID-19 pandemic; and

WHEREAS the COVID-19 pandemic situation is having an impact on municipal services and municipal finances;

BE IT RESOLVED THAT the expenses associated with the COVID-19 pandemic situation be paid for from the tax stabilization reserve as recommended in report FIN2020-010; and

BE IT RESOLVED THAT in order to further contain costs, all vacant positions are to remain vacant for the duration of the provincial State of Emergency, unless there are essential employee vacancies that are required to be filled in Protective Services; and

BE IT RESOLVED THAT all City Facilities remain closed until June 30, 2020, unless decided otherwise by a resolution adopted by Council; and

BE IT RESOLVED THAT the Ottawa River Festival, Canada Day and Seniors' Games be cancelled for 2020.

CARRIED

7.4 Landfill Site and Transfer Site**RESOLUTION 2020-72****Moved by** Carl Grimard**Seconded by** Mario Zanth

BE IT RESOLVED THAT staff be directed to concentrate its efforts in reopening the landfill site as well as the transfer station as soon as possible.

CARRIED

8. By-laws**RESOLUTION 2020-73****Moved by** Samuel Cardarelli**Seconded by** Diane Choinière

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

8.1. 2020-32 - amendment of By-Law 2019-105 - Tax levies for the year 2020

8.2. 2020-33 - Adoption of 2020 tax rates

8.3. 2020-34 - Amendment to 2020 Budget

CARRIED

9. Confirmatory By-law**RESOLUTION 2020-74****Moved by** Michel Levert**Seconded by** Carl Grimard

BE IT RESOLVED THAT By-law no. 2020-35, being a confirmatory by-law for the regular meeting of April 20, 2020, be adopted.

CARRIED

10. Closed meeting

The public meeting by teleconference ends at 9:25 p.m.

Council members attend the closed session meeting by teleconference. They return to an open meeting at 10:15 p.m.

RESOLUTION 2020-75**Moved by** Carl Grimard**Seconded by** Diane Choinière

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

- 10.1. Attestation from each member participating via teleconference
- 10.2. Closed meeting minutes of April 6, 2020
- 10.3. Potential litigation - Negotiation of a Liquidated Damages Clause
- 10.4. Human Resources matter

CARRIED

11. Resolution to resume open meeting

RESOLUTION 2020-76

Moved by Michel Levert

Seconded by Don Bouchard

BE IT RESOLVED THAT the closed session be adjourned to resume the regular meeting.

CARRIED=

13. Adjournment

Mayor Desjardins adjourns the meeting at 10:16 p.m.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 20 avril 2020
Teleconference

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
- Diane Choinière, conseillère du quartier 8
- Helen Collier, directrice générale
- Monique Ouellet, greffière
- Maryse St-Pierre, greffière adjointe

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 21h05.

2. Adoption de l'ordre du jour

RÉSOLUTION 2020-67

Proposée par Mario Zanth

Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté avec les ajouts suivants:

7.4. Résidus de jardin et de feuilles;

10.4. Dossier des ressources humaines

ADOPTÉE

3. Déclarations d'intérêts pécuniaires (aucune)

4. Annonces

Le maire Desjardins annonce que le centre Dynacare, situé en haut du Centre médical, est maintenant ouvert de 8h à midi.

5. Items des membres du Conseil (aucun)

6. Items par consentement

RÉSOLUTION 2020-68

Proposée par Michel Levert

Appuyée par Samuel Cardarelli

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 20 avril 2020, soient adoptés :

6.1. Adoption des procès-verbaux des réunions suivantes:

a. Réunion régulière électronique du 6 avril 2020

b. Comité plénier électronique du 6 avril 2020

6.2. Adoption des salaires payés pour la période du 8 mars 202, au 4 avril 2020, au montant brut de 784 049,69 \$, et montant net de 530 114,76 \$

ADOPTÉE

Texte des résolutions adoptées par consentement telles qu'identifiées dans la résolution 2020-68

6.2 QU'IL SOIT RÉSOLU QUE les salaires payés pour la période du 8 mars 2020, au 4 avril 2020, au montant brut de 784 049,69 \$, et montant net de 530 114,76 \$, soient adoptés tel que recommandé.

7. Rapports des Comités/Services

7.1 Comptes payés

RÉSOLUTION 2020-69

Proposée par Samuel Cardarelli

Appuyée par Christian Simard

QU'IL SOIT RÉSOLU QUE les comptes payés pour la période du 17 mars 2020 au 13 avril 2020, au montant de 3 337 287,64 \$ soient adoptés tel que recommandé.

ADOPTÉE

7.2 Amendement au règlement 2000-43, qui interdit l'utilisation abusive de l'eau

RÉSOLUTION 2020-70

Proposée par Don Bouchard

Appuyée par Carl Grimard

ATTENDU QUE le personnel a été mandaté pour réviser l'article 6 du règlement 2000-43, qui interdit l'utilisation abusive de l'eau, afin d'envisager de permettre l'arrosage entre 7h00 et 9h00 et 19h00 et 21h00.

QU'IL SOIT RÉSOLU QUE le règlement 2020-36, étant un règlement modifiant le règlement 2000-43 afin de permettre l'arrosage entre 7 h 00 à 9 h 00 et 19 h 00 à 21 h 00, abrogeant le règlement 2004-97, soit adopté; et

QU'IL SOIT ÉGALEMENT RÉSOLU QUE le règlement no 2020-36 soit considéré entrer en vigueur le 4 mai 2020.

ADOPTÉE

7.3 Rapport sur la pandémie de la COVID-19

RÉSOLUTION 2020-71

Proposée par André J. Lalonde

Appuyée par Don Bouchard

ATTENDU QUE la province de l'Ontario a déclaré l'état d'urgence en raison de la pandémie de COVID-19; et

ATTENDU QUE la situation de la pandémie de COVID-19 a un impact sur les services municipaux et les finances municipales ;

QU'IL SOIT RÉSOLU QUE les dépenses associées à la situation de la pandémie de COVID-19 soient payées à partir de la réserve de stabilisation du taux de taxes tel que recommandé dans le rapport FIN2020-010 ; et

QU'IL SOIT RÉSOLU QU'afin de limiter davantage les coûts, tous les postes vacants demeurent vacants pendant la durée de l'état d'urgence provincial, sauf s'il existe des postes vacants essentiels devant être pourvus dans les Services de la protection; et

QU'IL SOIT RÉSOLU QUE toutes les installations de la Cité demeurent fermées jusqu'au 30 juin 2020 à moins qu'il n'en soit décidé autrement par une résolution adoptée par le Conseil ; et

QU'IL SOIT RÉSOLU QUE le Festival de la rivière des Outaouais, la fête du Canada et les Jeux des aînés soient annulés pour 2020.

ADOPTÉE**7.4 Dépotoir et station de transfert****RÉSOLUTION 2020-72****Proposée par** Carl Grimard**Appuyée par** Mario Zanth

QU'IL SOIT RÉSOLU QUE le personnel soit mandaté à concentrer ses efforts à rouvrir le dépotoir et la station de transfert le plus tôt possible.

ADOPTÉE**8. Règlements municipaux****RÉSOLUTION 2020-73****Proposée par** Samuel Cardarelli**Appuyée par** Diane Choinière

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

8.1. 2020-32 - amendement au règlement 2019-105 - taxes foncières pour l'année 2020

8.2. 2020-33 - Adoption du taux de taxes 2020

8.3. 2020-34 - Modifications au budget 2020

ADOPTÉE**9. Règlement de confirmation****RÉSOLUTION 2020-74****Proposée par** Michel Levert**Appuyée par** Carl Grimard

QU'IL SOIT RÉSOLU QUE le règlement no. 2020-35, étant un règlement de confirmation pour la réunion régulière du 20 avril 2020, soit adopté.

ADOPTÉE**10. Réunion à huis clos**

La réunion publique par téléconférence se termine à 21h25.

Les membres du conseil rejoignent la réunion à huis clos par téléconférence. Ils retournent en réunion ouverte à 22h15.

RÉSOLUTION 2020-75**Proposée par** Carl Grimard**Appuyée par** Diane Choinière

QU'IL SOIT RÉSOLU QUE la réunion régulière du conseil municipal soit ajournée afin de tenir une session à huis clos pour discuter des sujets suivants, tel que stipulé à la section 239 de la *Loi sur les municipalités 2001*, tel que modifiée :

- 10.1. Attestation de chaque membre qui participe via téléconférence
- 10.2. Procès-verbal de la réunion à huis clos du 6 avril 2020
- 10.3. Litige potentiel - Négotiation d'une clause de dommages-intérêts
- 10.4 Dossier des ressources humaines

ADOPTÉE

11. Résolution pour retourner en réunion ouverte

RÉSOLUTION 2020-76

Proposée par Michel Levert

Appuyée par Don Bouchard

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

ADOPTÉE

13. Ajournement

Le maire Desjardins lève l'assemblée à 22h16.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

April 20, 2020
Teleconference

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
- Diane Choinière, Councillor Ward 8
- Helen Collier, Chief Administrative Officer
- Monique Ouellet, Clerk
- Maryse St-Pierre, Deputy Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:20 p.m.

Mayor Desjardins gives a speech on recent events in Nova Scotia.

Mayor Desjardins announces that tomorrow the City will declare a state of emergency.

2. Prayer

Councillor Carl Grimard recites the prayer.

3. Adoption of the agenda

RECOMMENDATION COW2020-24

Moved by Mario Zanth

Seconded by Diane Choinière

THAT the agenda be adopted with the following addition:

5.3. Notice of motion presented by Councillor Diane Choinière regarding false alarms at Bourget Caressant Care

CARRIED, as modified

4. Disclosure of pecuniary interests (none)

5. Notice of Motion

5.1 Notice of motion presented by Councillor Carl Grimard and seconded by Councillor Don Bouchard regarding snowmobiles and all-terrain vehicles using the pathway located between St-Jean and Caron streets

Councillor Carl Grimard presents his notice of motion.

5.2 Notice of motion presented by Councillor Don Bouchard and seconded by Councillor Carl Grimard regarding the rebuilding of Caron Street impact on the residents' privacy

Councillor Don Bouchard presents his notice of motion.

5.3 Notice of Motion proposed by Councillor Diane Choinière and seconded by Councillor Samuel Cardarelli in regards to an invoice sent for false alarms at the Carressant Care Residence

Councillor Diane Choinière presents her notice of motion.

Further to questions, Brian Wilson explains that when false alarms are engaged in nursing homes, the Fire Department investigates to determine the cause and how it can be avoided.

Further to questions, Brian Wilson explains that when an alarm is engaged, direct communication is made with the fire department, which prevents the nursing home from contacting the fire department before they are dispatched on the road. He adds that there is a charge for false alarms in the user fee by-law.

6. Report from the United Counties of Prescott and Russell

Mayor Desjardins announces that the UCPR rented the RiverRock for people who are quarantined.

7. Committee/Staff Reports

7.1 2019 Year-end operating surplus

Further to questions, Frédéric Desnoyers explains that the amount foreseen for the Community Hub is already approved. He adds that it is an initial amount to start the project.

RECOMMENDATION COW2020-25**Moved by** Samuel Cardarelli**Seconded by** André J. Lalonde**WHEREAS** the City made a \$1,416,808 general operating surplus in 2019;**THAT** the Committee of the Whole recommends that Council approves the allocation of the surplus as presented in report FIN2020-010.**CARRIED****7.2 Electronic Bid Implementation**

Further to questions, Helen Collier explains that there is a plan to communicate this new implementation with community businesses.

RECOMMENDATION COW2020-26**Moved by** Samuel Cardarelli**Seconded by** Christian Simard**THAT** report FIN2020-011 Electronic Bid Implementation be received for information.**CARRIED****7.3 Leaf and yard waste**

Further to questions, Julian Lenhart explains that it is difficult to compare with other sites, as some of them are private and are not managed by municipalities.

Further to questions, Julian Lenhart explains that in order to open the premises, an employee must receive mandatory training.

Further to questions, Julian Lenhart explains that the collection of household waste is considered an essential service, but not the collection of leaf and yard waste.

RECOMMENDATION COW2020-27**Moved by** Mario Zanth**Seconded by** Michel Levert**THAT** staff be directed to concentrate its efforts in reopening the landfill site as well as the transfer station as soon as possible.**CARRIED****7.4 Notre-Dame/Caron Pond - WSP scope change 2020 Monitoring Program**

RECOMMENDATION COW2020-28**Moved by** Carl Grimard**Seconded by** Christian Simard

WHEREAS, the Ministry of Environment, Climate and Parks (MECP) is requesting the municipality to complete additional monitoring programs and waste characterization assessment to facilitate the formal closure of the Notre Dame Landfill Site; and

WHEREAS, the municipality has been actively engaged in discussions with the MECP staff with respect to the monitoring programs and waste characterization assessment; and

WHEREAS the terms of reference for these programs have been agreed to by the affected parties; and

WHEREAS staff proposes to undertake an option/risk analysis for inclusion in a status report to Council tentatively scheduled for the latter part of 2020;

THAT the Committee of the Whole recommends to Council that WSP Consulting's current engineering agreement with the City be amended to undertake the 2020 monitoring program, waste characterization assessment and provide support for the cost/risk analysis to an upset limit of \$82,000, and;

THAT that this work be funded from the current budget approval for the Notre Dame Landfill Site project.

CARRIED**7.5 Hospitality, Travel and Meal Expenses Policy****RECOMMENDATION COW2020-29****Moved by** Don Bouchard**Seconded by** Diane Choinière

WHEREAS Council mandated the administration to review the meal policy;

THAT the Committee of the Whole recommends that Council adopts the proposed policy as attached to Report No. ADMIN2020-08, by by-law at the next regular Council meeting.

CARRIED**8. Other items (none)****9. Adjournment**

The Mayor adjourns the meeting at 8:52 p.m.

Guy Desjardins, Mayor;

Maryse St-Pierre, Deputy Clerk



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

le 20 avril 2020
Téléconférence

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
- Diane Choinière, conseillère du quartier 8
- Helen Collier, directrice générale
- Monique Ouellet, greffière
- Maryse St-Pierre, greffière adjointe

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 19h20.

Le maire Desjardins fait une allocution relativement aux événements récents en Nouvelle-Écosse.

Le maire Desjardins annonce que demain la Cité fera une déclaration d'état d'urgence.

2. Prière

Le conseiller Carl Grimard fait la lecture de la prière.

3. Adoption de l'ordre du jour

RECOMMANDATION COW2020-24

Proposée par Mario Zanth

Appuyée par Diane Choinière

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

5.3 Avis de motion de la conseillère Diane Choinière concernant des fausses alarmes au Caressant Care de Bourget

ADOPTÉE, telle que modifiée

4. Déclarations d'intérêts pécuniaires (aucun)

5. Avis de motion

5.1 Avis de motion présenté par le conseiller Carl Grimard et appuyé par le conseiller Don Bouchard concernant les motoneiges et les véhicules tout terrain empruntant le sentier pédestre situé entre les chemins St-Jean et Caron

Le conseiller Carl Grimard présente son avis de motion.

5.2 Avis de motion présenté par le conseiller Don Bouchard et appuyé par le conseiller Carl Grimard relativement à l'impact sur l'intimité des résidents suite à la reconstruction de la rue Caron

Le conseiller Don Bouchard présente son avis de motion.

5.3 Avis de motion présenté par la conseillère Diane Choinière et appuyé par le conseiller Samuel Cardarelli relativement à une facture de fausse alarme à la résidence Carressant Care

La conseillère Diane Choinière présente son avis de motion.

Suite aux questions, Brian Wilson explique que lorsque des fausses alarmes sont enclenchées dans les centres de soins pour aînés, le service des incendies procède à une investigation afin de déterminer la cause et de quelle façon elle peut être évitée.

Suite aux questions, Brian Wilson explique que lorsqu'une alarme est enclenchée, une communication directe se fait avec les services des incendies, ce qui empêche le centre de soins de contacter le service pour les aviser avant que ceux-ci soient dépêchés sur la route. Il ajoute que des frais sont prévus dans le règlement des frais usagers en matière de fausses alarmes.

6. Rapport des Comtés unis de Prescott et Russell

Le maire Desjardins annonce que RiverRock a été loué par les CUPR pour les personnes en quarantaine.

7. Rapports des Comités/Services

7.1 Surplus opérationnel 2019

Suite aux questions, Frédéric Desnoyers explique que le montant prévu pour le Carrefour communautaire est déjà approuvé. Il ajoute que c'est un montant initial pour débiter le projet.

RECOMMANDATION COW2020-25

Proposée par Samuel Cardarelli

Appuyée par André J. Lalonde

ATTENDU QUE la Cité a eu un surplus général de 1 416 808 \$ en 2019;

QUE le comité plénier recommande au Conseil d'approuver l'allocation du surplus tel que présenté dans le rapport FIN2020-010.

ADOPTÉE

7.2 Système de soumissions électroniques

Suite aux questions, Helen Collier explique qu'il y a un plan pour communiquer cette nouvelle implantation auprès des entreprises communautaires.

RECOMMANDATION COW2020-26

Proposée par Samuel Cardarelli

Appuyée par Christian Simard

QUE le rapport FIN2020-011 relativement à l'implantation d'un système de soumissions électronique soit reçu à titre d'information.

ADOPTÉE

7.3 Résidus de jardin et de feuilles

Suite aux questions, Julian Lenhart explique qu'il est difficile de comparer avec les autres sites, car certains d'entre eux sont privés et ne sont pas gérés par les municipalités.

Suite aux questions, Julian Lenhart explique que pour ouvrir les lieux, un employé doit recevoir une formation obligatoire.

Suite aux questions, Julian Lenhart explique que la collecte des déchets domestiques est considérée comme un service essentiel, mais pas la collecte de résidus de jardin et de feuilles.

RECOMMANDATION COW2020-27

Proposée par Mario Zanth

Appuyée par Michel Levert

QUE le personnel soit mandaté à concentrer ses efforts à rouvrir le dépotoir et la station de transfert le plus tôt possible.

ADOPTÉE

7.4 Étang Notre-Dame/Caron - le champ d'application de WSP change le programme de suivi 2020

RECOMMANDATION COW2020-28

Proposée par Carl Grimard

Appuyée par Christian Simard

ATTENDU QUE le ministère de l'Environnement, du Climat et des Parcs (MECP) demande à la municipalité de terminer des programmes de surveillance supplémentaires et une évaluation de la caractérisation des déchets afin de faciliter la fermeture officielle du site d'enfouissement Notre-Dame; et

ATTENDU QUE la municipalité a participé activement aux discussions avec le personnel du MECP concernant les programmes de surveillance et l'évaluation de la caractérisation des déchets; et

ATTENDU QUE le mandat de ces programmes a été accepté par les parties concernées; et

ATTENDU QUE le personnel propose d'entreprendre une analyse des options / risques à inclure dans un rapport de situation au Conseil provisoirement prévu pour la fin de 2020;

QUE le comité plénier recommande que l'entente d'ingénierie actuelle de WSP Consulting avec la Ville soit modifiée pour entreprendre le programme de surveillance 2020, l'évaluation de la caractérisation des déchets et fournir un soutien pour l'analyse des coûts / risques jusqu'à une limite de 82 000 \$, et

QUE ces travaux soient financés à partir de l'approbation budgétaire actuelle pour le projet du site d'enfouissement de Notre-Dame.

ADOPTÉE

7.5 Politique en matière de frais d'hospitalité, de voyage et de repas

RECOMMANDATION COW2020-29

Proposée par Don Bouchard

Appuyée par Diane Choinière

ATTENDU QUE le Conseil a mandaté l'administration pour revoir la politique des repas ;

QUE le Comité plénier recommande au Conseil d'adopter la politique proposée, telle que jointe au rapport n° ADMIN2020-08, par voie de règlement lors de la prochaine réunion ordinaire du Conseil.

ADOPTÉE

8. Autres items (aucun)

9. Ajournement

Le maire lève l'assemblée à 20h52.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



RAPPORT N° FIN2020-010

Date	07/04/2020
Soumis par	Frédéric Desnoyers
Objet	2019 Year-end operating surplus
# du dossier	N/A

1) **NATURE / OBJECTIF :**

Le rapport a pour but de présenter le surplus opérationnel 2019 et d'apporter une recommandation pour la répartition de celui-ci.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

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

3) **RECOMMANDATION DU SERVICE:**

WHEREAS the City made a \$1,416,808 general operating surplus in 2019;

THAT the Committee of the Whole recommends that Council approves the allocation of the surplus as presented in report FIN2020-010.

ATTENDU QUE la Cité a eu un surplus général de 1 416 808 \$ en 2019;

QUE le comité plénier commande au Conseil d'approuvé l'allocation du surplus tel que présenté dans le rapport FIN2020-010.

4) **HISTORIQUE :**

N/A

5) **DISCUSSION :**

Plusieurs facteurs ont mené à un surplus s'élevant à approximativement 1 416 808 \$ pour les départements supportés par les taxes. Il est à noter que le montant n'est toujours pas confirmé et est sujet à l'audit des états financiers. Il s'agit d'une évaluation préliminaire puisque l'audit de l'année financière 2019 n'est pas terminé.

À l'annexe A, on retrouve en détails les variances et explications ayant causées cet écart.

Recommandations de l'utilisation des fonds :

Carrefour communautaire	225 000 \$
Réserve de stabilisation des taxes	150 000 \$
Dépenses reliées au virus Covid-19	1 041 808 \$
Total	1 416 808 \$

Carrefour communautaire : Le rapport ADMIN2019-012 a été accepté en 2019 afin d'allouer un budget initial pour le projet du carrefour communautaire. Un budget de 225 000 \$ a été approuvé provenant du surplus 2019.

Réserve de stabilisation des taxes : L'administration recommande la contribution de 150 000 \$ à cette réserve pour palier à l'utilisation de cette réserve en 2019, principalement relié à des règlements hors cour. Ceci rapporte le solde de la réserve disponible à 1.3\$ million. Ce montant représente environ 3% du budget municipal pour toute éventualité non prévue.

Dépenses reliées au virus Covid-19 : À l'heure actuel il est très difficile de prévoir exactement l'impact financier qu'aura le virus sur la municipalité. Toutefois, plusieurs mesures déjà accepté causes des pressions sur l'exercice financier 2020. Par conséquent, l'administration recommande que le restant du surplus soit contribué à la réserve de stabilisation de taxe pour couvrir les coûts additionnels en 2020.

Si les coûts s'avèrent plus bas, l'administration recommande une réduction de dette à long terme sur l'achat des 2 camions « tandem » approuvé en 2019 et au budget 2020 aux coûts de 295 948.81\$ et 297 760.69 \$.

Eau, égout et déchets :

Le tableau ci-dessous présente le surplus de chaque département pour 2019 ainsi que le surplus accumulé en fin d'année.

	Eau	Égout	Déchets
Surplus accumulé début 2019	1 138 176 \$	1 487 083 \$	337 688 \$
Surplus 2019	571 250 \$	234 732 \$	184 992 \$
Surplus accumulé fin 2019	1 709 426 \$	1 721 815 \$	522 680 \$

Il est recommandé que la totalité des surplus accumulés pour le département d'eau et d'égout soient transférés dans les réserves pour projets en capitaux de chaque département.

Pour le département d'égout, il est recommandé que le surplus accumulé de 1 721 815 \$ soit utilisé pour réduire la dette à long terme sur le projet d'amélioration du plan de traitement des égouts approuvé au budget de 22 000 000 \$.

6) **CONSULTATION :**

N/A

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

N/A

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

Tel que présenté dans ce rapport.

9) **IMPLICATIONS LÉGALES :**

N/A

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

En versant le restant du surplus 2019 dans une réserve, ceci réduit le risque financier relié à l'incertitude de la longévité du virus Covid-19

11) **IMPLICATIONS STRATÉGIQUES :**

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

12) **DOCUMENTS D'APPUI:**

Annexe A : Variances de la fin d'année 2019

Annexe A / Schedule A

City of / Cité de Clarence-Rockland

Variances par rapport au budget 2019 / Variances with 2019 budget

	Budget	Variance		
Revenues et dépenses corporatives		814,104	Surplus	
Provision offence act (POA) revenues	-200,000	-22,398	Déficit	Le montant inclus budgeté pour les revenus a toujours été surévalué dans les années passé. Pour 2019, nous avons baissé le revenu budgeté de 25 000 \$ afin d'adresser ce problème. Puisque le montant ne peut être connu à l'avance, il y a toujours un déficit/surplus en fin d'année.
Interest on AR & other fees	-5,000	17,000	Surplus	Plus de revenus d'intérêts gagnés sur les comptes en retard. Varie d'année en année selon les paiements effectués par les clients.
Investment income	-131,370	295,981	Surplus	Les revenus d'investissement ont été plus élevés que prévus étant donné l'augmentation des liquidités. Cette augmentation a été causée par plusieurs raisons, soit par exemple les délais de construction des casernes et de l'usine de traitement d'égout.
Interest on tax arrears	-380,000	42,743	Surplus	Plus d'intérêts sur les arrérages de taxes ont été reçus que le prévoyait le budget.
Insurance	238,500	21,263	Surplus	Les coûts d'assurance ont été moins élevés que le prévoyait le budget
Supplementary taxes	-400,000	158,088	Surplus	Plus de taxes supplémentaires que prévoyait le budget ont été facturés
Inventory Sale	0	229,231	Surplus	Vente d'inventaire non prévue au budget
Ontario Grant	0	33,942	Surplus	Surplus de 33 942\$ découlant de la subvention pour des dépenses associés aux nouvelles lois sur le cannabis qui n'était pas budgétée.
Contingency	100,000	38,254	Surplus	Un montant plus bas que prévue a été utilisé par le fond de contingence pour financer les dits déficits.

Annexe A / Schedule A

City of / Cité de Clarence-Rockland

Variances par rapport au budget 2019 / Variances with 2019 budget

	Budget	Variance		
Conseil		-704	Déficit	
Supplies	1,000	-704	Déficit	Divers petites dépenses plus élevées que le prévoyait le budget
CAO		102,163	Surplus	
Salaries - HR	291,755	84,000	Surplus	Plusieurs variations mais généralement, l'épargne supplémentaire est liée au budget de postes vacants car 2 postes ont été vacants durant une partie de l'année, le poste de gestionnaire et d'adjointe administrative
Office Materials	134,200	33,000	Surplus	Épargne dans les frais de timbre et les frais de papeterie. Plusieurs services en ligne ont été instauré réduisant cette nécessité.
Materials - HR	77,400	23,163	Surplus	Plusieurs variations tel que des économies dans le budget de publicité, formation et papeterie.
Legal fees & Liability Claims	224,000	-75,000	Déficit	Les frais légaux et les réclamations ont été plus élevés que le prévoyait le budget. Ce montant varie d'année en année.
Facilities - Maintenance	355,658	37,000	Surplus	Plusieurs variations mais généralement, les coûts d'électricité et d'entretien ont été plus bas que le budget

Annexe A / Schedule A

City of / Cité de Clarence-Rockland

Variances par rapport au budget 2019 / Variances with 2019 budget

	Budget	Variance		
Finance		49,081	Surplus	
Contract	33,200	13,737	Surplus	Dépenses moins élevées que le prévoyait le budget par une économie au niveau de l'utilisation de consultants. Plus de travaux ont pu être complétés à l'interne.
Auditing	29,500	10,000	Surplus	Économie au niveau des frais d'audit.
Other revenues	59,895	8,000	Surplus	Plus de revenus administratifs ont été perçus. Ceci dépend principalement des propriétés vendus, tel que des certificats de taxes.
Taxes written-off	125,000	18,628	Surplus	Moins de radiation que le prévoyait le budget.
IT		32,988	Surplus	
Salaries	367,631	72,291	Surplus	Épargne supplémentaire au budget de postes vacants puisqu'un poste a été vacant pour presque toute l'année.
Softwares	228,400	19,560	Surplus	Dépenses moins élevées que le prévoyait le budget. Nous prévoyons toujours un montant supplémentaire au budget en cas de situation incertaine qui pourrait soit nous engager à l'achat de logiciel non prévus ou d'augmentation des tarifs de renouvellement de licence.
Consulting	108,753	-58,863	Déficit	Dépenses plus élevées que le prévoyait le budget. Ce déficit vien contrebalancer en partie l'économie au niveau des salaire. Dû au poste vacant, nous avons fait appel à un consultant. Dov Brajtam de chez Integra Network Corporation.
Développement économique		7,744	Surplus	
Opportunities Evaluations	15,000	7,744	Surplus	Dépenses moins élevées que le prévoyait le budget

Annexe A / Schedule A

City of / Cité de Clarence-Rockland

Variances par rapport au budget 2019 / Variances with 2019 budget

	Budget	Variance		
Services communautaires		169,412	Surplus	
Hall rental - Chamberland	-2,680	14,610	Surplus	La hausse plus élevée que le prévoyait le budget est associée principalement au nouveau contrat de location annuel avec le Carrefour communautaire. Cet aspect a été ajusté pour le budget
Revenues Rockland arena - Rink surface & Hall rental	-20,315	13,685	Surplus	La hausse plus élevée que le prévoyait le budget est associée à l'ajout régulier du nombre d'heure de location de la part du pickelball ainsi que l'ajout de location régulière par les "field archers".
Revenues Clarence Creek arena - Ice, Rink Surface & Hall rental	-265,785	55,325	Surplus	Nouvelle entente pour programme sport-étude / Tournoi supplémentaire non régulier en fin d'année
Web-Site - Community Relation	30,240	16,696	Surplus	Dépenses moins élevées cette année que le prévoyait le budget
Hydro - Rockland arena	46,669	18,446	Surplus	Les frais ont été considérablement réduit par la diminution du taux par Kwh.
Hydro - Clarence arena	98,005	22,800	Surplus	L'ouverture de l'aréna a été repoussée d'une semaine en septembre et le taux par Kwh a diminué, ces deux facteurs explique la réduction des frais d'hydro en 2019 comparativement au budget.
Part-time salaries - Rockland arena	29,342	5,480	Surplus	Dépenses qui varient chaque année selon les heures réelles travaillées et le taux horaire des étudiants (étudiant secondaire/universitaire)
Salaries - Parks	51,395	22,370	Surplus	Le salaire de l'employé du parc Alain Potvin avait été budgété en partie en 2019 alors que finalement, il le sera uniquement à partir de 2020.
Daycare Services		99,937	Surplus	
Salaries and Benefits	4,827,636	107,957	Surplus	Grande épargne salariale dû à un manque de personnel. Plusieurs postes temps pleins vacants ont été remplacés durant l'année par des employés à temps partiel, ce qui a été moins coûteux.
Grant - Human Ressources - Canada	-10,500	-8,020	Déficit	Moins de demande de subvention ont été requises en 2019

Annexe A / Schedule A

City of / Cité de Clarence-Rockland

Variances par rapport au budget 2019 / Variances with 2019 budget

	Budget	Variance		
Services de protection		76,467	Surplus	
OPP	3,413,163	64,854	Surplus	P.P.O. crédit d'ajustement pour 2018&2019
Autres Revenues	5,200	11,613	Surplus	Plus de revenus ont été reçus que le budget, relié à la facturation lors d'accident.
Infrastructures		182,573	Surplus	
Subdivision revenues	-94,500	32,673	Surplus	Le département d'infrastructure et aménagement ont eu plusieurs variances, cependant en somme le département a fini avec un surplus causé par des revenus supplémentaires liés à l'aménagement ainsi que les économies salariales.
Vacancy Factor	-53,914	149,900	Surplus	Les économies salariales ont été plus élevées que le prévoyait le budget car des postes ont été plus longtemps vacants que prévus durant l'année, soit celui d'asset management et de gestionnaire en ingénieries et d'opérations du département d'infrastructure.
Transit		2,954	Surplus	
Materials and printing	5,600	2,954	Surplus	Pas dépensé autant que le prévoyait le budget.
Coût net des inondations		-119,912	Déficit	Inclus le montant reçu de la Province.

Total des variations : 1,416,807



REPORT N° INF2020-09

Date	09/04/2020
Submitted by	Dave Darch/Julian Lenhart
Subject	Notre Dame/Caron Pond-WSP Scope change 2020 Monitoring Program
File N°	

1) **NATURE/GOAL :**

The purpose of this report is to retain the services of WSP Consulting (WSP) to (a) conduct field monitoring requirements associated with the closure plan for the Notre Dame Landfill Site(b) undertake a waste characterization assessment and (c) assist staff with an options cost/risk assessment.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS, the Ministry of Environment, Climate and Parks (MECP) is requesting the municipality to complete additional monitoring programs and waste characterization assessment to facilitate the formal closure of the Notre Dame Landfill Site; and

WHEREAS, the municipality has been actively engaged in discussions with the MECP staff with respect to the monitoring programs and waste characterization assessment; and

WHEREAS the terms of reference for these programs have been agreed to by the affected parties; and

WHEREAS staff proposes to undertake an option/risk analysis for inclusion in a status report to Council tentatively scheduled for the latter part of 2020;

BE IT RESOLVED THAT WSP Consulting's current engineering agreement with the City be amended to undertake the 2020 monitoring program, waste characterization assessment and provide support for the cost/risk analysis to an upset limit of \$82,000, and;

BE IT FURTHER RESOLVED THAT that this work be funded from the current budget approval for the Notre Dame Landfill Site project.

ATTENDU QUE le ministère de l'Environnement, du Climat et des Parcs (MECP) demande à la municipalité de terminer des programmes de surveillance supplémentaires et une évaluation de la caractérisation

des déchets afin de faciliter la fermeture officielle du site d'enfouissement Notre-Dame; et

ATTENDU QUE la municipalité a participé activement aux discussions avec le personnel du MECP concernant les programmes de surveillance et l'évaluation de la caractérisation des déchets; et

ATTENDU QUE le mandat de ces programmes a été accepté par les parties concernées; et

ATTENDU QUE le personnel propose d'entreprendre une analyse des options / risques à inclure dans un rapport de situation au Conseil provisoirement prévu pour la fin de 2020;

QU'IL SOIT RÉSOLU QUE l'entente d'ingénierie actuelle de WSP Consulting avec la Ville soit modifiée pour entreprendre le programme de surveillance 2020, l'évaluation de la caractérisation des déchets et fournir un soutien pour l'analyse des coûts / risques jusqu'à une limite de 82 000 \$, et

QU'IL SOIT ÉGALEMENT RÉSOLU QUE ces travaux soient financés à partir de l'approbation budgétaire actuelle pour le projet du site d'enfouissement de Notre-Dame.

4) **BACKGROUND :**

At a March 10, 2020, meeting in the MECP's Cornwall office, there was considerable discussion regarding the issues that needed to be addressed in order to proceed with the City's proposed options as detailed in its March 7, 2019, report to the Ministry. Arising out of that meeting, the following initiatives were identified by MECP staff:

1. Conduct supplementary groundwater/surface water/methane gas monitoring
2. Complete a comprehensive waste characterization assessment
3. Subject to the results of 1. and 2., undertake a cost/risk analysis of the following two options:
 - capping the landfill area and developing stormwater management controls over top of the waste.
 - Capping the landfill area and removing the landfill waste under the storm water management facility.

Subsequent to the March 10, 2020, meeting, an email was forwarded to the Ministry on April 1, 2020, requesting their review and approval of the proposed monitoring programs (refer to Attachment 1). It is possible, with favourable weather conditions, that the monitoring programs could commence in late April 2020. Staff will initiate the monitoring programs once the Ministry has given its approval to the scope of these works. The specifics of the waste characterization

assessment are summarized in Attachment 2.

5) **DISCUSSION :**

On February 23, 2020, Council approved a staff report which provided an update on the closure of the Notre Dame Landfill and management of the Caron storm water discharge into the landfill area. In that report, staff referenced the need for further engineering requirements for these projects prior to proceeding with detailed design.

The report identified the need, " to secure Council approval in the future to amend the WSP's terms of reference and budget upset limits for..." monitoring work and analysis in 2020.

The monitoring programs detailed in Attachment 1, as well as the waste characterization assessment, will essentially consume the balance of 2020. The critical milestones associated with this work are summarized as follows:

April 1, 2020,	submission of monitoring program for MECP review
April 15, 2020	MECP approval of monitoring program and waste characterization assessment
April-October 2020	conduct monitoring program in May, July, October
November 2020	analysis of monitoring results/submission to MECP and cost /risk analysis
December 2020	Council report re:monitoring results and risk analysis and as required, review/amend capital budget authority

WSP has provided the department with a Scope Change Request (refer to Attachment 2) which summarizes the terms of reference of the studies referenced above and the associated budget upset limits.

As noted in our previous staff report to Council, WSP was retained by the City to provide pre-design services for the landfill closure and the storm water management works. They have been actively involved in the numerous meetings, telephone conference calls, etc. with the Ministry staff. The services proposed for 2020 represents an extension of WSP's pre-design terms of reference.

In view of the extensive number of meetings, analyses required for this project, it is appropriate to extend WSP's service fee upset limit to include the 2020 monitoring program, waste characterization and cost/risk analysis.

6) **CONSULTATION:**

The closure of the landfill site and the storm water management controls has required extensive consultation with other levels of government. This consultation process is anticipated to continue as the projects proceed to construction.

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

N/A

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

Currently, the upset limit for WSP's pre-design services is \$58,040 (incl HST). The Department recommends that this upset limit be amended by \$82,000 for the following additional activities:

Table 1.1 WSP Scope change 2020 Monitoring Program

1. Monitoring program:	\$70,000
2. Waste characterization:	\$5,000
3. Cost/risk assessment:	\$7,000
Total	\$82,000 (includes HST)

Table 1.2 Project Budgets

	Caron SWM	Landfill
Budget	\$1,317,344	\$983,000
Spent to Date	(188,627)	(105,506)
WSP Scope change 2020 Monitoring Program		(82,000)
Remaining Budgets	\$1,128,717	\$795,494

Table 1.2 summarizes the initial budget allocations for the two projects, the monies expended to date, the scope change for the 2020 monitoring program and remaining budgets. The additional funding authority requirement identified above for the scope change would be financed from the Notre Dame Landfill budget allocation.

9) **LEGAL IMPLICATIONS :**

As noted in previous staff reports, there is an outstanding requirement for the municipality to address the directives contained in the Provincial Officer's Order dated February 18, 2016. Similarly, as per approved subdivision agreements, there is a requirement for the City to construct storm water management controls for the Chapman, Natalie and Robert's subdivisions.

10) **RISK MANAGEMENT :**

The City must address the formal closure of the Notre Dame Landfill Site to mitigate potential environmental impacts. Since the Caron Street storm water discharge is directed into the landfill site, it is incumbent on the municipality to implement quality and quantity controls with respect to this discharge.

11) **STRATEGIC IMPLICATIONS :**

Addressing the requirement to formally close the Notre Dame Landfill site in managing the uncontrolled storm water discharge from Caron Street is consistent with the environmental management priority contained in Table 1.3 of the City's approved Strategic Plan.

12) **SUPPORTING DOCUMENTS:**

Attachment 1: MECP April 1, 2020, email

Attachment 2: WSP Scope Change Request

From: [Taziar, Stephen](#)
To: [Melissa Lee \(Melissa.Lee2@ontario.ca\)](mailto:Melissa.Lee2@ontario.ca)
Cc: [Dave Darch](#); [Searle, Daniel](#); [Julian Lenhart](#); [Davidson, Steve](#)
Subject: Caron Street (Notre Dame) Landfill Site - Work Plan Update
Date: Wednesday, April 1, 2020 4:57:29 PM

Hi Melissa –

Please find enclosed an email from Dave Darch, regarding the Caron Street Landfill Site.

Dave's email provides an update on the proposed Work Plan for the site, as outlined in your letter dated March 20, 2020.

Please let us know if you have any questions.

Steve T

Melissa, thank you for your email dated March 20, 2020 regarding the subject matter. Immediately upon receiving your communication, I arranged a teleconference call on March 30, 2020 with Dan Searle and Stephen Taziar (WSP) to review your March 20, 2020 letter (inclusive of the supplementary comments dated March 6, 2020 from Christopher Munro and Aziz Ahmed).

I offer the following comments for your consideration:

1.0 March 20, 2020 email from Melissa Lee:

Engineering Feasibility:

The last paragraph on the 1st page of your letter infers that the proposal advanced by the City (as per WSP's March 7, 2019 report) has the potential for a "... lack of engineering feasibility". I am not quite clear on the rationale behind this comment. I believe the preferred SWM option and landfill cap design advanced by the City addresses the unique characteristics of the landfill site and can achieve the Ministry's environmental objectives.

Waste Characterization (Page 2, 1st Bullet):

We recognize that this is a significant issue for the Ministry and we are prepared to do what is necessary to address this matter to the satisfaction of your technical staff. Before developing a work plan to characterize the waste in the landfill site, Stephen Taziar will be discussing the waste characterization requirements with Chris Munro to ensure we are collecting the required data. Once we have a better understanding of the Ministry's requirements, we will provide you with a detailed workplan to collect the characterization data based on our discussion with Chris Munro.

Geotechnical Assessment (Page 2, 2nd Bullet):

We concur with the need for a geotechnical assessment, particularly for the design of any storm water facilities and the outlet structure in the northeast quadrant of the site (including the floodproof berm). It is expected that any waste present beneath these proposed structures, within the northeast corner of the site, will be removed prior to construction of the infrastructure.

ECA Conditions of Approval (Page 2, 4th Bullet):

We acknowledge that, if Ministry approval is issued for the management of the stormwater in the landfill site area, there will be "non-standard conditions " put in place by the Ministry. We, therefore, support the completion of a comparative cost/risk analysis with respect to the option being advanced by the City (i.e. leave the waste in place) versus removal of the waste. The timing of this analysis is detailed in Section 5 of this communication.

2.0 Chris Munro March 6, 2020 Memorandum:

Groundwater and Surface Water Quality and Leachate Characterization:

A proposed monitoring program as outlined in Section 4 of this email should address the concerns that have been expressed by your technical staff regarding the groundwater quality and leachate characterization.

A response by April 15, 2020 would be greatly appreciated so that we can commence the spring monitoring events in April/May.

Landfill Cap (3rd Paragraph):

In the last sentence of this paragraph, there is a reference that "....the consultant described that the proposed design would allow for migration of groundwater/leachate through the landfill and into the stormwater pond " and, as such, the "proposed landfill cap is not appropriate for this scenario and needs to be redesigned ". This statement infers that there would be a steady stream of groundwater into the base of the storm water management storage area . This is not correct and, I believe, as WSP indicated at the meeting, that there would be minimal upward groundwater flow through the cap before making contact with water in the basin of the stormwater storage area.

3.0 Aziz Ahmed March 6, 2020 email:

In the 2nd paragraph, 3rd line of Aziz's email, it is stated that "... even though the proposed dry pond will have water in approximately 30 days per year ...". This information was incorrectly mentioned during the March 4 meeting by a person from the Ministry and was not able to be corrected prior to the end of the meeting. As outlined in the revised submission to the Ministry, in 2019, the 30 days of water potentially being stored within the SWM pond was based on a 100 year storm event. The submission indicated that, even with a 30 day holding time of a water level at the maximum elevation (even though the water level would slowly decrease within the pond during the latter portion of the 30 days) the stormwater within the pond would slowly migrate downward into the landfill cap but would not advance to a depth where it would make contact with the waste. The holding times within the pond during typical rainfall events is expected to be very short, and the SWM pond is expected to be dry during most of the year.

4.0 Supplemental Monitoring Program:

A supplemental monitoring program has been proposed to further confirm combustible gas, groundwater, and surface water aspects of the site, for your review. This should address the concerns raised by Ministry technical staff; however, before authorizing WSP to proceed with this program, I would appreciate it if you could have the appropriate MECP technical staff review the program to ensure that we have "covered all the bases".

A response by April 15, 2020 would be greatly appreciated so that we can commence the spring monitoring works in April/May.

The monitoring program will be completed as follows:

- Static water level measurements will be obtained at the twenty groundwater monitoring wells during three events (spring, summer and fall). These static water level measurements will later be converted to elevations so that groundwater contours and flow direction can be determined, and hydraulic gradients can be confirmed for the design of the SWMP.
- Groundwater monitors will be sampled twice (spring and fall) for water quality parameters:
- Field measurements will be obtained at the wellhead (pH, temperature, and conductivity).
- Groundwater samples will be analyzed quarterly for:
 - o alkalinity, ammonia, calcium, chloride, pH, conductivity, nitrate, nitrite, sulphate, total dissolved solids,
 - o total Kjeldahl nitrogen, total phosphorus, dissolved phosphorus, ortho-phosphate,
 - o aluminum, antimony, arsenic, barium, beryllium, boron, cadmium, chromium, chromium VI, cobalt, copper, iron, lead, magnesium, manganese, mercury, molybdenum, nickel, potassium, selenium, silver, sodium, vanadium, zinc.
- Groundwater monitoring results will be compared to the Ontario Drinking Water Standards, Objectives and Guidelines (ODWS/OG) and Guideline B-7 for Reasonable Use.
- Combustible gas measurements will be obtained at the existing seven gas probes during three events (spring, summer, and fall) to assess potential landfill gas migration.
- Surface water sampling will be completed at eight (8) stations at the site. The proposed surface water monitoring network for the sampling in 2020 will include the additional stations established at the site as part of the supplemental sampling completed in 2018, to address MECP comments/concerns.
- Surface water monitoring will occur four times between April and October 2020, including two events in the spring, one summer event, and one fall event, to assess seasonal variations.
- Surface water field measurements will be collected directly from the watercourse and will include pH, temperature, conductivity, dissolved oxygen, and flow.
- Surface water chemical analysis will include:
 - o alkalinity, ammonia, calcium, chloride, pH, conductivity, nitrate, nitrite, sulphate, total dissolved solids, total suspended solids,
 - o total Kjeldahl nitrogen, total phosphorus, dissolved reactive phosphorus, ortho-phosphate,
 - o aluminum, antimony, arsenic, barium, beryllium, boron, cadmium, chromium, chromium VI, cobalt, copper, iron, lead, magnesium, manganese, mercury, molybdenum, nickel, potassium, selenium, silver, sodium, vanadium, zinc.
- Surface water analytical results will be compared to the Provincial Water Quality Objectives (PWQO).

5.0 Monitoring Workplan Timelines:

The monitoring program, along with the characterization of the waste, will essentially consume the balance of 2020. The critical milestones for this program are summarized as follows:

- April 1, 2020: Submission of monitoring program for MECP review
- April 15, 2020: MECP approval of monitoring program
- April-October 2020: Conduct water monitoring program in April /May, July, October
- November 2020:
 - Analysis of monitoring results and submission of results report to MECP
 - Cost/ risk analysis of 2 options
- December 2020:
 - Council report re: monitoring results and risk analysis
 - Review/amend (if necessary) capital budget authority requirements

Once WSP has had the opportunity to confirm the scope of the waste characterization requirements with Chris Munro, the timelines outlined above will be modified to incorporate the waste characterization schedule.

Based on Council's direction in December, the City will be in a position to move forward on the design requirements, schedule and associated budget for the 2 projects in early 2021.

In view of the length of time required for the field monitoring (spring, summer and fall months) to ascertain a comprehensive overview of the groundwater and surface water regimes, it will be difficult to comply with June 30, 2020 deadline articulated in your March 20, 2020 email. I would like to discuss this issue with you at your earliest convenience.

On behalf of
Dave Darch

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From: [Searle, Daniel](#)
To: [dave.darch](#) [dave.darch](#); [Dave Darch](#)
Cc: [Julian Lenhart](#); [Taziar, Stephen](#); [Davidson, Steve](#)
Subject: Notre Dame Landfill / SWM - Upset Limit Costing
Date: Monday, April 13, 2020 11:36:32 AM
Attachments: [image001.png](#)

Hi Dave,

Per our discussion, here is the high-level costing for the forthcoming SCR, as well as summaries of the scope for the waste characterization and risk assessment.

Upset Limit Costing

1. GW/SW Monitoring = 43k (fieldwork) + 21k (lab fees - VOC + SVOC) = 64k
2. Waste Characterization (5 samples) = \$4,200 (test pitting + lab Analysis)
3. Risk Assessment = \$6,500

Total = \$75,000 (Approximately)

Supplemental Waste Characterization at Caron Street, the program would include the following:

- Test pitting program to confirm the depth to waste, provide an examination and characterization of landfilled waste, and identify areas of potentially influenced soil within the waste.
- We estimate between 6 and 10 test pits within the eastern portion of the site (pond area), depending on accessibility for the backhoe. We propose to do the program in August, during drier conditions, to provide a better opportunity to access a large area of the refuse footprint.
- Collection of five (5) soil samples within the landfilled waste for laboratory analysis
- Soils samples will be analysed for general chemistry, metals, VOC (volatile organic compounds), and SVOC (semi-volatile organic compounds, which includes PAH)
- Results for the test pitting program will be included in the hydro-g report for the supplemental water sampling program.

**The VOC and SVOC analysis are now included in the test pitting program (for soil) and the supplemental water sampling program (for water) because of a discussion with Chris Munro last Friday, since these parameters have not been analysed within the last 10 years for this site.

Risk Assessment - Scope:

- Develop Risk Inventory for Three (3) Scenarios (Leave, Remove, Partially Remove Waste)
- Develop Ranking System and Categorize Risk (High, Medium, Low) for Each Scenario
- Identify Contingencies to Address Risks and Remedial Works (Should a Failure Occur)
- One (1) Conference Call with the City to Discuss Risks to be Included in Cost Estimates
- Prepare One (1) Cost Estimate for Each Scenario (Three (3) Total Cost Estimates)
- Summarize Findings in a Technical Memorandum

Thanks!



Daniel Searle, P.Eng.
Municipal Engineer

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REPORT N° INF2020-12

Date	04/05/2020
Submitted by	Raymond Garner
Subject	Update Schedule of Assessment of the Pharmacy Drain
File N°	

1) **NATURE/GOAL :**

Municipal council would require to appoint an engineering firm to update the water shed limits schedule of assessment of the Pharmacy municipal drain in Clarence Creek to update changes from recent subdivision developments.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS the Pharmacy municipal drain schedule of assessment is outdated as a result of recent subdivision development.

BE IT RESOLVED THAT McIntosh Perry engineering firm be appointed under section 65 -Subsequent subdivision of Land under the Ontario Drainage Act, to review the new developments within the Pharmacy municipal drain to prepare a revised schedule of assessments that will fairly apportion any future cost of maintenance.

ATTENDU QUE le calendrier d'évaluation du drain municipal Pharmacie, n'est plus à jour par rapport au développement récent de lotissements.

QU'IL SOIT RÉSOLU QUE la firme d'ingénierie McIntosh Perry soit nommée en vertu de l'article 65 - Subdivision subséquente du terrain en vertu de la Loi sur le drainage de l'Ontario, afin d'examiner les nouveaux développements au sein du drain municipal de Pharmacy afin de préparer un calendrier révisé des évaluations qui répartira équitablement tout coût d'entretien futur.

4) **BACKGROUND :**

This drain is located on Part of Lots 6 & 7, Concession 5 & 6 in Clarence. The drain is approximately 1,620 m long and covers an area of approximately 140 ha.

Within this drainage there are many new homes. An update to the assessment schedule is required to assess an equitable share for the homes in the area when future maintenance costs of the municipal drain will occur.

New residential subdivisions have been and are in the process of being built in the Pharmacy municipal drain watershed area in Clarence Creek. The current schedule of assessment which was last updated in 1996 does not reflect the recent development. An update of the schedule of assessment for the Pharmacy municipal drain watershed is required as per the municipal drainage act. This would allow for future maintenance to the water courses any future costs of maintenance to be fairly distributed. The residential developers who were the initiators for the required update will be required to cover the cost and per existing site plan agreements.

5) **DISCUSSION :**

The Pharmacy municipal drain watershed should be divided as per limits it serves to have an accurate updated schedule of assessment. The plans being completed would give enough information for an engineer to complete an updated schedule of assessment including new roads and future lots. This is required to be able to do future maintenance to watercourse and ensure costs are properly allocated.

6) **CONSULTATION:**

No public consultation is required to appoint an engineer to update a schedule of assessment under section 65 Subsequent subdivision of land. The residential developers who were the initiators for the required update will be required to cover the cost and per existing site plan agreements.

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

A recommendation from the Clarence-Rockland appointed Municipal Drainage Superintendent was made to appoint the Drainage engineering firm McIntosh Perry. They will review and update the 1996 Pharmacy municipal Drain existing engineering report watersheds and schedule of assessment in order to update the land use change portion cost shares for every landowner as required by the Ontario Draining Act.

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

The residential developers who were the initiators for the required update will be required to cover the cost and per existing site plan agreements. Any cost incurred by The City of Clarence Rockland would be reimbursed by the developers who initiated this required update.

9) **LEGAL IMPLICATIONS :**

The Municipality should not perform any maintenance to the municipal drain if the schedule of assessment is not updated to offer just partition of the schedule of assessment for each land owner concerned in the watershed.

10) **RISK MANAGEMENT :**

The municipality should not perform any maintenance to the municipal drain if the schedule of assessment is not updated to offer just partition of the schedule of assessment for each landowner concerned in the watershed.

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

PPM 18-9529 - Proposal_Pharmacy Drain (Apr.3.2020).pdf

McINTOSH PERRY

April 3rd, 2020

Eric Leroux, Drainage Superintendent
City of Clarence-Rockland
1560 rue Laurier
Rockland, ON
K4K 1P7

Dear Eric:

Re: Proposal for Engineering Services to Update the Assessment Schedule for the Pharmacy Municipal Drain; MPCE No. PPM-18-9529

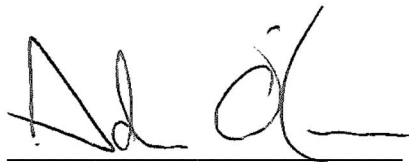
As requested, McIntosh Perry Consulting Engineers Ltd. "McIntosh Perry" has prepared the following proposal for the anticipated services associated with the update to the assessment schedule of the Pharmacy Municipal Drain under Section 65 of the Drainage Act, R.S.O. 1990, Ch. D.17, located within the City of Clarence-Rockland.

For your review, please see enclosed the hourly rates for our expected project staff, our anticipated approach to complete the necessary updates to the Pharmacy Drain Assessment Schedule, and our estimated cost to complete these work items.

It should be noted that, McIntosh Perry is taking all recommended precautions, where possible, during the ongoing COVID-19 pandemic, which might impact project timelines/costs.

Should you have any questions, concerns, or require any additional information, please feel free to contact the undersigned at your earliest convenience.

Regards,



Adam O'Connor, P.Eng.

Drainage Engineer

C. 613.229.4744

a.oconnor@mcintoshperry.com



Eldon Hutchings, C.Tech., rcji

Drainage Technologist

C. 613.805.4514

e.hutchings@mcintoshperry.com

1.0 PHARMACY MUNICIPAL DRAIN

As a result of recent development surrounding the Pharmacy Municipal Drain, it has been found that the current schedule of assessments is outdated and will require revisions to the apportionments to reflect the subsequent subdivision of lands, under Section 65 of the Drainage Act. At the instruction of the municipality, McIntosh Perry will review the new developments within the Pharmacy Municipal Drain watershed and prepare a revised schedule of assessments that fairly apportions any future cost of maintenance.

The following sections will provide an overview of the work items required to complete the update to the schedule assessments, as per Section 65 of the Drainage Act R.S.O. 1990, D.17

Section 65 – Drainage Act Requirements

1.1 Approach

Initially, staff will review the current Engineer's Report for the Pharmacy Drain, adopted by the municipality by By-Law, along with the associated schedule of assessments and plan/profile drawings. Upon review, the current mapping of the property owners will be compared to the mapping of properties at the time of the formation of the Engineer's Report. The mapping will be compared, and assessments will be apportioned based on a variety of factors, such as the use of land, the size of the watershed area, and the proximity of lands to the drain.

1.2 Revised Schedule of Assessment

A revised schedule of assessments will be prepared by McIntosh Perry that is to be affixed, by the clerk of the municipality, to the original authorizing Engineer's Report adopted by By-Law. This revised assessment will then be the governing schedule of assessments to be used by the municipality to assess any future maintenance costs to the appropriate landowners.

1.3 Estimated Costs

It is anticipated that the costs to provide an updated schedule of assessments to the municipality for the Pharmacy Municipal Drain will range between \$2,550 and \$3,800. To account for the coordinating and review of existing documents, discussions with municipal staff and general project management we would recommend budgeting an additional \$900. These costs assume that the following information will be made available for our use:

1. The authorizing Engineer's Report adopted by the municipality by By-Law;
2. GIS information of current property parcels;
3. A list of the current property owners and roll numbers (preferably in excel format); and
4. Landowners currently registered for the Farm Class Tax Rate.

Please note that our cost noted above is limited to the update to the schedule of assessment for the Pharmacy Municipal Drain and does not account for any modification to the drain, updated Engineer's Report, or plan/profile drawings.

2.0 PROJECT MANAGEMENT

Eldon Hutchings, C.Tech. will be your main contact and Adam O'Connor, P.Eng. will be the designated Drainage Engineer for the duration of the project. Eldon and Adam will manage the activities of the Project Team to fulfill the Section 65 requirements for the Pharmacy Municipal Drain.

Projects managed by McIntosh Perry benefit from the experience of a comprehensive team of professional engineers, technicians and technologists, contract administrators and inspectors, administrative staff, and environmental staff. Project management will ensure that budgets set will be monitored closely, deadlines are met, and that communication is clear and effective between client, consultant, landowners, and review agencies.

3.0 SUMMARY OF SERVICES AND COST ESTIMATES

To your benefit, we recommend that all phases of the project be billed hourly; however, the following table provides a summary of the estimated costs to revise the Schedule of Assessments. These costs can be considered the upset limits and will not be exceeded without prior approval. These fees do not include HST, agency review fees, permit fees, and disbursements (travel, mileage, photocopying, prints etc.). Please note that in the event this project is placed on hold, McIntosh Perry reserves the right to bill all time on file to the client regardless of whether or not a deliverable or milestone has been achieved.

If this scope of work is inaccurate or incomplete, please contact the undersigned as soon as possible for a revised quote.

Pharmacy Drain – Section 65	
Developer's Costs	
Revision to the schedule of assessments	\$2,550 - \$3,800
Project Management	\$900
Additional Consultation as Required (Hourly Rates Provided)	
Subtotal (C.R. Land Inc.)	\$3,450 - \$4,700
TOTAL (Excl. Provisional)	\$3,450 - \$4,700 + HST

4.0 HOURLY RATES

The cost to complete the above works will be dependent on the time and efforts required to prepare accurate revisions to the Schedule of Assessments, costs will be represented by hourly rates of the project team noted in the following hourly rate table:

Team Member	Hourly Rate
Engineers	
Adam O'Connor, P.Eng.	\$200
Monica Shade, P. Eng.	\$120
Technologists & Technicians	
Eldon Hutchings, C.Tech., rcji	\$95
Jazz Labelle, Technician	\$77.50
Administration	
Administrative Staff	\$75
Disbursements	
Mileage	\$0.5 / km

5.0 CLOSURE

We would like to thank you for allowing McIntosh Perry to provide you with our proposal for the completion of services for the works described herein. Please do not hesitate to contact us if you have any questions or concerns.

If the above terms are acceptable, please notify the undersigned so that we may forward our Professional Services Agreement.

Sincerely,



Adam O'Connor, P.Eng.

Drainage Engineer

C. 613.229.4744

a.oconnor@mcintoshperry.com



Eldon Hutchings, C.Tech., rcji

Drainage Technologist

C. 613.805.4514

e.hutchings@mcintoshperry.com



RAPPORT N° CLERK2020-05

Date	27 avril 2020
Soumis par	Maryse St-Pierre, greffière adjointe
Objet	Amendement au règlement de procédure
# du dossier	Cliquez ici pour entrer du texte.

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de proposer quelques changements au règlement de procédure 2017-154 afin de permettre la tenue de réunions des comités permanents par téléconférence/vidéoconférence.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

n/a

3) **RECOMMANDATION DU SERVICE :**

WHEREAS the *Municipal Act, 2001* was amended by Ontario Bill 187, on March 19, 2020 providing municipalities with the tools they need to ensure local decision making by municipal councils is not affected by existing quorum requirements during emergency situations, such as the one Ontario and its municipalities are currently facing;

WHEREAS the Planning Department recommends that the Planning Committee pursue its activities in order to continue to process applications and meet the requirements of the *Planning Act*;

BE IT RESOLVED THAT Council hereby adopts By-Law No. 2020-37, as attached to Report No. CLERK2020-05, allowing for the use of electronic participation at standing committee meetings during a declared emergency.

ATTENDU QUE la Loi de 2001 sur les Municipalités, tel qu'amendée par le projet de loi 187 le 19 mars 2020, fournit aux municipalités les outils dont elles ont besoin pour s'assurer que la prise de décision locale par les conseils municipaux n'est pas affectée par les exigences de quorum existantes lors de situations d'urgence, comme celle à laquelle l'Ontario et ses municipalités sont actuellement confrontés; et

ATTENDU QUE le département d'aménagement du territoire recommande la continuation des activités du comité de l'aménagement du territoire afin de continuer à traiter les demandes et rencontrer les exigences requises dans la *Loi sur l'aménagement du territoire*;

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2020-37, tel qu'annexé au rapport CLERK2020-05, permettant la participation électronique aux rencontres de comités permanents lorsqu'un état

d'urgence est déclaré.

4) **HISTORIQUE :**

Suite à la déclaration de l'état d'urgence du gouvernement de l'Ontario le 17 mars dernier, la Cité de Clarence-Rockland a procédé à l'adoption d'un règlement amendant le règlement de procédure 2017-154, afin de tenir les réunions du conseil municipal par téléconférence. Aucun changement n'avait été prévu pour les comités permanents.

5) **DISCUSSION :**

Règlement de procédure 2017-154

Dans le règlement de procédure 2017-154, tel qu'amendé, la participation électronique par téléconférence est permise pour les comités permanents seulement si une autorisation expresse du président est accordée. De plus, elle n'est réservée qu'à un seul membre du comité à la fois, qui n'a aucun droit de vote.

Le comité d'aménagement constitue un comité permanent selon le règlement de procédure. Le département souhaite assurer la continuité des activités du comité d'aménagement afin de traiter les demandes reçues et rencontrer les exigences de la *Loi sur l'aménagement du territoire*. Puisque le comité fait office de consultation publique, il est approprié de permettre la tenue de réunions par voie électronique, tout en tenant compte des critères nécessaires pour permettre aux résidents affectés d'exprimer leurs commentaires.

Changements proposés

Afin de permettre aux comités permanents de la Cité de Clarence-Rockland de continuer à traiter ses affaires malgré l'état d'urgence décrété par la province, la greffe recommande donc que les changements suivants soient apportés au règlement de procédure :

- Ajout de deux nouvelles définitions dans la Section 2, lesquelles permettront d'établir clairement la distinction entre une téléconférence et une vidéoconférence comme moyen de communication durant les rencontres électroniques;
- Ajout de l'article 77.13, lequel permettant la tenue de réunions de comités permanents par voie électronique, selon ce qui sera déterminé applicable selon l'administration. Il est à noter que le processus de droit de parole et de vote demeure le même pour les membres du comité que ce qui est établi pour le conseil actuellement.
- Ajout de l'annexe B3, lequel prévoit des procédures préétablies en cas de réunions se déroulant dans une situation d'urgence.

Relativement à ce dernier point, il est important de noter que les réunions de comités permanents comme le comité d'aménagement du territoire nécessitent la participation de la population pour traiter les dossiers conformément à la loi. De plus, le personnel doit faire les

présentations de chacun des dossiers lors de la tenue de ces réunions. Pour cette raison, la greffe a établi des procédures afin de permettre la tenue de ces réunions par voie de vidéoconférence, laquelle permettra d'avoir un support visuel des présentations comportant des plans. Le support de vidéoconférence est présentement à l'étude par le département de la technologie de l'information.

Les modifications proposées permettront également aux gens de soumettre leurs commentaires écrits ou oraux à la Cité, comme une réunion normale de comité. Tel que décrit dans cette annexe, afin de permettre une étendue plus large et accessible pour la population, nous proposons trois formes de soumissions de commentaires écrits (courriel, courrier et dépôt à l'hôtel de ville) et deux formes de soumissions de commentaires oraux (transcription de commentaires et inscription pour parler durant le comité). Les gens seront donc à l'aise de soumettre leurs commentaires dans la forme qu'ils désirent et ne seront pas confrontés à une utilisation exclusive de médias électroniques, puisqu'ils seront en mesure de participer par téléphone.

Présentement, la Cité de Clarence-Rockland n'a qu'un comité permanent étant le comité d'aménagement du territoire. Cependant, puisqu'il est possible d'avoir plus d'un comité permanent, la greffe a tenu à établir une annexe qui demeurerait d'une large étendue et non trop spécifique. De plus, les services de vidéoconférence étant vastes et variés selon les besoins, il n'était pas approprié d'indiquer dans cette annexe le type de logiciel utilisé.

6) **CONSULTATION :**

n/a

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

n/a

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

n/a

9) **IMPLICATIONS LÉGALES :**

Les changements proposés ont été fait dans le but de permettre au département de respecter les exigences de la *Loi sur l'aménagement du territoire*.

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

n/a

11) **IMPLICATIONS STRATÉGIQUES :**

n/a

12) **DOCUMENTS D'APPUI:**

Règlement 2020-XX proposé, incluant l'Annexe B3

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2020-37**

BEING A BY-LAW TO AMEND THE PROCEDURE BY-LAW NO. 2017-154

WHEREAS Council adopted by-law 2017-154 on the 18th day of December 2017; and

WHEREAS *Municipal Act, 2001* was amended by Ontario Bill 187, on March 19, 2020 providing municipalities with the tools they need to ensure local decision making by municipal councils is not affected by existing quorum requirements during emergency situations;

WHEREAS it is deemed expedient to amend the said By-law no. 2017-154, to allow for the use of electronic participation at standing committees during a declared emergency;

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

1. THAT By-law No. 2017-154 be amended by:

1.1 Adding the following definitions on Section 2:

2.39. "**Teleconference**" means a conference made up of participants in different locations who communicate by telephone.

2.41. "**Videoconference**" means a conference made of participants in different locations who communicate by electronically sending video and sound.

1.2. Replace the order of the following definitions on Section 2:

2.40. "**Two-thirds Vote**" means the affirmative vote of at least two-thirds of the members present and eligible to vote and by not less than a majority of the whole Council voting in favour thereof.

2.42. "**Whole Council**" means all members of Council whether present or absent from a meeting.

1.3. Adding the following Section 77.13:

“Notwithstanding sections 77.11 and 77.12, if the Head of Council or any other Lead Agency as identified in the “Emergency Management Act” declares a state of health emergency, the standing may be held by electronic participation, according to the terms and conditions outlined in Schedule “B3” to this by-law”

1.4. Adding “Schedule B3 – Procedures in case of declared emergency for standing committees”

2. THAT this by-law shall come in full force and effect on the 4th day of May 2020.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 4th DAY OF MAY 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

Schedule B3 to By-Law 2020-37, being a by-law to amend Procedure by-law 2017-154

PROCEDURES IN CASE OF DECLARED EMERGENCY FOR STANDING COMMITTEES

A. Place of meeting

1. If the Head of Council or any other Lead Agency as identified in the “Emergency Management Act” declares a state of health emergency, the standing committee meeting may be held by videoconference or teleconference, which participation shall be established by the Administration according to the circumstances.

B. Meetings open to public

1. If the Head of Council or any other Lead Agency as identified in the “Emergency Management Act” declares a state of health emergency, the standing committee meeting may be accessible by broadcasting, which broadcasting shall be established by the Administration according to the circumstances.

C. Participation

1. Written submissions

Residents are encouraged to make written submissions, according to the procedures hereinafter mentioned:

- 1.1. Email: Anyone who wants to make a written submission to a standing committee by email shall send an email to the Clerk prior to 3:00 p.m. on the date of the scheduled meeting;
- 1.2. Mail: Anyone who wants to make a written submission to a standing committee by mail shall address it to the Clerk, City of Clarence-Rockland, 1560 Laurier Street, Rockland, Ontario K4K 1P7. The written submission sent by mail shall be received by the City on the Friday prior to the scheduled standing committee meeting;
- 1.3. Drop box: Anyone who wants to make a written submission to a standing committee shall address it to the Clerk and drop it in the drop box located at the entrance of the City Hall of the City of Clarence-Rockland, located at 1560 Laurier Street, Rockland, Ontario, K4K 1P7. The written submission dropped in the drop box shall be received by the City on the Friday prior to the scheduled standing committee meeting;

2. Oral submissions

Residents are encouraged to make oral submissions, according to the procedures hereinafter mentioned:

- 2.1. In advance of the meeting: Anyone who wants to make an oral submission to a standing committee to have comments transcribed prior to the meeting shall call the Clerk by 3:00 p.m. at 613-446-6022 ext. 2400 on the Friday prior to the scheduled standing committee meeting.
- 2.2. During the meeting: Anyone who wants to make an oral submission to a standing committee during a meeting shall first register with the Clerk.
 - 2.2.1.1. To register to participate via Computer/smartphone/tablet:
Registration must be made with the Clerk via email before 3:00 p.m. on the day of the meeting. The submitted email shall include the registrant's name, phone number and the agenda item(s) for which the registrant would like to speak. Upon registering for a meeting, an email will be returned to the registrant with the appropriate link to join the meeting.
 - 2.2.1.2. To register to participate via Telephone:
Registration may be made via telephone or email before 3:00 p.m. on the day of the meeting. The telephone message or email shall include the registrant's name, phone number and the agenda item(s) for which the registrant would like to speak. Upon receipt of the registration, City staff will contact the registrant to confirm their participation and provide meeting details.

3. Questions (Computer/smartphone/tablet only)

Registered members of the public will be able to provide comments and ask questions during committee meetings in the same manner as in-person committee meetings. The Chair of the meeting will open the floor to public comments – any member of the public that wishes to speak will need to click the ‘Raise Hand’ button to request to speak on the videoconference software.



REPORT N° ADMIN 2020-08

Date	20/04/2020
Submitted by	Helen Collier, CAO
Subject	Hospitality Policy
File N°	-

1) **NATURE/GOAL :**

This report is presenting a hospitality, travel and meal expenses policy for Council's consideration and approval.

2) **DIRECTIVE/PREVIOUS POLICY :**

By-law No. 2014-126, establishing the current travel and meal expenses policy was adopted by Council on September 15, 2014.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS Council mandated the administration to review the meal policy;

THAT the Committee of the Whole recommends that Council adopts the proposed policy as attached to Report No. ADMIN2020-08, by by-law at the next regular Council meeting.

ATTENDU QUE le Conseil a mandaté l'administration pour revoir la politique des repas ;

QUE le Comité plénier recommande au Conseil d'adopter la politique proposée, telle que jointe au rapport n° ADMIN2020-08, par voie de règlement lors de la prochaine réunion ordinaire du Conseil.

4) **BACKGROUND :**

-

5) **DISCUSSION :**

The policy presented in Attachment 1 for approval covers all aspect of reimbursing employees for out of pocket expenses. The current City's policy was approved on September 15, 2014 (see Attachment 2).

Many aspects of the old policy needed updating. The new policy that is proposed addresses those areas.

To address the specific situation of employees having lunch paid for by the municipality, please see section 5 of the new proposed policy. The new policy states when an employee is entitled to a paid lunch. The wording here does not allow for employees to have a working lunch.

Currently, the City budget allows \$7,500 for meals. In a typical year, the funds get expended as follows:

- 1) \$5,000 Christmas party supplementary funding.
- 2) \$1,000 CAO lunch as a morale booster lunch with all employees, primarily to appreciate them, to brief them on the year ahead, show case new activities, and allow a question and answer period.
- 3) \$1,000 appreciation lunches for operators after a hard winter, all staff who make the Ottawa River Festival a success and other events where staff go above and beyond.
- 4) \$500 is left for spending on business lunches, coffee for meetings and training sessions occasionally.

In this new policy, the mileage rate has been matched to the approved Canada Revenue Agency (CRA).

6) **CONSULTATION:**

-

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

-

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

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9) **LEGAL IMPLICATIONS :**

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10) **RISK MANAGEMENT :**

-

11) **STRATEGIC IMPLICATIONS :**

-

12) **SUPPORTING DOCUMENTS:**

Attachment #1: New hospitality, meal and travel policy - April 20,2020

Attachment #2 : 2014-126 Travelling expenses - September 15, 2014

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2020-38**

BEING A BY-LAW TO ADOPT THE HOSPITALITY, TRAVEL AND MEAL EXPENSE POLICY FOR THE PAYMENT OF EXPENSES INCURRED BY MEMBERS OF COUNCIL AND EMPLOYEES OF THE CITY OF CLARENCE-ROCKLAND.

WHEREAS the Municipal Act, Chapter M.45 R.S.O. 1990, Section 243 as amended, provides authority to Municipal Councils to enact by-laws for the reimbursement of expenses and payment of expense allowances to Members of Councils, to the Officers and to the servants of the municipality.

AND WHEREAS the Municipal Act, Chapter M.45, R.S.O. 1990, Section 245 as amended provides authority to enact by-laws to provide the rate at which expenses incurred, or expense allowances shall be paid to members of local Boards or other bodies.

AND WHEREAS IT IS DEEMED EXPEDIENT to review the existing policies and to adopt a newly revised policy pertaining to the payment of hospitality, travel and meal expenses incurred by Members of Council and Municipal Employees of the Corporation and to repeal by-law no. 2014-126.

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

1. That Schedule "A", being the Hospitality, Travel and Meal Expenses Policy, hereto and forming part of this by-law be adopted.
2. That By-Law No. 2014-126 and all its attachments, as amended be and is hereby repealed.
3. That this By-Law be deemed to have come into force on the day of its adoption.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 4TH DAY OF MAY 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

SCHEDULE "A" TO BY-LAW 2020-38**HOSPITALITY, TRAVEL AND MEAL EXPENSE POLICY.****1) Policy Statement**

- 1.1** The Corporation of the City of Clarence-Rockland is committed to ensuring that transparency and accountability is maintained in the matter of reimbursed hospitality, travel and meal expenses for staff.
- 1.2** The policy of the Corporation of the City of Clarence-Rockland is that a Member of Council or an Employee on official City business may be reimbursed for real or maximum allowable expenses so as to avoid a person being out-of-pocket as a result of real or reasonable fees incurred while on official City business.

2) Purpose

- 2.1** This policy provides standards to ensure that reimbursed staff travel and other business expenses are for appropriate purposes and that adequate controls are established.
- 2.2** This policy defines the reimbursable hospitality, travel and meal expenses that may be incurred while carrying out employee job requirements.
- 2.3** This policy establishes approval guidelines and control requirements for:
- 2.3.1** Travel expenses for local and non-local travel.
 - 2.3.2** Other business expenses while traveling or conducting authorized City business.

3) Definitions

- 3.1** **Accountability** means the obligation to answer to the general public, Council, and vendors for procurement results and for the manner in which purchasing responsibilities are discharged.
- 3.2** **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the City of Clarence-Rockland, which includes the roles and responsibilities as laid out in Section 229 of the Municipal Act, 2001.

- 3.3 Clerk** is the Municipal Clerk for the Corporation of the City of Clarence-Rockland, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 3.4 Conference/Seminar** is a meeting for consultation or discussion on important or serious matters as it relates to specific competencies.
- 3.5 Council** refers to the current elected Council for the Corporation of the City of Clarence-Rockland. This includes, as an entirety, the Mayor, Deputy Mayor and Councillors.
- 3.6 Director** is the person responsible for direction and operational control of a division as defined on the City's organizational structure.
- 3.7 Local Travel** is travel within United Counties of Prescott Russell and Ottawa.
- 3.8 Manager** reports directly to a Director (or the CAO) in some instances) and who is responsible for a department within a division of the Corporation, as defined on the City's organizational structure.
- 3.9 Non-local Travel** is travel beyond the boundaries of the United Counties of Prescott Russel and Ottawa.
- 3.10 Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 3.11 Reasonable Expense** is an expense that is ordinary and reflects a prudent decision to incur the expense on behalf of City business. A reasonable expense shall not be extreme or excessive.
- 3.12 City** is the Corporation of the City of Clarence-Rockland.
- 3.13 Training** is teaching, or developing in oneself or others, any skills and knowledge that relate to specific useful competencies.
- 3.14 Treasurer** is the Treasurer for the Corporation of the City of Clarence-Rockland, which includes the roles and responsibilities as laid out in Section 286 of the Municipal Act, 2001.

4) Scope

- 4.1** This policy applies to any and all City employees.
- 4.2** This policy shall be reviewed every two years from the date it becomes effective or sooner at the discretion of the CAO.

5) Hospitality/Business Related Meals

- 5.1** This section applies to situations where hospitality and/or business related meals are provided to others and the appropriate treatment of such expenses.
- 5.2 Hospitality Provisions**
 - 5.2.1** Hospitality may be extended to facilitate City program objectives and only when necessary, or as a matter of courtesy.
 - 5.2.2** Decisions concerning hospitality and business-related meal expenses must be based on the most economical, practical and appropriate arrangement available. All expenses should minimize while maximizing benefits to the organizations.
 - 5.2.3** Extension of hospitality or business-related meals must be included in the annual budget and be pre-approved by the appropriate level of authority and must be for legitimate business-related expenses only.
- 5.3 Hospitality where Employees are Present**
 - 5.3.1** Hospitality may be extended to employees only if their participation in the following events is necessary:
 - 5.3.1.1** Business discussions with persons who are not employees of the City of Clarence-Rockland.
 - 5.3.1.2** Intergovernmental conferences at which they are representing the City of Clarence-Rockland.
 - 5.3.1.3** Official ceremonies (not including testimonial dinners or farewell functions).
 - 5.3.1.4** Interview panel members in relation to recruitment of senior levels of the City.

5.4 Payment of Hospitality Charges

- 5.4.1** Hospitality and business related meals shall be charged to the City's credit card where possible.
- 5.4.2** In cases where this is not possible, an expense claim must be completed, signed and dated by both the claimant and the claimant's immediate supervisor. The final authorization requires the full signature of the approving authority; initials will not be accepted. The expense must be submitted within 10 days from the date on which the business expense was incurred.
- 5.4.3** All claims for reimbursement of hospitality and business-related meals must be supported by a brief description of the purpose of the activities and justification and a receipt for the amount paid, detailing the amounts paid for food, beverages and other items. GST must be separated on the receipt. A list of names, position titles, and organizations of the recipients must be provided. In cases of public training sessions, a total number of attendees is acceptable.
- 5.4.4** All expense claims submitted for reimbursement must be for reasonable amounts.
- 5.4.5** It should be noted that under the *Income Tax Act*, employer provided gifts and awards including hospitality rewards for team building lunches and rewards in the nature of recognition of a job well done are considered to be taxable benefits. This must be considered in assessing hospitality situations.

6) Travel and Related Meal

- 6.1** Travel, business and local mileage expenditures are to be based on duties carried out while representing the City of Clarence-Rockland and/or while conducting City business.
- 6.2** Travel expenses are to remain within budgetary limits.
- 6.3** Expenditures made in foreign currency through the use of a Canadian credit card issued from a Canadian Bank shall be reimbursed at the prevailing exchange rate utilized by the financial institution and detailed on the receipt provided as submitted by the claimant, where practicable. Alternatively, the date of departure prevailing and applicable Bank of

Canada exchange rate will be used for all other expenditures and in the exchange conversion of per diem allowances.

- 6.4** Travel, business expenses and local mileage claims are subject to examination by the Finance Department, and/or the external auditors and should be completed with care and accuracy.
- 6.5** Expense claims are to be supported by the appropriate expense forms (Schedule B and/or C), invoices and/or receipts.
- 6.6** When more than one traveler is attending the same event, all attendees shall when reasonable:
 - 6.6.1** Coordinate travel arrangements.
 - 6.6.2** Take advantage of group rates.
 - 6.6.3** Individually submit separate travel reimbursement forms where reimbursement is required.
- 6.7** When personal and business travel is combined, only documented expenses directly related other business portion are reimbursable.
- 6.8** Extended travel time and related expenses are at the traveler's own expense.
- 6.9** Extended travel days require approval and must result in no additional cost to the City of Clarence-Rockland. Vacation, unpaid leave or compensatory time as applicable, must be used for the extended period.
- 6.10** A non-material deviation from this policy requires written documentation and explanation by the person submitting the expense claim.
- 6.11** An expense claim containing a non-material deviation must be approved by the individual's supervisor.
 - 6.11.1** Examples of non-material deviations include:
 - 6.11.1.1** A lost receipt (up to \$50).
 - 6.11.1.2** If meal expenses are greater than the amounts deemed to be reasonable.

- 6.12** Travel reconciliation and business expense reimbursement requests must be submitted within 10 days from the last day of travel, or the date on which the business expense was incurred.
- 6.13** Travel and related expenses will not be reimbursed for spouses and/or guests.
- 6.14** The CAO shall approve travel and business reimbursement requests where:
- 6.14.1** Individual employee travel and business claim is greater than \$2,500.
 - 6.14.2** Mileage claims in excess of \$1,000.
- 6.15** Bonus coupons, credit notes, premiums (e.g., Canadian Tire points/cash, service stations premiums, air miles) received while travelling on City business are the property of the City of Clarence-Rockland and are to be used for official City business.
- 6.16** **Registration Fees**
- 6.16.1** The City will reimburse registration fees for approved courses, seminars, and conferences that are within the approved budget.
 - 6.16.2** Approval shall be obtained from the Employee's immediate supervisor prior to registering or attending courses, seminars and conferences.
 - 6.16.3** Approval shall only occur if funds are within the approved budget.
 - 6.16.4** Cost for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fee, will not be reimbursed.
- 6.17** **Transportation**
- 6.17.1** The most economical and practical method of transportation should be used, while considering travel time, (personal time/absence from work), accommodation and subsistence expense for each alternative, which is to be completed to include all reasonable options.
 - 6.17.2** Wherever possible, staff shall use City vehicles for business travel to eliminate mileage fees for personal

vehicles or rental costs.

6.17.2.1 Fuel consumed through the use of a City vehicle will be reimbursed with supporting receipts.

6.17.3 To request transportation that is not comparably the lowest cost, the traveler must justify that the premium is reasonable considering convenience and/or time factors.

6.17.4 Use of a personal automobile will be reimbursed at the maximum per kilometer rate in accordance with the current year's Canada Revenue Agency posted automobile allowance rates.

6.17.4.1 Only mileage incurred to attend official City business and mileage between the two (2) City Halls (Rockland and Clarence Creek) will be allowed.

6.17.5 It is the responsibility of the person to ensure that the private vehicle is properly insured in the amount of \$1,000,000.00 for public liability and property damage. Before authorizing a person to use a private vehicle for travelling on official City business, the City shall ensure that the vehicle is adequately protected, up to the amount referred above.

6.17.6 Expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard or extra), accident deductibles, etc. will not be reimbursed.

6.17.7 Travel by air or rail will normally be reimbursed at the economy rate. Upgrades to business class travel are typically at the traveler's expense, with the following exceptions:

6.17.7.1 Business class travel is more economical because of membership or government discounts.

6.17.8 Travel by business class rail may be considered for reimbursement where the cost does not exceed that of economy air travel for the same journey.

6.17.9 The City will not reimburse employees or

elected/appointed officials for personal items lost while traveling on City business.

6.17.10 Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. Secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

6.17.11 Reasonable expense incurred for taxis or equivalent ground transportation while on town business will be reimbursed.

6.18 Accommodation

6.18.1 Accommodations should be selected on the basis of practical location and reasonable cost. Government or business rates should be sought.

6.18.2 Although a person is normally expected to stay in commercial accommodations, the City shall not unreasonably refuse permission to a person to make arrangements for particular non-commercial accommodations. A person making such arrangements shall be reimbursed \$30.00 per night.

6.18.3 In the event of travel cancellation, the claimant may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.

6.19 Travel Meals and Incidental Expenditures

6.19.1 Meals will be reimbursed in accordance with the per diem guidelines as defined in 6.19.1.1 and 6.19.1.2

6.19.1.1 Per diems inclusive of gratuities, are \$75 dollars per day to cover breakfast, lunch and dinner.

- a. Breakfast \$15
- b. Lunch \$25
- c. Dinner \$35

6.19.1.2 Per diems for partial days:

- a. Breakfast \$15
- b. Lunch \$25
- c. Dinner \$35

6.19.2 Meals when supplied on airlines, trains, or included in registration/conference fees will not be reimbursed by the City.

6.19.3 Reasonable incidental expenditures will be reimbursed over and above the meals per diem.

6.19.3.1 Incidental expenditures include, but are not limited to:

- a. Coin laundry.
- b. Public transit.
- c. Taxi.
- d. Dry cleaning (when necessary due to extended travel of greater than one week or unplanned overnight stays).
- e. Meter and/or lot parking.
- f. Internet access fee.

6.19.3.2 Itemized receipts must be submitted when available along with the travel expense form (Schedule B).

6.19.4 A per diem of \$110 per full day away from work to attend City business (applies only to Employees having to take a day off their regular work to attend City business, i.e., volunteer firefighter, Council Members). A maximum of \$440 may be claimed for four consecutive days on City business.

6.19.5 Personal expenses such as souvenirs, sightseeing tours, nightclubs, spectator events, etc. will not be reimbursed.

7) Other Business Expenses

7.1 SMT or designates, may, at their discretion, contribute reasonable amounts towards retirement celebrations, employee departures, significant accomplishments, etc. as a means of promoting goodwill and positive morale among employees.

7.2 Reasonable and necessary emergency incidental expenditures incurred while carrying out one's job duties will be reimbursed with supporting itemized receipts.

7.3 Charges incurred while using a personal cell phone for business use may be reimbursed provided an original copy of

the cellular bill is submitted with the expense form (Schedule B).

7.3.1 There is no reimbursement for monthly access charges and or annual license fees.

7.4 Attendance at social events (including sports events, concerts, tours, etc.) or charitable venues will not be reimbursed.

7.4.1 Exceptions may include community and/or "guest speaker" events where a Town representative is expected and/or attendance will provide a benefit to the City.

8) Travel Advances

8.1 City travelling funds are obtained through a City cheque. Cash advances are for limited amounts as determined from time to time by the Treasurer's Department.

8.2 Travel advances are not to be requested prior to fifteen (15) days before the intended trip and are to be refunded immediately if the trip is cancelled or delayed by more than fifteen (15) days.

8.3 The Employees are accountable at all times for City travel funds issued in their names. Upon request, they must be able to produce a combination of receipts records of expenditures, travelers cheques and/or cash equal to the amounts outstanding.

8.4 The Employees are required to keep separate, at all times, personal and City funds. Under no condition is an Employee to use city funds for personal expenses or benefit, subject to disciplinary action.

8.5 Employee advance request form (Schedule D) is completed to obtain the funds, whether in cash or cheque, from the Treasurer's Department.

8.6 The advance request form (Schedule D) is to be approved by the proper direct line of authority.

8.7 The Employee is responsible for any travelling funds from the point of obtaining same.

8.8 It is strongly recommended that no Employee travel in possession of significant sums of money. Travelers cheque,

easily obtained at any bank, should be used. They can be readily refunded to the City if the monies advanced exceed the expense incurred. The cost of travelers cheques is an allowable expense claim.

8.9 Any excess of a temporary cash advance over expenses claimed is to be refunded by the Employee to the Treasurer. Receipt of same issued for this excess is to be attached to the Employee's expense form (Schedule B) when submitted for final authorization. The Employee shall give an account of the trip advance on the prescribed form no later than ten (10) working days after the end of the trip.

8.10 Only one cash advance can be held at a time.

8.11 At any time, advances which are outstanding without good reason, shall be recovered from the Employee's salary. Department heads will receive prior notification before action is taken.

9) Responsibilities and Authorities

9.1 The **Mayor** or designate is responsible to:

9.1.1 Approve travel, business and local mileage reimbursement requests of the Chief Administrative Officer.

9.2 The **Chief Administrative Officer** is responsible to:

9.2.1 Approve travel, business and local mileage claims of direct reports.

9.2.2 Approve individual Employee travel and business claims greater than \$2,500 and mileage claims in excess of \$1,000.

9.3 The **Senior Management Team (SMT)** is responsible to:

9.3.1 Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure.

9.3.2 Review and approve reimbursement for travel, business and local mileage expenses of staff directly reporting to them.

9.4 The **Treasurer** is responsible to:

- 9.4.1** Communicate the corporate travel and business expense policy to all stakeholders.
- 9.4.2** Review travel reimbursement, business and local mileage expenses as appropriate to facilitate compliance with this policy and associated procedure.

9.5 The **Manager** is responsible to:

- 9.5.1** Ensure all department employees are aware of the travel and business expense policy.
- 9.5.2** Ensure that all employee and new hires are provided with copies of the travel and business expense policy.
- 9.5.3** Address departmental issues of interpretation of the policy.
- 9.5.4** Participate with other managers in promoting the consistent application of this policy in all departments.

9.6 The **Employees** are responsible to:

- 9.6.1** Become familiar with, and develop an understanding of, this policy and related procedure in order to facilitate compliance.
- 9.6.2** Adhere to employment and code of conduct policy when conducting business or business related travel on behalf of the City.
- 9.6.3** Comply with the policies and procedure surrounding the use of corporate credit cards and the provision of the Procurement policy.
- 9.6.4** Complete and sign all required documents pertaining to travel, business and mileage expense, and attach all supporting invoices/receipts and forms.
- 9.6.5** In the event of cancellation of intended travel, notify the approving authority and promptly obtain all possible refunds for expenses incurred to date.

10) Delegation of Authority

- 10.1** Delegation shall not be given except as prescribed in this policy. When the delegation is given because of the absence of an authorized official the deputy shall exercise such authority only those cases which, in the best interests of the City, requires approval before the return of the absent official.
- 10.2** The delegation should only apply if the absence will be longer than a week. When the absence has not been anticipated, the appointment of a deputy may be authorized by the absent official's supervisor.
- 10.3** The temporary appointment of a deputy shall be reported, in duplicate, to the Treasurer's Department on the Delegation of Authority Form (Schedule E), showing the length of time of the appointment and any exceptions as indicated by the official granting delegation.

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2014-126**

**BEING A BY-LAW TO PROVIDE FOR THE PAYMENT OF TRAVELLING
EXPENSES INCURRED BY MEMBERS OF COUNCIL AND EMPLOYEES OF
THE CITY OF CLARENCE-ROCKLAND.**

WHEREAS the Municipal Act, Chapter M.45 R.S.O. 1990, Section 243 as amended, provides authority to Municipal Councils to enact by-laws for the reimbursement of expenses and payment of expense allowances to Members of Councils, to the Officers and to the servants of the municipality.

AND WHEREAS the Municipal Act, Chapter M.45, R.S.O. 1990, Section 245 as amended provides authority to enact by-laws to provide the rate at which expenses incurred, or expense allowances shall be paid to members of local Boards or other bodies.

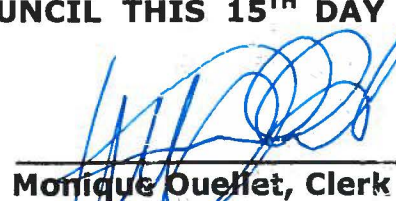
AND WHEREAS IT IS DEEMED EXPEDIENT to review the existing policies and to adopt a newly revised by-law pertaining to the payment of travelling expenses incurred by Members of Council and Municipal Employees of the Corporation and to repeal by-law no. 2000-47;

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

1. That Schedule "A", being the terms and conditions of the "reimbursement of expenses for travel, meals, representation, conferences & conventions, seminars and training for members of council and employees of the corporation of the City of Clarence-Rockland", hereto and forming part of this by-law be adopted.
2. That By-Law no. 2000-47 and all its attachments, as amended be and is hereby repealed.
3. That this By-Law be deemed to have come into force on 22nd day of April 2014.

**READ, DONE AND PASSED IN OPEN COUNCIL THIS 15TH DAY OF
SEPTEMBER 2014.**


Marcel Guibord, Mayor


Monique Ouellet, Clerk

SCHEDULE "A" TO BY-LAW 2014-126

REIMBURSEMENT OF EXPENSES FOR TRAVEL, MEALS, REPRESENTATION, CONFERENCES & CONVENTIONS, SEMINARS AND TRAINING FOR MEMBERS OF COUNCIL AND EMPLOYEES OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

1. INTRODUCTION

- a) The policy of the Employer is that a member of Council or an employee on official City business may be reimbursed for real or maximum allowable expenses so as to avoid a person being out-of-pocket as a result of real and reasonable fees incurred while on official City business.

2. DEFINITIONS

- a) Commercial accommodation means the usual hotel/motel type of accommodation or similar commercial establishment which provides lodgings at a fixed daily rate.
- b) Day of return means the day following the end of an activity, convention or representation when such terminates after 12 p.m. and exceeds two hundred and fifty (250) kilometers from the work place or home.
- c) Employer means the Corporation of the City of Clarence-Rockland
- d) Maximum allowable expense means the lesser of the actual costs incurred supported by proof of payment or the amount established in this By-law.
- e) Meals means expenses incurred for a meal where it is necessary to provide such.
- f) Official City business means that a Municipal Councillor is authorized to officially represent the Corporation on business or that an employee is absent from the work place and is representing the Employer.
- g) Overnight allowance means an allowance paid to a Municipal Councillor or to an employee when required to be away from the work place or home for more than one day and that such absence prevents returning home after the daily activities.

- h)** Private accommodations means accommodation which is in a unit in a private dwelling.
- i)** Promotion expenses means expenses incurred for a third party, individual or group and includes food and drinks.
- j)** Employee means the Chief Administrative Officer, Department heads, employees or volunteer Fire fighters of the City of Clarence-Rockland duly authorized to represent the Corporation on official business.
- k)** Real allowable expenses means the actual costs incurred supported by proof of payment.
- l)** Municipal Councillor means a member of the current elected Municipal Council.
- m)** Volunteer Fire Fighter means a person working as a volunteer Fire Fighter at anyone of the three (3) fire stations of the City of Clarence-Rockland
- n)** Travelling on official City business and **City business travel** means travel time authorized by the Employer.
- o)** Workplace means the location at or from which a person ordinarily exercises the duties of his or her position.

3. GENERAL

- d)** The provisions of this policy do not eliminate or dispense with the prior approval of specific transactions by supervisors and others who are subordinate to the officials having final authority and which is frequently a pre-requisite of final authorization in accordance with various policies and departmental instructions. Such prior approvals shall, as far as possible, be indicated by the personal signature of the person concerned. Final authorization requires the full signature of the approving authority; initials will not be accepted.
- e)** No official or deputy shall be permitted to authorize transactions resulting in payments to himself or payment of or reimbursement for his own personal expenses.

4. DELEGATION OF AUTHORITY

- a) Delegation shall not be given except as prescribed in this policy. When the delegation is given because of the absence of an authorized official the deputy shall exercise such authority only in those cases which, in the best interests of the City, requires approval before the return of the absent official.
- b) The delegation should only apply if the absence will be longer than a week. When the absence has not been anticipated, the appointment of a deputy may be authorized by the absent official's superior.
- c) The temporary appointment of a deputy shall be reported, in duplicate, to the Treasurer's Department on the Delegation of Authority Form (Schedule E), showing the length of time of the appointment and any exceptions as indicated by the official granting delegation.

FINAL AUTHORIZATIONS TABLE

Authorization of subordinates' travel expenses

AUTHORIZED BY:

Department Head
 Treasurer
 Chief Administration Officer
 President of General Government
 Officer
 Municipal Council

EXPENSE BY:

Within department
 Department Heads
 Treasurer
 Chief Administrative
 Council members

5. PROCEDURES

- a) This Procedure sets forth the practices to be followed when travelling on City business and covers travel advances and expenses.
- b) Department Heads are expected to relate their travel plans to the amount of funds which have been approved for that purpose.
- c) Employees are expected to exercise a competent regard for economy in the use of City funds and the Department Head responsible for authorizing the expenses may disallow portions of the travel expenses claimed that are considered to be excessive.

- d) Bonus coupons, credit notes, premiums (e.g., Canadian Tire cash bonus coupons, service stations premiums, air miles) received while travelling on City business are the property of the City of Clarence-Rockland and are to be used for official City business.
- e) The Department Head or most senior ranking employee present should incur the travel expenses if there is an expenditure incurred which includes costs for two or more City employees (i.e.: group meal, miscellaneous expenses). If City employees agree to each sharing the costs, this provision does not apply.

6. TRAVEL ADVANCES

- a) City travelling funds are obtained through a City cheque. Cash advances are for limited amounts as determined from time to time by the Treasurer's Department.
- b) Travel advances are not to be requested prior to fifteen (15) days before the intended trip and are to be refunded immediately if the trip is cancelled or delayed by more than fifteen (15) days.
- c) The employees are accountable at all times for City travel funds issued in their names. Upon request, they must be able to produce a combination of receipts, records of expenditures, travellers cheques and/or cash equal to the amounts outstanding.
- d) The employees are required to keep separate, at all times, personal and City funds. Under no condition is an employee to use City funds for personal expenses or benefit, subject to disciplinary action.
- e) Employee advance request form (Schedule C), is completed to obtain the funds, whether in cash or cheque, from the Treasurer's department.
- f) The advance request form is to be approved by the proper direct line of authority under the Procedure on final authorizations.
- g) The employee is responsible for any travelling funds from the point of obtaining same.
- h) It is strongly recommended that no employee travel in possession

of significant sums of money. Travellers cheques, easily obtained at any bank, should be used. They can be readily refunded to the City if the monies advanced exceed the expense incurred. The cost of travellers cheques is an allowable expense claim.

- i) Any excess of a temporary cash advance over expenses claimed is to be refunded by the employee to the Treasurer. Receipt of same issued for this excess is to be attached to the employee's expense statement when submitted for final authorization. (Schedule D). The employee shall give an account of the trip advance on the prescribed form no later than fifteen (15) working days after the end of the trip.
- j) Only one cash advance can be held at a time.
- k) At any time, advances which are outstanding without good reason, shall be recovered from the employee's salary. Department Heads will receive prior notification before action is taken.

7. TRANSPORTATION

- a) When commercial transportation is authorized and used, the person shall be provided with the necessary prepaid fare or shall be reimbursed their **real allowable expenses**.
- b) **Real allowable expenses** are reimbursed in accordance with the following criteria under which the Employer may authorize the use.
 - ii) Air
Air travel is the transportation mode normally accepted for all travelling on official City business, except for short trips where it is more advantageous to use a motor vehicle or train.

When a person has an aversion to air travel, the Employer shall try to arrange the person's schedule so that adequate time to travel by other means is provided.

- ii) Rail
Rail transportation remains an economical and convenient means of travel in numerous situations, especially when dealing with short distances. The Employer should authorize this mode of transportation when it is practical and

economical.

- iii) **Public Transportation**
Travel by bus may be authorized when this mode of transportation is adopted to circumstances or mutually acceptable. The utilization of city buses, subway and local street cars should also be encouraged when it facilitates the carrying out of official business.
- iv) **Taxi**
A taxi may be authorized by the Employer when the use of such commercial transportation is justifiable and reasonable. Generally, the use of taxis should not be authorized when air-porter, bus, subway or street car is available and practical.
- v) **Transportation by private automobile**
If a person's travel destination is more than five hundred (500) kilometres, the use of a private vehicle should not be authorized unless travel on a commercial air carrier presents a major inconvenience.

It is the responsibility of the person to ensure that the private vehicle is properly insured in the amount of \$1,000,000.00 for Public Liability and Property Damage. Before authorizing a person to use a private vehicle for travelling on official City business, the Employer shall ensure that the vehicle is adequately protected, up to the amount referred to above.

The person shall receive a rate of \$0.52 per kilometre as shown on Schedule "B" attached hereto and forming part of this By-law. Claims for kilometres travelled must be made by filling out Schedule D or F, whichever is applicable. **However, only mileage incurred to attend official City business and mileage between the two (2) city halls (Rockland or Clarence Creek) will be allowed.**

- vi) **Transportation by rented vehicle**
The use of rental vehicles may be authorized where, in the opinion of the Employer, this method of travel is economical and practical. Reimbursement shall include the cost of

- insurance paid to vehicle rental agents for release of liability.
- vii) Parking
Real allowable expenses incurred for parking shall be reimbursed to the representative.

8. **ACCOMMODATIONS**

This section describes the accommodation standards and conditions while travelling.

- a) Commercial
A person shall be reimbursed the maximum allowable expense incurred for commercial accommodations authorized by the Employer. The person shall attach to their travel expenses claim, the **original copy** of the invoice received from the commercial establishment.

The Employer shall authorize the person to stay in establishments which are conveniently located and comfortably equipped.

- b) Private accommodations
Although a person is normally expected to stay in commercial accommodations, the Employer shall not unreasonably refuse permission to a person to make arrangements for particular non-commercial accommodations. A person making such arrangements shall be reimbursed in accordance with Schedule "B" to this By-law.

9. **MEALS**

The reimbursement of expenses for meals shall be approved when one of the following conditions is met.

- a) When a representative is on official City business, the expenses for the meals shall be reimbursed as per Schedule "B", Section 2.a.ii).
- b) When a representative is travelling and absent for one day or more on official City business, a meal allowance, as defined in Schedule "B", Section 2.a.i) shall be paid.
Meals are not reimbursed and no meal allowance is given when it is provided by a third party or included in the cost of registration of a convention, seminar or training.

The allowable expenses for meals shall be as prescribed on Schedule "B" hereto attached and forming part of this By-Law.

- d) Receipts are mandatory for meals when employees requesting reimbursement for meals in addition to their own. The expense statement or the receipt must contain the names and Companies of the people covered by the meal expense claim. (This claim may not be authorized by a participant of the meal.) Amounts are to be reported separately on the Expense Statement and not grouped with daily totals.

11. EXPENSE STATEMENTS

- a) Upon completion of the trip, the employee is to complete an Employee's Expense Statement and submit it to their direct supervisor who is responsible for having it reviewed to ensure it meets the requirements of the City procedures and for obtaining approval by the proper authority under the Procedure on Final Authorizations.
- b) Employee's Expense Statements are to be submitted for final authorization as soon as possible and no later than five (5) working days following the return day indicated on the Employee advance request form.
- c) Employees may not approve their own expense sheets for reimbursement.
- d) In completing an Expense Statement:
 - i) It is mandatory to state in the explanation section, the purpose of the trip and other details considered appropriate in regards to the expenses incurred. These explanations are also to be stated on travel invoices, etc. (i.e.: air, taxi, car rental).
 - ii) All entries requiring receipts must be checked to ensure that receipts are attached.
 - iii) All entries must be added and cross-added to verify that all additions are correct.
 - iv) All appropriate areas of the expense statement, including totals, must be completed.

- v) Any alterations to the expense statement must be crossed out (one line) and initialed by the person doing so; **no correction fluid** may be used.
- vi) Expense distribution should be checked to ensure that expenses have been distributed to the correct accounts.
- vii) If a temporary travel advance was issued, there must be a credit equal to the lesser of the amount of the advance or the amount of the expenses claimed.
- viii) The total shown in the distribution section of the expense statement must be **"nil"** if the expenses claimed are less than the advance or must be equal to the amount owing to the employee if the expenses claimed are greater than the advance.
- ix) Once approved, the employee's expense statement is to be forwarded to the Treasurer's department.
- e) Any excess of expenses over advances will automatically generate a reimbursement through the Treasurer's department.
- f) Receipts are mandatory for reimbursement of charges relating to:
 - i) Hotel/Motel accommodations
 - ii) Air, bus or train travel
 - iii) Laundry services
 - iv) Cash amount due to City
 - v) Any unusual expenditure

If a mandatory receipt is not attached to the expense statement, a notation should be clearly made in the explanation section of the statement to identify the reasons.

12. CONFERENCE, CONVENTION, SEMINARS AND TRAINING

The Employer will assume all expenses incurred for the registration of an employee or Municipal Councillor in one of the aforementioned and as approved in the City's operational budget.

13. PER DIEM

The City recognizes that certain Volunteer Fire Fighters or Council members must take an annual day off of their regular work in order to attend City business. A Per Diem allowance for non-regular employees

will be allowed as shown on Schedule B attached hereto and forming part of this By-law.

SCHEDULE "B" TO BY-LAW 2014-126

RATES AND INDEMNITIES

1. **USE OF PERSONAL VEHICLE**
The rate per kilometre for authorized official use of a private vehicle, within or outside the affected zone, is:
 - 0.52 dollars per kilometer

2. **MEAL INDEMNITY**

A.	i)	Meal indemnity for full days	75.00
	ii)	Meal indemnity for partial days	
	a)	breakfast	12.00
	b)	lunch	17.00
	c)	incidentals	12.00

3. **PRIVATE ACCOMMODATIONS**
30.00 per night

4. **PER DIEM**
\$110.00 per full day away from work to attend City business (applies only to employees having to take a day off from their regular work to attend a City business, i.e.: Volunteer fire fighter, Council members). A maximum of \$440.00 may be claimed for four consecutive days on City business.

SCHEDULE "C" TO BY-LAW 2014-126**DEMANDE D'AVANCE / REQUEST FOR ADVANCE**

NOM/NAME _____

BUT DU VOYAGE OU CONVENTION / PURPOSE OF THE TRIP OR CONVENTION _____

ENDROIT / LOCATION _____

DU / FROM (date) _____ À / TO (date) _____

DÉPENSES PRÉVUES / ESTIMATED EXPENSES _____

DE JOURS / # OF DAYS _____

MONTANT DE L'AVANCE DEMANDÉE / AMOUNT OF ADVANCE REQUESTED _____
_____AUTRES DÉTAILS / OTHER DETAILS _____

(date)_____
(signature)_____
(date)_____
(approve par / approved by)

SCHEDULE "D" OF BY-LAW 2014-126

RÉCLAMATION DE FRAIS DE VOYAGE / TRAVEL EXPENSE CLAIM

Nom/Name:					
But du voyage/Purpose of the trip:					
Endroit/Location:		Dates:			
Transport par voiture/Transportation by car: .52km		# km:	Total:		
Transport par avion, train ou autobus Transportation by plane, train or bus		Cost	GST	PST	Total
Transport par taxi Transportation by taxi					
Stationnement Parking					
Frais d'enregistrement Registration fees					
Frais d'hôtel: Hotel accommodation:	# nuits: # nights:				
Indemnité de repas - journée complète: Meal indemnity - full day:		Cost \$75.00 x	Total \$		
Repas Journée partielle Meals Partial days	Déjeuner / Breakfast	\$12.00 x	\$		
	Diner / Lunch	\$17.00 x	\$		
	Souper / Dinner	\$33.00 x	\$		
Autres frais - spécifiez Other fees - specify:				\$	
Total des dépenses: Total expenses:				\$	
Date:	No. du chèque: Cheque no.:	Avance: \$ Advance: \$			
Date:	No. du chèque: Cheque no:	Solde du: \$ Amount due\$			
Date:	Remise: \$ Refund: \$				
Signature du réclamant Signature of claimant	Approuvé par / Approved by			Date:	

SCHEDULE "E" TO BY-LAW 2014-126

DELEGATION OF AUTHORITY

(Note: Please submit in duplicate to the Treasurer's Department)

This is your authorization to accept the signature of (name of delegate)
(Title) for the approval of
 transactions in the name of _____. The above
 delegation will be in effect from _____ to _____.

**TRANSACTIONS APPROVED AS PER THE ABOVE SHOULD BE INDICATED AS SUCH
 AND DATED.**

Signature of Delegate _____ Date _____

Authorization by Assignor _____ Date _____

or

Authorization by Assignor's Supervisor _____ Date _____

For Accounting's use only

This copy to the Treasurer's Department.

SCHEDULE "F" TO BY-LAW 2014-126

CLARENCE-ROCKLAND
Réclamation pour kilométrage / Mileage claim

Nom/Name: _____ **No. d'employé/Employee No** _____

Date	De / From	À / to	Raison / Purpose	# KM
-------------	------------------	---------------	-------------------------	-------------

Total du kilométrage / Total mileage

_____ **Kilomètres / Kilometres @ .52 = \$**

Je certifie que cette réclamation est exacte et que le kilométrage réclamé ci-haut correspond avec mes fonctions à titre d'employé municipal ou de membre du Conseil.

I certify this claim to be correct and that the mileage claimed is related to my duties as municipal employee or as member of Council.

Signature _____	Date _____	Approuvé par / Approved by _____
------------------------	-------------------	---

Réservé au service des Finances / Reserved for the Finance department

Code:		Reçu/Received	Payé/Paid
Commis à la paie / Payroll clerk:			
Trésorier / Treasurer			

SCHEDULE « B » OF BY-LAW 2020-38
CONSEIL MUNICIPAL / MUNICIPAL COUNCIL
RÉCLAMATION DE FRAIS DE VOYAGE / TRAVEL EXPENSE CLAIM
AS AMENDED BY BY-LAW 2020-38

Nom/Name:					
But du voyage/Purpose of the trip:					
Endroit/Location:			Dates:		
Transport par voiture/Transportation by car: <i>Selon le taux de l'Agence du revenu du Canada (ARC)/In accordance with the Canada Revenue Agency (CRA) rate</i>			# km:		Total:
Transport par avion, train ou autobus Transportation by plane, train or bus			Cost	GST	PST
Transport par taxi / Transportation by taxi					
Stationnement / Parking					
Frais d'enregistrement / Registration fees					
Frais d'hôtel: Hotel accommodation:	# nuits: # nights:				
Indemnité de repas - journée complète: Meal indemnity - full day:			Cost \$75.00 x 3	Total	
Repas Journée partielle Meals Partial days	Déjeuner / Breakfast Diner / Lunch Souper / Diner	\$15.00 x 0 \$25.00 x 0 \$35.00 x 0			
Autres frais – spécifiez / Other fees - specify:				\$	
Total des dépenses / Total expenses:					
Date:	No. du chèque: Cheque no.:	Avance: \$ Advance: \$			
Date:	No. du chèque: Cheque no:	Solde du: \$ Amount due\$			
Date:	Remise / Refund: \$				
Signature	Approuvé par / Approved by			Date:	

VEUILLEZ JOINDRE VOS REÇUS POUR REMBOURSEMENT

SCHEDULE "C" TO BY-LAW 2020-38

CLARENCE-ROCKLAND
Réclamation pour kilométrage / Mileage claim

Nom/Name: _____ **No. d'employé/Employee No** _____

Date	De / From	À / to	Raison / Purpose	# KM
-------------	------------------	---------------	-------------------------	-------------

Total du kilométrage / Total mileage

_____ **Kilomètres / Kilometres @ .52 =** **\$**
Selon le taux de l'Agence du revenu du Canada (ARC)
In accordance with the Canada Revenue Agency rate (CRA)

Je certifie que cette réclamation est exacte et que le kilométrage réclamé ci-haut correspond avec mes fonctions à titre d'employé municipal ou de membre du Conseil.
 I certify this claim to be correct and that the mileage claimed is related to my duties as municipal employee or as member of Council.

Signature	Date	Approuvé par / Approved by
-----------	------	----------------------------

Réservé au service des Finances / Reserved for the Finance department

Code:		Reçu/Received	Payé/Paid
Commis à la paie / Payroll clerk:			
Trésorier / Treasurer			

SCHEDULE “D” TO BY-LAW 2020-38**DEMANDE D’AVANCE / REQUEST FOR ADVANCE**

NOM/NAME_____

BUT DU VOYAGE OU CONVENTION / PURPOSE OF THE TRIP OR CONVENTION_____

ENDROIT / LOCATION_____

DU / FROM (date)_____À / TO (date)_____

DÉPENSES PRÉVUES / ESTIMATED EXPENSES_____

DE JOURS / # OF DAYS_____

MONTANT DE L’AVANCE DEMANDÉE / AMOUNT OF ADVANCE REQUESTED_____

AUTRES DÉTAILS / OTHER DETAILS_____

(date)_____
(signature)_____
(date)_____
(approve par / approved by)

SCHEDULE "E" TO BY-LAW 2020-38**DELEGATION OF AUTHORITY**

(Note: Please submit in duplicate to the Treasurer's Department)

This is your authorization to accept the signature of (name of delegate)
(Title) for the approval of
 transactions in the name of _____. The above
 delegation will be in effect from _____ to _____.

**TRANSACTIONS APPROVED AS PER THE ABOVE SHOULD BE INDICATED AS SUCH
 AND DATED.**

Signature of Delegate _____ Date _____

Authorization by Assignor _____ Date _____

or

Authorization by Assignor's Supervisor _____ Date _____

For Accounting's use only

This copy to the Treasurer's Department.

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2020-39**

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 MAY 4, 2020.

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 4TH DAY OF MAY 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk