



CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING

August 24, 2020, 6:30 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.

The meeting is scheduled to begin at 6:30 pm in order to allow for a closed session. The portion of the meeting that is open to the public begins at 7:15 pm.

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/>

2. Prayer

1

3. Adoption of the agenda

4. Disclosure of pecuniary interests

3

5. Closed meeting

5.1 Attestation from each member participating via teleconference

5.2 Adoption of the Closed meeting minutes of August 17, 2020

5.3 Legal matter update

6. Resolution to resume open meeting

7. Closed meeting report

8. Announcements

9. Council Members' Items

10. Consent Items

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

10.1 Adoption of the minutes of the following meetings:

- | | | |
|----|--|----|
| a. | Regular electronic meeting - August 10, 2020 | 5 |
| b. | Special Electronic meeting - June 29, 2020 | 15 |
| c. | Electronic Committee of the Whole - August 10, 2020 | 23 |
| d. | Council Special Electronic Meeting - August 17, 2020 | 39 |

10.2 Receipt of the minutes of the following meetings:

- | | | |
|----|--|----|
| a. | Planning Electronic Committee - August 5, 2020 | 43 |
|----|--|----|

10.3 The following recommendations from Committee of the Whole of August 10, 2020

- | | | |
|----|--|-----|
| a. | Resolution to approve the addition of JL Richards, Jacobs and Atrel as sole vendors for planning purposes | 55 |
| b. | Resolution to contribute to the Prescott-Russell eBusiness Grant program to support Clarence-Rockland businesses on their path to economic recovery | 59 |
| c. | Resolution to authorize that the properties known as 2767 St-Pascal and 1695 Landry be vested to the City, that amounts due be written-off and the properties be declared to be surplus to the needs of the City for the purpose of sale | 73 |
| d. | Resolution to increase the budget and award the contract for the Lacroix Road Culvert Replacement | 209 |
| e. | Resolution to apply for a grant opportunity from the Federation of Canadian Municipalities Municipal Asset Management Program for the development of the City's Comprehensive Asset Management Program | 213 |

f.	Resolution to approve the Comprehensive Corporate Asset Management Strategy and adopt the 2020 Capital works	219
10.4	Resolution to adopt the salaries paid from May 31st, 2020, to August 8th, 2020, in the gross amount of \$1,920,479.08 and net amount of \$1,302,216.46	
11.	Committee/Staff Reports	
11.1	Accounts paid	251
11.2	Draft Plan of Subdivision – Pt Lot C Con 5 – Paul Murphy & Hugues Giocondese	259
11.3	Council Meeting Procedures	301
12.	By-laws	
	Note: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.	
12.1	2020-70 - Joint Water System Agreement - Water Project with the Nation Municipality	387
13.	Confirmatory By-law	433
14.	Adjournment	



CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND
RÉUNION RÉGULIÈRE

le 24 août 2020, 18 h 30
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.

La réunion débute à 18h30 afin de permettre une session à huis clos. La section de la réunion ouverte au public débute à 19h15.

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/clarencerockland/>

2. Prière

1

3. Adoption de l'ordre du jour

4. Déclarations d'intérêts pécuniaires

3

5. Réunion à huis clos

5.1 Attestation de chaque membre qui participe via téléconférence

5.2 Adoption du procès-verbal de la réunion à huis clos du 17 août 2020

5.3 Mise à jour d'une question d'ordre juridique

6. Résolution pour retourner en réunion ouverte

7. Rapport de la réunion à huis clos

8. Annonces

9. Items des membres du Conseil

10. Items par consentement

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

10.1 Adoption des procès-verbaux des réunions suivantes:

- | | | |
|----|---|----|
| a. | Réunion régulière électronique - 10 août 2020 | 5 |
| b. | Réunion spéciale électronique - 29 juin 2020 | 15 |
| c. | Comité plénier électronique - 10 août 2020 | 23 |
| d. | Réunion spéciale électronique - 17 août 2020 | 39 |

10.2 Réception des procès-verbaux des réunions suivantes:

- | | | |
|----|---|----|
| a. | Comité d'aménagement électronique - 5 août 2020 | 43 |
|----|---|----|

10.3 Les recommandations suivantes du comité plénier du 10 août 2020

- | | | |
|----|---|-----|
| a. | Résolution pour approuver l'ajout de JL Richards, Jacobs et Atrel à titre de fournisseurs uniques aux fins d'urbanisme | 55 |
| b. | Resolution pour contribuer au programme de subventions aux affaires électroniques de Prescott-Russell pour appuyer les entreprises de Clarence-Rockland avec leur reprise économique | 59 |
| c. | Résolution pour autoriser que le 2767 St-Pascal et le 1695 Landry soient transférés à la Cité, que les sommes dues sur ces deux propriétés soient annulées et que celles-ci soient déclarées exédentaires au besoins de la Cité pour être vendues | 73 |
| d. | Résolution pour augmenter le budget et octroyer un contrat de construction pour le remplacement du ponceau du chemin Lacroix | 209 |
| e. | Résolution pour présenter une demande de subvention auprès du Programme de gestion des biens municipaux de la Fédération canadienne des municipalités pour l'élaboration du programme globale de gestion des biens de la ville | 213 |

f.	Résolution pour approuver la stratégie globale de gestion des actifs et adopter les travaux d'immobilisations 2020	219
10.4	Résolution pour adopter les salaires payés pour la période du 31 mai 2020 au 8 août 2020, au montant brut de 1 920 479,08 \$, et montant net de 1 302 216,46\$	
11.	Rapports des Comités/Services	
11.1	Comptes payés	251
11.2	Ébauche de plan de lotissement – Pt Lot C Con 5 – Paul Murphy & Hugues Giocondese	259
11.3	Procédures de réunions de conseil	301
12.	Règlements municipaux	
	Les règlements énumérés dans cette section de l'ordre du jour seront sujet à être considéré pour approbation sous une résolution qui n'est pas sujette au débat et non-modifiable. Si un membre du conseil désire engager une discussion ou un débat par rapport à un de ces règlements, il/elle doit demander que l'item soit considéré séparément avant que le vote ait lieu.	
12.1	2020-70 - Entente conjointe de système d'aqueduc - Projet avec la Municipalité de la Nation	387
13.	Règlement de confirmation	433
14.	Ajournement	

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

Notre Père

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

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

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

May your name be glorified through our efforts.
Amen



Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

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

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

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

Name (print)	Signature	Date

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

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

DUTY OF MEMBER

When present at meeting at which matter considered

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

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

Where member to leave closed meeting

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

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

OBLIGATIONS DU MEMBRE

Participation à une réunion où l'affaire est discutée

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

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

Exclusion de la réunion à huis clos

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



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

August 10, 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
- Maryse St-Pierre, Deputy Clerk

ABSENT: Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins call the meeting to order at 8:40 p.m.

2. Adoption of the agenda

RESOLUTION 2020-137

Moved by Mario Zanth

Seconded by Carl Grimard

BE IT RESOLVED THAT the agenda be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests (none)

4. Announcements

Mayor Desjardins invite the population to donate to the Red Cross to help those in need following the explosion in Beirut, Lebanon.

Councillor Diane Choinière announces that the 135th anniversary of Paroisse Sacré-Coeur de Bourget was on July 28th.

Councillor Christian Simard announces the St-Pascal Optimist Club Golf Tournament will be held on September 19.

5. Council Members' Items (none)

6. Consent Items

RESOLUTION 2020-138

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 August 10, 2020, be adopted:

6.1. Adoption of the minutes of the following meetings:

- a. Regular electronic meeting - June 15, 2020
- b. Electronic Committee of the Whole - June 15, 2020
- c. Special electronic meeting - June 29, 2020
- d. Special electronic meeting - July 21, 2020

6.2. Receipt of the minutes of the following meetings:

- a. Committee of Adjustment - May 21, 2020
- b. Public Library Board - January 14, 2020
- c. Public Library Board - March 10, 2020
- d. Public Library Board - March 13, 2020
- e. Public Library Board - April 7, 2020
- f. Planning Committee - March 4, 2020

6.3. Resolution to hire a Senior Human Resources Generalist

CARRIED

Text of the resolution as adopted by consent under Resolution 2020-138

- 6.3** ***BE IT RESOLVED THAT*** *Municipal Council hereby accepts the hiring of Mr. Jacques Charron as a full-time Senior Human Resources Generalist, effective August 31, 2020 and that he be subject to a probationary period of six (6) months; and;*

BE IT ALSO RESOLVED THAT *Mr. Jacques Charron's salary be established at Level 6, class 4, of the non-unionized employee's salary grid, as recommended.*

7. Committee/Staff Reports

7.1 Temporary Water Consumption Agreement with The Nation Municipality

RESOLUTION 2020-139

Moved by Christian Simard

Seconded by Diane Choinière

WHEREAS Vice and Hunter LLP have been retained by the City to review the terms and conditions of the Temporary Water Consumption Agreement and that revisions have been made accordingly

WHEREAS the Temporary Water Consumption has been negotiated to the satisfaction of the Director of Infrastructure and Planning

BE IT RESOLVED THAT Council adopts By-law 2020-68, being a by-law to authorize the Mayor and the City Clerk to sign the Temporary Water Consumption Agreement with the Nation Municipality to supply potable water to Limoges.

CARRIED

8. By-laws

8.1 2020-67 - to authorize the signature of an agreement with the Ministry of Municipal Affairs in order to participate in the Municipal Disaster Recovery Assistance Program (MDRA)

RESOLUTION 2020-140

Moved by Samuel Cardarelli

Seconded by André J. Lalonde

BE IT RESOLVED THAT Council hereby adopts By-Law 2020-67, being a by-law to authorize the signature of an agreement with the Ministry of Municipal Affairs in order to participate in the Municipal Disaster Recovery Assistance Program (MDRA)

CARRIED

9. Confirmatory By-law

RESOLUTION 2020-141

Moved by Mario Zanth

Seconded by Michel Levert

BE IT RESOLVED THAT By-law no. 2020-66, being a confirmatory by-law for the regular meeting of August 10, 2020, be adopted.

CARRIED

10. Closed meeting**RESOLUTION 2020-142****Moved by** Carl Grimard**Seconded by** André J. Lalonde

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:

10.2. Adoption of the Closed meeting minutes of June 29, 2020

10.3. Potential land acquisition

10.4. Human Resources matter

10.5. Clarence-Rockland Arena - update

CARRIED**11. Resolution to resume open meeting****RESOLUTION 2020-143****Moved by** Don Bouchard**Seconded by** Diane Choinière

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

CARRIED**12. Closed meeting report (none)****13. Adjournment**

Mayor Desjardins adjourns the meeting at 10:15 p.m.

 Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 10 août 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
- Maryse St-Pierre, greffière adjointe

ABSENT: Monique Ouellet, greffière

1. Ouverture de la réunion

Le maire Desjardins ouvre la réunion à 20h40.

2. Adoption de l'ordre du jour

RÉSOLUTION 2020-137

Proposée par Mario Zanth

Appuyée par Carl Grimard

QU'IL SOIT RÉSOLU QUE l'ordre du jour soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires (aucune)

4. Annonces

Le maire Desjardins invite la population à faire des dons à la Croix-Rouge pour aider les personnes dans le besoin, suivant l'explosion à Beyrouth au Liban.

La conseillère Diane Choinière annonce que le 28 juillet dernier était le 135^e anniversaire de la paroisse de Bourget.

Le conseiller Christian Simard annonce que le tournoi de golf du Club optimiste de St-Pascal a lieu le 19 septembre.

5. Items des membres du Conseil (aucun)

6. Items par consentement

RÉSOLUTION 2020-138

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 10 août 2020, soient adoptés :

6.1. Adoption des procès-verbaux des réunions suivantes:

- a. Réunion régulière électronique - 15 juin 2020
- b. Comité plénier électronique - 15 juin 2020
- c. Réunion spéciale électronique - 29 juin 2020
- d. Réunion spéciale électronique - 21 juillet 2020

6.2. Réception des procès-verbaux des réunions suivantes:

- a. Comité de dérogation - 21 mai 2020
- b. Comité d'administration de la bibliothèque publique - 14 janvier 2020
- c. Comité d'administration de la bibliothèque publique - 10 mars 2020
- d. Comité d'administration de la bibliothèque publique - 13 mars 2020
- e. Comité d'administration de la bibliothèque publique - 7 avril 2020
- f. Comité d'aménagement - 4 mars 2020

6.3. Résolution pour embaucher un généraliste principal aux ressources humaines

ADOPTÉE

Texte des résolutions adoptées par consentement telles qu'identifiées dans la résolution 2020-138

- 6.3** ***QU'IL SOIT RÉSOLU QUE*** le conseil municipal accepte l'embauche de M. Jacques Charron à titre de Généraliste principal de ressources humaines à plein temps, effectif le 31 août 2020 et que celui-ci soit sujet à une période probatoire de six (6) mois; et

QU'IL SOIT ÉGALEMENT RÉSOLU QUE le salaire de M. Jacques Charron soit établi à la Classe 6, niveau 4 de la grille salariale en vigueur des employés non syndiqués, tel que recommandé.

7. Rapports des Comités/Services

7.1 Accord temporaire sur la consommation d'eau avec la municipalité de la Nation

RÉSOLUTION 2020-139

Proposée par Christian Simard

Appuyée par Diane Choinière

ATTENDU QUE la firme Vice et Hunter LLP a été retenue par la Cité pour revoir les termes et les conditions de l'entente de consommation temporaire d'eau et que les révisions ont été prises en conséquence;

ATTENDU QUE l'entente temporaire de consommation d'eau a été négociée à la satisfaction du directeur du département d'infrastructure et de l'aménagement du territoire.

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2020-68, étant un règlement pour autoriser le maire et la greffière à signer l'entente temporaire de consommation d'eau avec la municipalité de la Nation pour fournir l'eau potable à Limoges.

ADOPTÉE

8. Règlements municipaux

8.1 2020-67 - pour autoriser la signature d'une entente avec le ministère des Affaires municipales pour participer dans le Programme d'aide aux municipalités pour la reprise après une catastrophe (MDRA)

RÉSOLUTION 2020-140

Proposée par Samuel Cardarelli

Appuyée par André J. Lalonde

QU'IL SOIT RÉSOLU QUE le conseil adopte le règlement 2020-67, étant un règlement pour autoriser la signature d'une entente avec le ministère des Affaires municipales pour participer dans le Programme d'aide aux municipalités pour la reprise après une catastrophe (MDRA)

ADOPTÉE

9. Règlement de confirmation

RÉSOLUTION 2020-141

Proposée par Mario Zanth

Appuyée par Michel Levert

QU'IL SOIT RÉSOLU QUE le règlement no. 2020-66, étant un règlement de confirmation pour la réunion régulière du 10 août 2020, soit adopté.

ADOPTÉE

10. Réunion à huis clos

RÉSOLUTION 2020-142

Proposée par Carl Grimard

Appuyée par André J. Lalonde

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 :

10.2. Adoption du procès-verbal de la réunion à huis clos du 29 juin 2020

10.3. Acquisition potentielle de terrain

10.4. Dossier des ressources humaines

10.5. Aréna Clarence-Rockland - mise à jour

ADOPTÉE

11. Résolution pour retourner en réunion ouverte

RÉSOLUTION 2020-143

Proposée par Don Bouchard

Appuyée par Diane Choinière

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

ADOPTÉE

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

13. Ajournement

Le maire Desjardins lève l'assemblée à 22h15

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

June 29, 2020
Teleconference

PRESENT:

- Guy Desjardins, Mayor
- Samuel Cardarelli, Councillor Ward 1
- 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

ABSENT: Mario Zanth, Councillor Ward 2

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:05 p.m.

2. Adoption of the agenda

RESOLUTION 2020-126

Moved by Carl Grimard

Seconded by Diane Choinière

BE IT RESOLVED THAT the agenda of the special meeting be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests (none)

4. Hiring of a Municipal Law Enforcement Officer for the City of Clarence-Rockland

RESOLUTION 2020-127**Moved by** Carl Grimard**Seconded by** Don Bouchard

BE IT RESOLVED that Municipal Council hereby accepts the hiring of Mr. Benoit Boivin, effective June 29, 2020, as a temporary full-time By-law officer and;

BE IT ALSO RESOLVED that Mr. Benoit Boivin's, salary is established at Level 2, Class 2 (Blue Collar), of the current unionized employee's salary grid, as recommended.

CARRIED**5. Outside Temporary Patios****RESOLUTION 2020-128****Moved by** Samuel Cardarelli**Seconded by** Christian Simard

BE IT RESOLVED THAT report No. ADMIN 2020-17 be received as information.

CARRIED**6. By-Laws****RESOLUTION 2020-129****Moved by** Michel Levert**Seconded by** Diane Choinière

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

6.1. 2020-58 - Agreement with Call2Recycle Canada Inc for the provision of recycling services

6.2. 2020-60 - to appoint Benoit Boivin as Municipal Law Enforcement Officer for the City of Clarence-Rockland

6.3. 2020-61 - to appoint Pierre Voisine as Director of Protective Services / Fire Chief for the City of Clarence-Rockland

6.4. 2020-62 - to appoint Pierre Voisine as Municipal Law Enforcement Officer for the City of Clarence-Rockland

6.5. 2020-63 - to appoint Pierre Voisine as Community Emergency Management Coordinator (CEMC) for the City of Clarence-Rockland

CARRIED

7. Confirmatory By-Law

RESOLUTION 2020-130

Moved by Carl Grimard

Seconded by André J. Lalonde

BE IT RESOLVED THAT Municipal Council of the City of Clarence-Rockland hereby adopts By-law no. 2020-64, being a confirmatory by-law for the special meeting of June 29, 2020.

CARRIED

8. Closed meeting

RESOLUTION 2020-131

Moved by Diane Choinière

Seconded by Carl Grimard

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

8.2. Adoption of the Closed meeting minutes of June 15, 2020

8.3. Clarence-Rockland Arena

CARRIED

9. Resolution to adjourn closed session meeting

RESOLUTION 2020-132

Moved by Don Bouchard

Seconded by Christian Simard

BE IT RESOLVED THAT the closed session be adjourned.

CARRIED

10. Adjournment

The Mayor adjourns the meeting at 9:06 pm.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 29 juin 2020
Téléconférence

PRÉSENT:

Guy Desjardins, maire
Samuel Cardarelli, conseiller quartier 1
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

ABSENT: Mario Zanth, conseiller du quartier 2

1. Ouverture de la réunion

Le Maire Desjardins ouvre la réunion à 19h05.

2. Adoption de l'ordre du jour

RÉSOLUTION 2020-126

Proposé par Carl Grimard

Appuyé par Diane Choinière

QU'IL SOIT RÉSOLU QUE l'ordre du jour de la réunion spéciale soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires (aucune)

4. Embauche d'un agent d'application des règlements municipaux pour la Cité de Clarence-Rockland

RÉSOLUTION 2020-127**Proposé par** Carl Grimard**Appuyé par** Don Bouchard

QU'IL SOIT RÉSOLU que le conseil municipal accepte l'embauche de M. Benoit Boivin, effectif le 29 juin 2020, à titre d'agent à l'application des lois municipales à temps plein temporaire; et

QU'IL SOIT ÉGALEMENT RÉSOLU que le salaire de M. Boivin soit établi au niveau 2 de la Classe 2 (Cols Bleus) de la grille salariale en vigueur des employés syndiqués, tel que recommandé.

ADOPTÉE**5. Patios extérieurs temporaires****RÉSOLUTION 2020-128****Proposé par** Samuel Cardarelli**Appuyé par** Christian Simard

QU'IL SOIT RÉSOLU QUE le rapport N° ADMIN 2020-17 soit reçu à titre d'information.

ADOPTÉE**6. Règlements municipaux****RÉSOLUTION 2020-129****Proposé par** Michel Levert**Appuyé par** Diane Choinière

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

6.1. 2020-58 - Entente avec Call2Recycle Canada pour la fourniture de service de recyclage

6.2. 2020-60 - pour nommer Benoit Boivin à titre d'agent d'application des règlements municipaux pour la Cité de Clarence-Rockland

6.3. 2020-61 - pour nommer Pierre Voisine à titre de directeur des services de la Protection/Chef pompier de la Cité de Clarence-Rockland

6.4. 2020-62 - pour nommer Pierre Voisine à titre d'agent d'application des règlements municipaux pour la Cité de Clarence-Rockland

6.5. 2020-63 - pour nommer Pierre Voisine à titre de coordonnateur communautaire de la gestion des urgences (CEMC) pour la Cité de Clarence-Rockland.

ADOPTÉE

7. Règlement de confirmation

RÉSOLUTION 2020-130

Proposé par Carl Grimard

Appuyé par André J. Lalonde

QU'IL SOIT RÉSOLU QUE le conseil municipal de la cité de Clarence-Rockland adopte le règlement no. 2020-64, étant un règlement de confirmation pour la réunion spéciale du 29 juin 2020.

ADOPTÉE

8. Réunion à huis clos

RÉSOLUTION 2020-131

Proposé par Diane Choinière

Appuyé par Carl Grimard

QU'IL SOIT RÉSOLU QUE la réunion spéciale 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 :

8.2. Adoption du procès-verbal de la réunion à huis clos du 15 juin 2020

8.3. Aréna de Clarence-Rockland

ADOPTÉE

9. Résolution pour ajourner le huis clos

RÉSOLUTION 2020-132

Proposé par Don Bouchard

Appuyé par Christian Simard

QU'IL SOIT RÉSOLU QUE la réunion à huis clos soit ajournée.

ADOPTÉE

10. Ajournement

Le maire lève l'assemblée à 21h06.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

August 10, 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
Maryse St-Pierre, Deputy Clerk

ABSENT: Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:22 p.m.

2. Prayer

Councillor Carl Grimard recites the prayer.

3. Adoption of the agenda

RECOMMENDATION COW2020-53

Moved by Mario Zanth

Seconded by Don Bouchard

THAT the agenda be adopted as presented.

CARRIED

4. Disclosure of pecuniary interests (none)

5. Petitions / Correspondence

5.1 Letter from Miguel Maisonneuve and Joannie Campagna regarding an event that occurred on May 7, 2020

Mayor Desjardins explains that the situation was resolved by Chief Voisine. Letter is received and filed.

5.2 Petition from Stéphane Legault requesting traffic calming measures in Forest Hill area

Further to questions, Julian Lenhart confirms that he will follow up in order to determine the need.

6. Notice of Motion

6.1 Notice of motion presented by Councillor Don Bouchard and seconded by Councillor Carl Grimard regarding traffic calming measures on Montée Outaouais

The notice of motion is presented.

Further to questions, Julian Lenhart confirms that he will follow up on the location of the traffic calming measure on Montée Outaouais.

Further to questions, Julian Lenhart explains that some data is required to determine the location of a traffic radar, including elevations, traffic, trees and heavy trucks. He confirms that speed limit issues are the responsibility of the police.

Further to questions Julian Lenhart explains that there is a policy regarding traffic calming measures. He adds that the City is asking that residents affected by such an issue make themselves known through a petition.

Councillor Don Bouchard withdraws his notice of motion.

7. Report from the United Counties of Prescott and Russell (none)

8. Committee/Staff Reports

8.1 Sole source - Planning

RECOMMENDATION COW2020-54

Moved by Mario Zanth

Seconded by Michel Levert

WHEREAS subsection (a) and (b) of Schedule D – Non-Competitive Procurement of the existing Procurement policy allows the municipality to single or sole source to vendors.

THAT the Committee of the Whole recommends that Council approves the addition of JL Richards as sole vendor for “planning – day to day” and the addition of Jacobs and Atrel as sole vendors for “revision of engineering plans and Form 1 for development projects subject to the Planning Act” only.

CARRIED

8.2 UCPR Funding Sponsorship

RECOMMENDATION COW2020-55

Moved by Samuel Cardarelli

Seconded by Don Bouchard

WHEREAS the City of Clarence-Rockland remains committed to supporting our local entrepreneurs;

THAT the Committee of the Whole hereby recommends Municipal Council to agree to contributing \$5000 to the Prescott-Russell eBusiness Grant program to support Clarence-Rockland businesses on their path to economic recovery.

CARRIED

8.3 Tax Sale Recommendation

Further to questions, Frédéric Desnoyers explains that there is indeed a policy regarding properties in tax arrears. He adds that the properties in question are special cases and the tax arrears are not as high as in other cases.

RECOMMENDATION 2020-56

Moved by Samuel Cardarelli

Seconded by André J. Lalonde

WHEREAS further to two (2) attempts of tax sale, two (2) properties remain unsold;

THAT the Committee of the Whole recommends to Council to write off the amount due of \$83,180.13 on the property 016-003-03522 2767 St-Pascal and \$111,742.14 on the property 016-031-03300 1695 Landry; and

THAT the Committee of the Whole recommends to Council the vesting of the two properties; and

THAT the 2 properties be declared to be surplus to the needs of the municipality; and

THAT the 2 properties be put for sale with the help of a real estate broker; and

THAT the administration be authorized to accept the sale of the properties at the minimum prices of 70,000\$ for 2767 St-Pascal and 65,000\$ for 1695 Landry.

CARRIED

8.4 Construction Contract Award for Lacroix Road Culvert Replacement

Further to questions, Julian Lenhart explains that a number of factors caused the shortfall, including the installation of an envelope to maintain the pipe structure and an increase in construction costs.

RECOMMENDATION COW2020-57

Moved by Michel Levert

Seconded by Christian Simard

WHEREAS an amount of \$372,000.00 was approved in the 2020 Capital budget for the culvert replacement on Lacroix Road in Hammond; and

WHEREAS staff calculated that there would be a budget shortfall in the amount of \$97,447.50;

THAT Committee of the Whole recommends that Council approves to increase the budget \$472,000 with the funds to be provided from the Ontario Community Infrastructure Fund (OCIF); and

THAT Committee of the Whole recommends that Council approves that the contract for the Culvert Replacement project on Lacroix Road, be awarded to Arnco Construction Ltd. for the amount of 358,947.50\$ (excluding HST).

CARRIED

8.5 FCM Municipal Asset Management Program Grant Application

RECOMMENDATION COW2020-58

Moved by Christian Simard

Seconded by Samuel Cardarelli

WHEREAS Infrastructure Canada is funding an 8 year, \$110- million program entitled The Municipal Asset Management Program (MAMP) to support Canadian municipalities and communities in making informed infrastructure investment decisions; and

WHEREAS the City of Clarence-Rockland is eligible to make an application under this program;

THAT Committee of the Whole recommends that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities Municipal

Asset Management Program for the development of the City's Comprehensive Asset Management Program; and

THAT the City of Clarence-Rockland commits to funding the following activities in the proposed project to be submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program in order to advance the development of the City's Comprehensive Asset Management Program;

- Activity 1: purchase of asset management software program
- Activity 2: develop and implement a training program for selected staff with respect to City's asset management program
- Activity 3: conduct a facilitated workshop with Council re: asset management principles; and

THAT the municipality commits \$31,000 from its budget to fund its share of the aforementioned activities.

CARRIED

8.6 Joint Water System Agreement - Water Project with the Nation Municipality

RECOMMENDATION COW2020-59

Moved by Christian Simard

Seconded by Diane Choinière

WHEREAS the Joint Water System Agreement has been negotiated to the satisfaction of the Director of Infrastructure and Planning

THAT the Committee of the Whole recommends that Council adopts a by-Law to authorize the Mayor and the City Clerk to sign the Joint Water System Agreement with the Nation Municipality to supply potable water to Limoges.

CARRIED

8.7 Comprehensive Corporate Asset Management Strategy

RECOMMENDATION COW2020-60

Moved by André J. Lalonde

Seconded by Don Bouchard

WHEREAS, the provincial government has passed Ontario Regulation 588/17 with respect to municipal asset management policies and plans and has prescribed specific timelines for implementation of these policies and plans; and

WHEREAS, the City's previously approved asset management plan and associated policies satisfies the provincial requirement to have approved asset management policies by July 1, 2019; and

WHEREAS, staff has developed a comprehensive asset management strategy to address the provincial asset management requirements;

THAT Committee of the Whole recommends that Council endorses the comprehensive asset management work plan strategy detailed in Appendix B of this report; and

THAT Committee of the Whole recommends that Council adopts the 2020 capital works with a total cost of \$2,193,000 identified in Appendix C of this report and that the County be requested to include these works into their 2020 road asphalt program.

CARRIED

8.8 Council Meeting Procedures

Further to questions, Helen Collier explains that people who want to attend the meeting will have to register with the Clerk.

RECOMMENDATION COW2020-61

Moved by Samuel Cardarelli

Seconded by Carl Grimard

THAT Report No. CLERK2020-06 with regards to resuming to in-person meetings and changes made to the *Municipal Act, 2001*, be received as information.

DEFERRED

8.9 Overview of Phase 3 Covid19 Work re-entry for City Hall

Further to questions, Michel Cousineau explains that the dimensions of the customer service lobby allow only one person at a time. He adds that the appointment option is preferable and that other services can always be provided remotely.

Further to questions, Michel Cousineau explains that the opening of the customer service can be done as quickly as possible, while respecting security measures.

RECOMMENDATION COW2020-62

Moved by Don Bouchard

Seconded by Carl Grimard

THAT report no. HR-2020-0810-02 be received as information.

CARRIED

8.10 2020 Year end forecast report

RECOMMENDATION COW2020-63

Moved by Samuel Cardarelli

Seconded by Mario Zanth

THAT Report No. FIN2020-018, being the financial operating budget status for the period ending June 30, 2020, be received as information.

CARRIED

8.11 COVID-19 Update #6 Report

RECOMMENDATION COW2020-64

Moved by Diane Choinière

Seconded by André J. Lalonde

THAT Report No. ADMIN 2020-19 be received as information only.

CARRIED

8.12 Update 2 - Sewage Treatment Plant Upgrade Project

RECOMMENDATION COW2020-65

Moved by Christian Simard

Seconded by Michel Levert

THAT Report No. INF2020-28 be received as information.

CARRIED

9. Other items

Further to questions, Pierre Voisine explains the procedure for parking trucks upon return from interventions.

10. Adjournment

The Mayor adjourns the meeting at 8:38 p.m.

Guy Desjardins, Mayor

Maryse St-Pierre, Deputy Clerk



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

le 10 août 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
- Maryse St-Pierre, greffière adjointe

ABSENT: Monique Ouellet, greffière

1. Ouverture de la réunion

Le Maire Desjardins ouvre la réunion à 19h22.

2. Prière

Le conseiller Carl Grimard fait la lecture de la prière.

3. Adoption de l'ordre du jour

RECOMMANDATION COW2020-53

Proposée par Mario Zanth

Appuyée par Don Bouchard

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

ADOPTÉE

4. Déclarations d'intérêts pécuniaires (aucun)

5. Pétitions / Correspondance

5.1 Lettre de Miguel Maisonneuve et Joannie Campagna concernant un évènement qui s'est produit le 7 mai 2020

Le maire Desjardins explique que le Chef Voisine a réglé la situation. La lettre est reçue et déposée en filière.

5.2 Pétition de Stéphane Legault demandant des mesures de modération de la circulation dans le secteur Forest Hill

Suite aux questions, Julian Lenhart confirme qu'il fera un suivi sur ce dossier, afin de déterminer le besoin.

6. Avis de motion

6.1 Avis de motion présenté par le conseiller Don Bouchard et appuyé par le conseiller Carl Grimard concernant les mesures de modération de la circulation sur la Montée Outaouais

L'avis de motion est présenté.

Suite aux questions, Julian Lenhart confirme qu'il fera un suivi relativement à l'emplacement de la mesure de modération de la circulation sur la Montée Outaouais.

Suite aux questions, Julian Lenhart explique que certaines données sont nécessaires pour déterminer l'emplacement d'un radar de circulation, notamment les élévations, l'achalandage, les arbres et les camions lourds. Il confirme que les enjeux de limites de vitesse sont la responsabilité de la police.

Suite aux questions Julian Lenhart explique qu'il y a une politique relative aux mesures de modération de la circulation. Il ajoute que la Cité demande que les résidents touchés par une problématique en cette matière se manifestent par le biais d'une pétition.

Le conseiller Don Bouchard retire son avis de motion.

7. Rapport des Comtés unis de Prescott et Russell (aucun)

8. Rapports des Comités/Services

8.1 Fournisseurs uniques – Aménagement du territoire

RECOMMANDATION COW2020-54

Proposée par Mario Zanth

Appuyée par Michel Levert

ATTENDU QUE l'alinéa (a) et (b) de l'Annexe D – Approvisionnement non concurrentiel de la politique d'approvisionnement permet de faire des achats avec des fournisseurs uniques et exclusifs.

QUE le Comité plénier recommande que le conseil approuve l'ajout de JL Richards comme fournisseur exclusif pour « service d'urbanisme – jour à jour » ainsi que l'ajout de Jacobs et Atrel comme fournisseur exclusif pour « révision des plans d'ingénieries et de la Form 1 pour des projets de développement sujet à la Loi sur l'aménagement du territoire » seulement.

ADOPTÉE

8.2 Parrainage financier CUPR

RECOMMANDATION COW2020-55

Proposée par Samuel Cardarelli

Appuyée par Don Bouchard

ATTENDU QUE la Cité de Clarence-Rockland demeure déterminée à soutenir nos propriétaires d'entreprises locales;

QUE le comité plénier recommande au conseil municipal d'accepter de verser 5000\$ au programme de subventions aux affaires électroniques de Prescott-Russell pour appuyer les entreprises de Clarence-Rockland avec leur reprise économique.

ADOPTÉE

8.3 Recommandation de vente pour taxes

Suite aux questions, Frédéric Desnoyers explique qu'il y a effectivement une politique relative aux propriétés en arrérages de taxes. Il ajoute que les propriétés en question sont des cas particuliers et les arrérages de taxes ne sont pas aussi élevés dans les autres cas.

RECOMMANDATION 2020-56

Proposée par Samuel Cardarelli

Appuyée par André J. Lalonde

ATTENDU QUE suite à deux (2) essais de vente de taxes, deux (2) propriétés n'ont pas été vendues;

QUE le comité plénier recommande au Conseil d'annuler la somme due d'approximativement 83 180.13 \$ pour la propriété 016-003-03522 2767 St-Pascal et de \$111 742.14 \$ pour la propriété 016-031-03300 1695 Landry; et

QUE le comité plénier recommande au Conseil le transfert de ces deux propriétés au nom de la municipalité; et

QUE les 2 propriétés soient déclarées excédentaires aux besoins de la municipalité; et

QUE les 2 propriétés soient mises en vente avec l'aide d'une agence immobilière; et

QUE l'administration soit autorisée d'accepter la vente des propriétés au prix minimum de 70 000\$ pour le 2767 St-Pascal et 65 000 \$ pour le 1695 Landry.

ADOPTÉE

8.4 Octroi d'un contrat de construction pour le remplacement du ponceau du chemin Lacroix

Suite aux questions, Julian Lenhart explique que quelques facteurs ont causé le manque à gagner, dont l'installation d'une enveloppe pour conserver la structure du tuyau et l'augmentation des coûts de construction.

RECOMMANDATION COW2020-57

Proposée par Michel Levert

Appuyée par Christian Simard

ATTENDU QU'une somme de 372 000.00 \$ a été approuvée au budget capital 2020 afin d'effectuer le remplacement d'un ponceau sur le chemin Lacroix à Hammond; et

ATTENDU QUE le personnel a calculé qu'il y aura un manque à gagner au niveau du budget au montant de 97 447,50 \$;

QUE le comité plénier recommande que le Conseil approuve d'augmenter le budget à 472 000\$ à partir des fonds provenant de la subvention Ontario Community Infrastructure Fund (OCIF); et

QUE le comité plénier recommande que le Conseil approuve que le contrat de remplacement du ponceau sur le chemin Lacroix soit attribué à Arnco Construction Ltée. pour la somme de 358 947,50\$. (excluant la T.V.H.)

ADOPTÉE

8.5 Demande pour la subvention pour le programme de gestion des actifs municipaux de la FCM

RECOMMANDATION COW2020-58**Proposée par** Christian Simard**Appuyée par** Samuel Cardarelli

ATTENDU QU'Infrastructure Canada finance un programme de 110 millions de dollars sur huit ans intitulés The Municipal Asset Management Program (MAMP) pour aider les municipalités et les communautés canadiennes à prendre des décisions éclairées en matière d'investissement dans les infrastructures; et

ATTENDU QUE la Cité de Clarence-Rockland est éligible pour faire une demande dans le cadre de ce programme;

QUE le comité plénier recommande que le conseil autorise au personnel de présenter une demande de subvention auprès du Programme de gestion des biens municipaux de la Fédération canadienne des municipalités pour l'élaboration du programme globale de gestion des biens de la Ville; et

QUE la Cité de Clarence-Rockland s'engage à financer les activités suivantes dans le projet proposé qui sera soumis au Programme de gestion des biens municipaux de la Fédération canadienne des municipalités afin de faire progresser le développement du programme global de gestion des biens de la Ville;

- Activité 1: achat d'un logiciel de gestion d'actifs
- Activité 2: élaborer et mettre en œuvre un programme de formation pour le personnel sélectionné en ce qui concerne le programme de gestion des actifs de la Ville
- Activité 3: animer un atelier consultatif avec le Conseil sur les principes de gestion des actifs; et

QUE la Cité de Clarence-Rockland engage 31 000 \$ de son budget pour financer sa part des activités susmentionnées.

ADOPTÉE

8.6 Entente conjointe de système d'aqueduc - Projet avec la Municipalité de la Nation

RECOMMANDATION COW2020-59**Proposée par** Christian Simard**Appuyée par** Diane Choinière

ATTENDU QUE l'entente commune du système d'aqueduc a été négociée à la satisfaction du Directeur du service de l'infrastructure et de l'aménagement du territoire.

QUE le comité plénier recommande que le conseil adopte un règlement autorisant le maire et la greffière à signer l'entente commune du système d'aqueduc avec Municipalité de La Nation pour approvisionner l'eau potable à Limoges.

ADOPTÉE

8.7 Stratégie globale de gestion des actifs

RECOMMANDATION COW2020-60

Proposée par André J. Lalonde

Appuyée par Don Bouchard

ATTENDU QUE le Gouvernement provincial a adopté le Règlement de l'Ontario 588/17 concernant les politiques et plans de gestion des biens municipaux et a prescrit des délais précis pour la mise en œuvre de ces politiques et plans; et

ATTENDU QUE, La Cité a préalablement approuvé un plan de la gestion des actifs et les politiques associées pour satisfaire l'exigence provinciale d'avoir des politiques de gestion des actifs approuvées d'ici le 1^{er} juillet 2019; et

ATTENDU QUE l'administration a élaboré une stratégie complète de gestion des biens pour répondre aux exigences provinciales en matière de gestion des biens;

QUE le comité plénier recommande que le conseil approuve la stratégie globale du plan de travail de gestion des actifs détaillée à l'annexe B du présent rapport; et

QUE le comité plénier recommande que le conseil adopte les travaux d'immobilisations 2020, ayant un coût total de 2 193 000 \$, identifiés à l'annexe C du présent rapport et que les Comtés Unis soit demandé d'inclure ces travaux dans leur programme d'asphalte routier 2020.

ADOPTÉE

8.8 Procédures de réunions de conseil

Suite aux questions, Helen Collier explique que les gens qui voudront assister à la réunion devront s'enregistrer auprès de la greffière.

RECOMMANDATION COW2020-61

Proposée par Samuel Cardarelli

Appuyée par Carl Grimard

QUE le Rapport no. CLERK2020-06 au sujet du retour aux réunions en personne et des changements apportés à la *Loi de 2001 sur les municipalités* soit reçu à titre d'information.

DIFFÉRÉE

8.9 Survol du retour au travail de la Phase 3 Covid-19 pour l'hôtel de ville

Suite aux questions, Michel Cousineau explique que les dimensions de l'accueil du service à la clientèle ne permettent qu'une personne à la fois. Il ajoute que l'option par rendez-vous est préférable et que d'autres services peuvent toujours être donnés à distance.

Suite aux questions, Michel Cousineau explique que l'ouverture du service à la clientèle peut être faite le plus rapidement possible, et ce en respectant les règles de sécurité.

RECOMMANDATION COW2020-62

Proposée par Don Bouchard

Appuyée par Carl Grimard

QUE le rapport no. HR-2020-0810-02 soit reçu à titre d'information.

ADOPTÉE

8.10 Rapport de fin d'année et projections 2020

RECOMMANDATION COW2020-63

Proposée par Samuel Cardarelli

Appuyée par Mario Zanth

QUE le rapport no. FIN2020-018, étant le rapport financier sur le budget opérationnel pour la période se terminant le 30 juin 2020, soit reçu à titre d'information.

ADOPTÉE

8.11 Rapport #6 de mise à jour COVID-19

RECOMMANDATION COW2020-64

Proposée par Diane Choinière

Appuyée par André J. Lalonde

QUE le rapport n°. ADMIN 2020-19 soit reçu à titre d'information.

ADOPTÉE

8.12 Mise à jour 2 - Projet d'amélioration de l'usine de traitement des eaux**RECOMMANDATION COW2020-65****Proposée par** Christian Simard**Appuyée par** Michel Levert**QUE** le rapport No. INF2020-28 soit reçu à titre d'information.**ADOPTÉE****9. Autres items**

Suite aux questions, Pierre Voisine explique la procédure de stationnement des camions au retour des interventions.

10. Ajournement

Le maire lève l'assemblée à 20h38.

Guy Desjardins, Maire

Maryse St-Pierre, Greffière adjointe



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

August 17, 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
Maryse St-Pierre, Deputy Clerk

ABSENT: Monique Ouellet, Clerk

1. Opening of the meeting

Mayor Desjardins calls the meeting to order at 7:02 p.m.

2. Adoption of the agenda

RESOLUTION 2020-144

Moved by Mario Zanth

Seconded by Christian Simard

BE IT RESOLVED THAT the agenda of the special meeting be adopted as presented.

CARRIED

3. Disclosure of pecuniary interests

Councillor Michel Levert declares a pecuniary interest for item 4.8.

4. Closed meeting

RESOLUTION 2020-145**Moved by** Mario Zanth**Seconded by** Don Bouchard

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

- 4.2. Adoption of the minutes of the Closed meeting of August 10, 2020
- 4.3. Human Resources matter
- 4.4. Human Resources matter
- 4.5. Human Resources matter
- 4.6. Human Resources matter
- 4.7. Legal matter
- 4.8. Legal matter

CARRIED**RESOLUTION 2020-146****Moved by** Mario Zanth**Seconded by** Christian Simard

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

CARRIED**5. Adjournment**

The Mayor adjourns the meeting at 8:56 p.m.

 Guy Desjardins, Mayor

 Maryse St-Pierre, Deputy Clerk



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

PROCÈS-VERBAL RÉUNION SPÉCIALE ÉLECTRONIQUE

le 17 août 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
Maryse St-Pierre, greffière adjointe

ABSENT: Monique Ouellet, greffière

1. Ouverture de la réunion

Le Maire Desjardins ouvre la réunion à 19h02.

2. Adoption de l'ordre du jour

RÉSOLUTION 2020-144

Proposé par Mario Zanth

Appuyé par Christian Simard

QU'IL SOIT RÉSOLU QUE l'ordre du jour de la réunion spéciale soit adopté tel que présenté.

ADOPTÉE

3. Déclarations d'intérêts pécuniaires

Le conseiller Michel Levert déclare un intérêt pécuniaire à l'item 4.8.

4. Réunion à huis clos

RÉSOLUTION 2020-145**Proposé par** Mario Zanth**Appuyé par** Don Bouchard

QU'IL SOIT RÉSOLU QUE la réunion spéciale 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 :

4.2. Adoption du procès-verbal de la réunion à huis clos du 10 août 2020

4.3. Dossier des ressources humaines

4.4. Dossier des ressources humaines

4.5. Dossier des ressources humaines

4.6. Dossier des ressources humaines

4.7. Dossier d'ordre juridique

4.8. Dossier d'ordre juridique

ADOPTÉE**RÉSOLUTION 2020-146****Proposé par** Mario Zanth**Appuyé par** Christian Simard

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

ADOPTÉE**5. Ajournement**

Le maire lève l'assemblée à 20h56.

 Guy Desjardins, Maire

 Maryse St-Pierre, Greffière adjointe



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

June 3, 2020
Teleconference

PRESENT:

- Mario Zanth, President
- Guy Desjardins, Mayor (ex-officio)
- Carl Grimard, Councillor Ward 3
- Michel Levert, Councillor Ward 7
- Michel Talbot, Member
- Sylvie Lalonde, Member
- Maryse St-Pierre, Deputy Clerk
- Marie-Eve Bélanger, Manager of Development

1. Opening of the meeting

The President opens the meeting at 7:11 p.m.

2. Adoption of the agenda

RECOMMENDATION AME2020-11

Moved by Carl Grimard

Seconded By Michel Levert

THAT the agenda be adopted as presented.

CARRIED

3. Declaration of pecuniary interests (none)

4. Adoption of the minutes

4.1 Minutes of March 4, 2020

RECOMMENDATION AME2020-12

Moved by Michel Levert

Seconded By Michel Talbot

THAT the minutes of the Planning Committee of March 4, 2020 meeting be adopted.

CARRIED

5. **Planner's Statement**

The planner's statement is presented.

Marie-Eve Bélanger explains that only the comments submitted to the Deputy Clerk will be considered for an appeal.

6. **Deferred Items** (none)

7. **Presentations / Reports**

7.1 **Amendment to the Zoning by-law and the Official Plan of the Urban Area – block 52 Plan 50M-323 (Du Rivage Street) – Riverlands of Rockland Inc.**

a. **Presentation**

Claire Lemay presents the application by Riverlands of Rockland to amend the Zoning By-law and Official Plan for Block 52 on Plan 50M-323.

b. **Committee/Public Comments**

Further to questions, Claire Lemay explains that during the other phases of the development, it will be possible to request the construction of more affordable housing.

Evan Garfinkel, representative for Regional Group, explains that the project was originally intended for older people, but that the market has changed. He explains that the proposed condos are to allow young couples to buy a property.

c. **Recommendation**

RECOMMENDATION AME2020-13

Moved by Michel Talbot

Seconded By Guy Desjardins

WHEREAS the proposed amendment No. 15 to the Official Plan of the Urban Area of the City of Clarence-Rockland is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell; and

WHEREAS the proposed amendment to the Zoning By-law 2016-10 of the City of Clarence-Rockland is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell and will be in conformity with the

Official Plan of the Urban Area of the City of Clarence-Rockland once the concurrent Official Plan amendment is adopted;

THAT the Planning Committee recommend to Council the adoption of a By-law to approve the proposed amendment to the Official Plan of the Urban Area of the City of Clarence-Rockland;

THAT the Planning Committee recommend to Council the adoption of the proposed By-law modifying the Zoning By-law 2016-10.

CARRIED

7.2 Zoning By-law Amendment – Sylvain Charrette and ZanderPlan Inc. for Gérard and Jocelyne Charrette – 8132 County Road 17

a. Presentation

Claire Lemay presents the Zoning By-Law amendment request made by Sylvain Charrette and ZanderPlan Inc for Gérard and Jocelyne Charrette for 8132 County Road 17.

b. Committee/Public Comments

Further to questions, Claire Lemay explains that, as a result of the UCPR study, it was determined that a left-turn lane is not required, but that a shoulder lane is required for the right turn.

Gregory Stevens, living at 2890 Old Highway 17, explains his various concerns with the zoning amendment, including the environmental issues in the area and the noise caused by vehicles during testing.

Further to questions, Marie-Eve Bélanger explains that there will be no traffic issues, as the left-turn lane is a passing lane in this area.

Further to questions, Claire Lemay explains that a hydrogeological study was done and reviewed by the South Nation Conservation, which determined that there is no issue with the water table. She adds that if the business expands, a review of the study will be necessary.

Sylvain Charette, author of this request, explains that the test area will only be used a few times a week by clients to test vehicles before buying them.

Further to questions, Claire Lemay explains that a proposal was made to install a sign indicating the left turn.

Janice Stevens, residing at 2890 Old Highway 17, explained that she is concerned about the expansion of this business as she is currently able to hear County Road 17 traffic on her property.

Further to questions, Claire Lemay explains that there are important woodlands in the area but that this zoning change has no impact.

c. Recommendation

RECOMMENDATION AME2020-14

Moved by Guy Desjardins

Seconded By Sylvie Lalonde

WHEREAS the proposed amendment to the Zoning By-law 2016-10 is consistent with the Provincial Policy Statement and conforms to the Official Plan of the United Counties of Prescott and Russell;

THAT the Planning Committee recommend to Council the adoption of a by-law amending the Zoning By-law 2016-10 in order to change the zoning category of a portion of the property located at 8132 County Road 17 from “Rural (RU) Zone” to “Rural – Exception 57 (RU-57) Zone” and from “Rural – Exception 50 (RU-50) Zone” to “Rural – Exception 57 (RU-57) Zone”.

CARRIED

7.3 Zoning By-Law Amendment – 1648 Joannis Road – Hervé Dugas

a. Presentation

Nicolas Denis presents the Zoning By-Law amendment request by Hervé Dugas for 1648 Joannis Road.

b. Committee/Public Comments

Further to questions, Nicolas Denis explains that the Provincial Policy Statement requires that agricultural uses be protected by a rural or agricultural designation.

Further to questions, Nicolas Denis explains that the land may be attached to an adjacent agricultural property.

Félix Beauchamp, residing at 1576 Joannis, asks if this request could have an impact on the subdivision of his property. Nicolas Denis confirms that this amendment does not affect Mr. Beauchamp's property.

c. Recommendation

RECOMMENDATION AME2020-15

Moved by Michel Levert

Seconded By Guy Desjardins

THAT the Planning Committee recommends to Council to amend Zoning By-law 2016-10 in order to change the zoning category for a portion of the subject property from, “Rural (RU) Zone” to “Rural – Exception 45 (RU-45) Zone”, as recommended by the Infrastructure and Planning Department.

CARRIED

7.4 Zoning By-Law technical anomalies and housekeeping

a. Presentation

Marie-Eve Bélanger presents the technical anomalies and changes to the Zoning By-Law, as recommended by the Infrastructure and Planning Department.

b. Committee/Public Comments

Further to questions, Marie-Eve Bélanger confirms that she will verify to make sure that the parking of recreational vehicles will not be possible on the lawn.

Further to questions, Marie-Eve Bélanger explains that parking is authorized for storage only.

Further to questions, Marie-Eve Bélanger explains that the proposed changes for recreational vehicles resulted from discussions with the By-law department.

c. Recommendation

RECOMMENDATION AME2020-16

Moved by Sylvie Lalonde

Seconded By Carl Grimard

THAT the Planning Committee recommends that Council approves the proposed amendments to the Zoning By-law 2016-10 of the City of Clarence-Rockland, in order to resolve technical anomalies and make certain additions and major changes in the by-law and maps as detailed in Report No. AME-20-15-R, except for the

proposed changes to sections 15 and 16 of the proposed by-law,
with respect to parking for recreational vehicles.

CARRIED, as modified

8. Other Items

9. Adjournment

The meeting is adjourned at 8:47 p.m.

Mario Zanth, President

Maryse St-Pierre, Deputy Clerk



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

PROCÈS-VERBAL DU COMITÉ D'AMÉNAGEMENT

le 3 juin 2020
Téléconférence

PRÉSENT:

- Mario Zanth, président
- Guy Desjardins, maire (ex-officio)
- Carl Grimard, conseiller quartier 3
- Michel Levert, conseiller quartier 7
- Michel Talbot, membre
- Sylvie Lalonde, membre
- Maryse St-Pierre, greffière adjointe
- Marie-Eve Bélanger, gestionnaire du développement

1. Ouverture de la réunion

Le président ouvre la réunion à 19h11.

2. Adoption de l'ordre du jour

RECOMMANDATION AME2020-11

Proposée par Carl Grimard

Appuyée par Michel Levert

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

ADOPTÉE

3. Déclaration d'intérêts pécuniaires (aucune)

4. Adoption des procès-verbaux

4.1 Procès-verbal du 4 mars 2020

RECOMMANDATION AME2020-12

Proposée par Michel Levert

Appuyée par Michel Talbot

QUE le procès-verbal de la réunion du comité d'aménagement du 4 mars 2020 soit adopté.

ADOPTÉE

5. Énoncé de l'urbaniste

L'énoncé de l'urbaniste est présenté.

Marie-Eve Bélanger explique que seuls les commentaires soumis à la greffière adjointe seront considérés pour un appel.

6. Items différés (aucun)**7. Présentations / Rapports****7.1 Amendement au règlement de zonage et au plan officiel de l'aire urbaine – bloc 52 Plan 50M-323 (rue Du Rivage) – Riverlands of Rockland Inc.****a. Présentation**

Claire Lemay présente la demande d'amendement au règlement de zonage et au plan officiel pour le bloc 52 au plan 50M-323, faite par Riverlands of Rockland.

b. Commentaires du comité/public

Suite aux questions, Claire Lemay explique que lors des autres phases du développement, il sera possible de demander la construction de plus de logements abordables.

Evan Garfinkel, représentant pour Regional Group, explique que le projet était au départ destiné pour les gens plus âgés, mais que le marché a changé. Il explique que les condos suggérés sont pour permettre aux jeunes couples d'acheter une propriété.

c. Recommandation**RECOMMANDATION AME2020-13**

Proposée par Michel Talbot

Appuyée par Guy Desjardins

ATTENDU QUE l'amendement no. 15 proposé au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland est conforme à la Déclaration de principes provinciale et est conforme au Plan officiel des Comtés unis de Prescott et Russell; et

ATTENDU QUE l'amendement proposé au Règlement de Zonage 2016-10 de la Cité de Clarence-Rockland est conforme à la Déclaration de principes provinciale et est conforme au Plan officiel

des Comtés unis de Prescott et Russell et sera en conformité avec le Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland quand l'amendement simultané sera adopté;

QUE le Comité d'aménagement recommande au Conseil l'adoption d'un règlement pour approuver l'amendement proposé au Plan officiel de l'aire urbaine de la Cité de Clarence-Rockland;

QUE le Comité d'aménagement recommande au Conseil l'adoption du règlement proposé modifiant le Règlement de Zonage 2016-10.

ADOPTÉE

7.2 Amendement au règlement de zonage – Sylvain Charrette et ZanderPlan Inc. pour Gérard et Jocelyne Charrette – 8132 chemin de Comté 17

a. Présentation

Claire Lemay fait la présentation de la demande d'amendement au règlement de zonage faite par Sylvain Charrette et ZanderPlan Inc pour Gérard et Jocelyne Charrette pour le 8132 Chemin de Comté 17.

b. Commentaires du comité/public

Suite aux questions, Claire Lemay explique que suite à l'étude des CUPR, il a été déterminé qu'une voie de virage à gauche n'est pas nécessaire, mais qu'une voie d'accotement est nécessaire pour le virage à droite.

Gregory Stevens, résidant au 2890 Old Highway 17, explique ses diverses inquiétudes envers ce changement de zonage, notamment en ce qui concerne les enjeux environnementaux du secteur et le bruit causé par les véhicules lors des essais.

Suite aux questions, Marie-Eve Bélanger explique qu'il n'y aura pas de blocage de voie pour la circulation, car la voie pour tourner à gauche est une voie de dépassement dans ce secteur.

Suite aux questions, Claire Lemay explique qu'une étude hydrogéologique a été faite et révisée par la Conservation de la Nation Sud, laquelle a déterminé qu'il n'y a pas d'enjeu avec la nappe phréatique. Elle ajoute que si l'établissement agrandit une révision de l'étude sera nécessaire.

Sylvain Charette, auteur de cette demande, explique que la zone de test sera utilisée que quelques fois par semaine par les clients pour essayer les véhicules avant de les acheter.

Suite aux questions, Claire Lemay explique qu'une proposition a été faite d'installer une affiche indiquant le virage à gauche.

Janice Stevens, demeurant au 2890 Old Highway 17, explique qu'elle a des inquiétudes quant à l'agrandissement de cette entreprise, car elle est actuellement en mesure d'entendre la circulation du chemin de Comté 17 sur sa propriété et que cela fait déjà du bruit.

Suite aux questions, Claire Lemay explique qu'il y a des boisés d'importance dans le secteur, mais que ce changement de zonage n'a pas d'impact.

c. Recommandation

RECOMMANDATION AME2020-14

Proposée par Guy Desjardins

Appuyée par Sylvie Lalonde

ATTENDU QUE la modification propose au Règlement de zonage 2016-10 est conforme à la Déclaration de principes provinciale et est conforme au Plan officiel des Comtés unis de Prescott et Russell;

QUE le Comité d'aménagement recommande au Conseil l'adoption d'un règlement amendant de Règlement de zonage 2016-10 afin de modifier la catégorie de zonage d'une partie du terrain au 8132 chemin du comté 17 de « Zone Rurale (RU) » à « Zone Rurale – Exception 57 (RU-57) » et de « Zone Rurale – Exception 50 (RU-50) » à « Zone Rurale – Exception 57 (RU-57) ».

ADOPTÉE

7.3 Modification au Règlement de Zonage – 1648 chemin Joanisse – Hervé Dugas

a. Présentation

Nicolas Denis présente la demande d'amendement au règlement de zonage de Hervé Dugas pour le 1648 chemin Joanisse.

b. Commentaires du comité/public

Suite aux questions, Nicolas Denis explique que la déclaration de principe provinciale exige que les usages agricoles soient protégés par une désignation rurale ou agricole et non résidentielle.

Suite aux questions, Nicolas Denis explique que le terrain peut être joint à une propriété adjacente agricole.

Félix Beauchamp, résidant au 1576 Joanisse, demande si cette demande peut avoir un impact sur le morcellement de sa propriété. Nicolas Denis confirme que cet amendement n'affecte pas la propriété de M. Beauchamp.

c. Recommandation

RECOMMANDATION AME2020-15

Proposée par Michel Levert

Appuyée par Guy Desjardins

QUE le comité d'aménagement recommande au conseil municipal d'approuver le règlement modifiant le Règlement de Zonage no. 2016-10, à l'effet de modifier la catégorie de zonage pour une partie du terrain au 1648 chemin Joanisse de « Zone rurale (RU) » à « Zone rurale – exception 45 (RU-45) », tel que recommandé par le Département d'infrastructure et aménagement.

ADOPTÉE

7.4 Anomalies techniques et changements au règlement de zonage

a. Présentation

Marie-Eve Bélanger présente les anomalies techniques et changements proposés au règlement de zonage, tel que recommandé par le département d'infrastructure et d'aménagement du territoire.

b. Commentaires du comité/public

Suite aux questions, Marie-Eve Bélanger confirme qu'elle va vérifier pour s'assurer que le stationnement des véhicules récréatifs ne sera pas possible sur l'herbe.

Suite aux questions, Marie-Eve Bélanger explique le stationnement est autorisé pour l'entreposage seulement.

Suite aux questions, Marie-Eve Bélanger explique que les changements proposés pour les véhicules récréatifs fait suite à des discussions avec le département de la réglementation.

c. Recommandation

RECOMMANDATION AME2020-16

Proposée par Sylvie Lalonde

Appuyée par Carl Grimard

QUE le comité d'aménagement recommande au conseil d'approuver les modifications au Règlement de zonage 2016-10 de la Cité de Clarence-Rockland, afin de régler certaines anomalies techniques ainsi que faire des ajouts et des changements majeurs dans le texte et les cartes du règlement ainsi que d'y apporter certaines corrections telles qu'elles sont décrites dans le Rapport No. AME-20-15-R, hormis les changements proposés aux articles 15 et 16 du règlement proposé, relativement au stationnement des véhicules récréatifs.

ADOPTÉE, telle que modifiée

8. Autres items

9. Ajournement

La réunion est ajournée à 20h47.

Mario Zanth, Président

Maryse St-Pierre, Greffière adjointe



Date	10/08/2020
Soumis par	Marie-Eve Bélanger
Objet	Fournisseurs uniques – Aménagement du territoire
# du dossier	Cliquez ici pour entrer du texte.

RAPPORT N°

AMÉ-20-36-R

1) **NATURE / OBJECTIF :**

Ce rapport a pour but d'ajouter des fournisseurs uniques et exclusifs à la liste déjà établie pour fins d'aménagement du territoire.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

n/a

3) **RECOMMANDATION DU SERVICE:**

ATTENDU QUE l'alinéa (a) et (b) de l'Annexe D – Approvisionnement non concurrentiel de la politique d'approvisionnement permet de faire des achats avec des fournisseurs uniques et exclusifs.

QUE le Comité plénier recommande que le conseil approuve l'ajout de JL Richards comme fournisseur exclusif pour « service d'urbanisme – jour à jour » ainsi que l'ajout de Jacobs et Atrel comme fournisseur exclusif pour « révision des plans d'ingénieries et de la Form 1 pour des projets de développement sujet à la Loi sur l'aménagement du territoire » seulement.

WHEREAS subsection (a) and (b) of Schedule D – Non-Competitive Procurement of the existing Procurement policy allows the municipality to single or sole source to vendors.

THAT the Committee of the Whole recommends that Council approves the addition of JL Richards as sole vendor for “planning – day to day” and the addition of Jacobs and Atrel as sole vendors for “revision of engineering plans and Form 1 for development projects subject to the Planning Act” only.

4) **HISTORIQUE :**

Le 28 octobre 2019, le conseil a approuvé une liste révisée des fournisseurs uniques et exclusifs. De plus, le 25 juin 2019, le conseil a adopté le règlement 2019-70 approuvé la liste de fournisseurs sous le « Standing offer ». Sous ce « Standing offer » aucune catégorie n'était attribué spécifiquement pour l'aménagement du territoire. Ce qui rend

difficile obtenir de l'aide pour des tâches journalières ou des opinions urbanistiques.

Sous la catégorie A – Municipal Engineering, du règlement 2019-70, Jacobs se retrouve au deuxième rang. Cependant, cette catégorie est plutôt basée sur la conception et non pas sur la révision technique. Dans ce cas-ci, on se retrouve également sans firme spécialisé pour nos besoins.

5) **DISCUSSION :**

La division de l'aménagement du territoire cherche à établir un fournisseur unique pour quelques items seulement.

1- Service d'urbanisme – jour à jour

- Le jour à jour comprend en principe le travail journalier d'un urbaniste. Lors de vacances, de congé de maternité ou autres, le service doit obtenir de l'aide d'une firme d'urbaniste pour aider dans les tâches quotidiennes. Ses tâches comprennent en autres les requêtes, les approbations de permis de construction (plan de localisation), les dérogations mineures, modification de zonage, les plans d'implantations (Site Plan) et les demandes de lotissement parmi tant d'autres. Il est primordial d'avoir une firme d'urbanisme comme fournisseurs unique afin de pouvoir obtenir de l'aide lorsqu'on en a besoin.
- La division de l'aménagement recommande que la firme de JL Richards soit approuvée comme fournisseur unique pour les raisons suivantes :
 - L'urbaniste sénior, Marc Rivet, a travaillé pour la Cité pendant plus de 5 ans comme consultant lors du manque de personnel, de congé de maternité et de remplacement de vacances.
 - L'urbaniste junior, Tyler Duval, a travaillé pour la Cité lors du congé de maternité de Claire l'an dernier.
 - JL Richards connaît très bien la Cité de Clarence-Rockland et ses enjeux.
 - JL Richards a été la firme sélectionnée en 2016 pour faire un nouveau règlement de zonage et a été sélectionné en 2019 pour faire le nouveau Plan Officiel. Par conséquent, ils connaissent très bien les documents municipaux.
 - Aucun training ne doit être fait pour ses deux urbanistes car ils connaissent les règlements mise en place présentement.
 - Les deux urbanistes sont bilingues et travaille très bien avec les employés municipaux du département.
- Soyez avisé qu'en octobre 2020, le service sera sans son urbaniste sénior pour une durée d'au moins 6-12 mois (congé maternité). Avec JL Richards, la transition se fera très facile et

moins stressante pour le personnel de la division de l'aménagement.

2- Développement – Révision des plans d'ingénieries et 'Form 1'

- La division de l'aménagement du territoire a présentement un ingénieur professionnel et un technicien pour son côté développement.
- Chaque année plusieurs dossiers sont gérés et révisés à l'interne par les employés de la division.
- Les plus gros dossiers de plan d'implantation et de plan de lotissement sont généralement envoyé à des firmes externes pour fins de révisions d'ingénieries, car c'est généralement plus complexe. Ceci inclus les gros bassins de rétentions, les stations de pompages et les Subdivisions à Rockland.
- Le lotissement du Village Morris, de Regional Group, de CH Clément et de Brigil sont envoyés à une firme externe.
- La « Form 1 » est un document qui doit (d'après la loi) être révisé par une firme externe. C'est le document d'approbation pour l'installation du réseau d'eau municipal. Les employés à l'interne n'ont pas le droit de faire cette révision.
- La division de l'aménagement du territoire aimerait recommander la firme Jacobs (anciennement CH2M Hill) comme fournisseur unique pour la révision des plans d'ingénieries pour les projets de développement et de 'Form 1' ainsi qu'Atrel lorsque le projet a été conçu par Jacobs pour les raisons suivantes :
 - o Jacobs révisé les plans d'ingénierie du Village Morris depuis le tout début du projet, soit depuis plus de 10 ans (Atrel est l'ingénieur de Spacebuilders).
 - o Jacobs et Atrel sont les seules firmes d'ingénieries avec le modèle hydraulique calibrer de la Cité.
 - o Engager une autre firme engendrerait beaucoup de travail puisque la Cité sera responsable d'envoyer les données hydrauliques afin que les firmes créent leur propre modèle.
- Il faut noter que les frais de révisions par Jacobs sont payés par les frais d'ingénierie soumis par les développeurs au moment de la signature de l'entente. Donc aucun frais est administré par la Cité.

Il est stipulé dans la section 18 de la politique d'approvisionnement que la municipalité doit utiliser un processus d'approvisionnement concurrentiel pour faire l'acquisition des biens et services mais que dans certaine situation il n'est pas possible ou préférable de suivre ce processus. Ceci est connu comme un processus non concurrentiel. Les critères à suivre du processus non concurrentiel sont indiqués dans l'annexe D de la politique en vigueur.

6) **CONSULTATION :**

n/a

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

n/a

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

Le coût pour de l'aide en urbanisme sort du budget de consultant. En ce qui a trait au coût pour la révision des plans d'ingénieries, les frais sont payés par les développeurs directement au travers des frais qu'ils soumettent à la Cité. Donc aucun coût pour la Cité.

9) **IMPLICATIONS LÉGALES :**

n/a

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

n/a

11) **IMPLICATIONS STRATÉGIQUES :**

n/a

12) **DOCUMENTS D'APPUI:**

n/a



REPORT N° EDC2020-01

Date	10/08/2020
Submitted by	Ali Riel, Economic Development Officer
Subject	UCPR Funding Sponsorship
File N°	

1) **NATURE/GOAL :**

The purpose of this report is to attain approval for funding to partner with the United Counties of Prescott-Russell in supporting local entrepreneurs and business owners in their economic recovery.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS the City of Clarence-Rockland remains committed to supporting our local entrepreneurs;

THAT the Committee of the Whole hereby recommends Municipal Council to agree to contributing \$5000 to the Prescott-Russell eBusiness Grant program to support Clarence-Rockland businesses on their path to economic recovery.

ATTENDU QUE la Cité de Clarence-Rockland demeure déterminé à soutenir nos propriétaires d'entreprise local;

QUE le comité plénier recommande au conseil municipal d'accepter de verser 5000\$ au programme de subventions aux affaires électronique de Prescott-Russell. Les fonds seront utilisés pour soutenir les entreprises de Clarence-Rockland avec leur reprise économique.

4) **BACKGROUND :**

Over the course of the last five months the COVID-19 pandemic has had significant impact on businesses across the province. As the municipalities of Prescott-Russell have moved to Stage Three of the response to the pandemic the focus must now shift to economic recovery.

The Prescott and Russell Economic Development office in collaboration with all municipalities of the region have been working on an economic recovery plan for the United Counties of Prescott-Russell. It is through a collaborative and community approach that the region of Prescott-Russell will revive its economy.

5) **DISCUSSION :**

It has become apparent over the course of the pandemic that e-commerce platforms and online business activities are necessary tools for businesses to have and will assist business owners to be able to operate in any climate.

One of the initiatives that the United Counties of Prescott-Russell has created and is putting in place as part of the regional economic recovery plan to help local businesses in our region is the Prescott-Russell eBusiness Grants program. The financial objective of the eBusiness Grants program is to raise \$50,000 to help businesses in Prescott and Russell.

The Prescott-Russell eBusiness Grants program is being established to help business owners adapt or improve their sales process online by integrating sustainable e-commerce into their business. Business owners headquartered in Prescott-Russell looking for an online or e-commerce platform solution to improve their online business activities can apply for up to \$1000 grant to assist with the implementation of their chosen e-commerce solution.

Any funds donated by the City of Clarence-Rockland to the eBusiness Grants program will be directed to businesses in our municipality.

6) **CONSULTATION:**

N/A

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

N/A

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

The \$5000 financial contribution for the Prescott-Russell eBusiness Grants program would be withdrawn from the Corporate Business Contingency account.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT:**

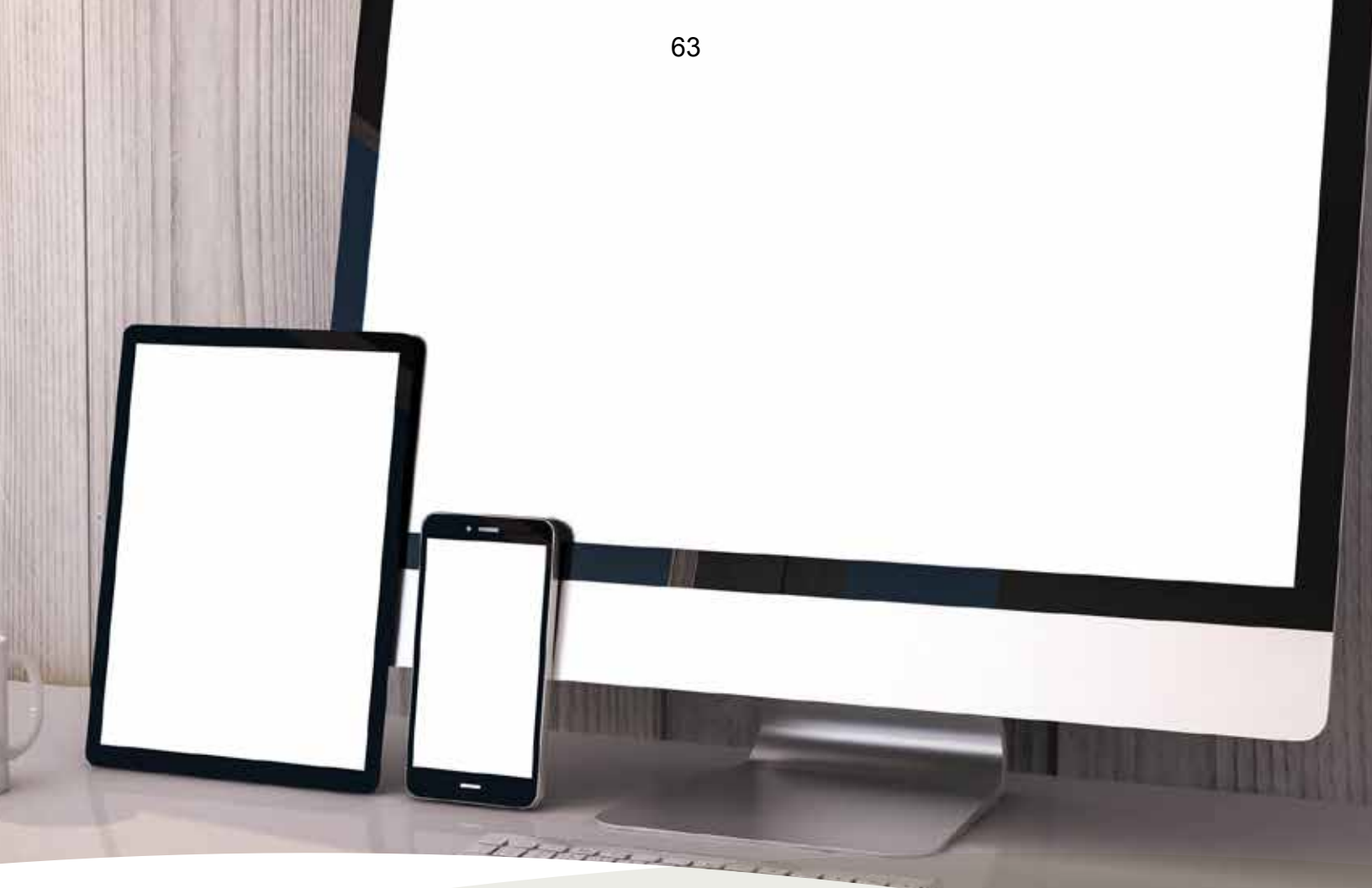
N/A

11) **STRATEGIC IMPLICATIONS:** N/A

N/A

12) **SUPPORTING DOCUMENTS:**

Attachment: Cité de Clarence-Rockland – Entente de partenariat_Programme de e-commerce P-R



PROGRAMME DE SUBVENTIONS

aux affaires électroniques pour les PME de Prescott et Russell



Prescott
Russell

DÉVELOPPEMENT ÉCONOMIQUE
ET TOURISTIQUE

Présentée à :

Nom

Titre

Organisation

Présentée par :

Comtés unis de Prescott et Russell

Carole Lavigne

Directrice

Développement économique et touristique

59, rue Court, C.P. 304

L'Orignal (Ontario) K0B 1K0

613-675-4661 poste 8100

CLavigne@prescott-russell.on.ca

À l'heure actuelle, toutes les collectivités du monde sont affectées à différents niveaux par la pandémie de la COVID-19. La région de Prescott et Russell ne fait pas exception à la règle et c'est pourquoi son gouvernement régional a préparé un plan concret servant à organiser et mettre en œuvre la relance économique. C'est par l'approche collaborative et communautaire au sein des collectivités que la région de Prescott et Russell relancera son économie et saura saisir les opportunités croissantes. Voici l'une des initiatives mises en place pour aider la communauté d'affaires de notre région.

Lignes directrices du programme de subventions pour les affaires électroniques dans la région de Prescott et Russell

(voir page 5 pour l'intégralité des lignes directrices du programme.)

Le programme de subventions aux affaires électroniques de Prescott et Russell a été créé pour aider les propriétaires d'entreprise à adapter ou améliorer leur processus de vente en ligne en intégrant un commerce électronique durable dans leur entreprise.

Les propriétaires d'entreprises ayant leur siège social dans Prescott et Russell, qui recherchent une solution de plateforme en ligne ou de commerce électronique pour améliorer leurs activités commerciales numériques peuvent demander jusqu'à 1 000 \$ pour la mise en œuvre de leur solution de commerce électronique choisie.

Notez bien : la solution électronique doit être une solution transactionnelle.

Le Développement économique et touristique de Prescott et Russell (DETPR) souhaite obtenir votre collaboration afin de lancer le programme de cybercommerce Prescott et Russell.

Nom du partenaire

- Suivant le Plan de réponse et de relance économique de Prescott et Russell, cette initiative vient se greffer comme une ressource mise à la disposition de la communauté d'affaire qui servira à concerter les efforts de la relance économique régionale suivant le COVID-19.
- À **titre de partenaire** le DETPR vous demande une contribution financière de 1 000 \$ à 10 000 \$ pour ajouter au montant initial de 10 000 \$ injecté par le DETPR. L'objectif du programme serait d'obtenir un montant de 50 000 \$ afin de contribuer aux entreprises de Prescott et Russell.
- Ce montant additionnel servira d'effet levier au programme et sera dirigé envers les entreprises qui obtiendront un octroi. Cet octroi sera remis en format de subventions d'un montant maximum de 1 000 \$ par projet pour les entreprises ayant eu accès ou travaillant sur un programme de commerce électronique transactionnel depuis le 17 mars 2020.
- Le **nom du partenaire** peut agir à titre de conseiller et d'agent de liaison et de promotion pour le programme. Il pourra ajouter le contenu du programme sur son site Web, et aussi en faire la promotion sur ses médias sociaux afin d'appuyer le DETPR et offrir une meilleure visibilité au programme.
- Le **nom du partenaire** s'engage à promouvoir le nouveau programme de cyber commerce dans ses réseaux, et s'engage à travailler au développement d'affaires qui pourraient augmenter l'envergure du programme et la création de nouveaux partenariats.
- Le **DETPR** reconnaît le nom du partenaire, comme partenaire et collaborateur régional dans cette initiative, donc offrira une visibilité (logo) sur son site web, ses publications et sur les formulaires relatifs au programme.
- Un **montant de** _____ \$ sera mis en contribution directement dans le programme, et sera distribué en contribution financière à 100 % aux entreprises ayant soumis une demande d'aide financière acceptée selon les modalités du programme. Les fonds administrés ne peuvent être utilisés pour aucune autre raison, sinon ils seront remis au partenaire.

ENTENTE ET SIGNATURES

L'entente de partenaires collaborateurs est valide de la date de la signature de l'entente jusqu'à la date.

Comtés unis de Prescott et Russell

Carole Lavigne

Directrice du Développement économique et touristique

Date

Signature

Nom de l'organisme

Nom du représentant signataire

Titre

Date

Signature

Lignes directrices du programme de subventions pour les affaires électroniques dans la région de Prescott et Russell

Le programme de subventions aux affaires électroniques de Prescott et Russell a été créé pour aider les propriétaires d'entreprise à adapter ou améliorer leur processus de vente en ligne en intégrant un commerce électronique durable dans leur entreprise.

Qui peut postuler?

Les propriétaires d'entreprises ayant leur siège social dans Prescott et Russell, qui recherchent une solution de plateforme en ligne ou de commerce électronique pour améliorer leurs activités commerciales en ligne peuvent demander jusqu'à 1 000 \$ pour la mise en œuvre de leur solution de commerce électronique choisie.

Notez bien : la solution électronique doit être une solution transactionnelle.

Les projets éligibles seront:

- Les sites web de commerce électronique nouveaux et améliorés ou les solutions de panier d'achats qui aident les entreprises à faciliter les transactions en ligne avec leurs clients.
- Les solutions de commerce électronique transactionnelles.
- Livrés par des prestataires de services ou sous-traitants externes et qui résulteront en une boutique en ligne, une page web ou un processus de vente fonctionnel.
- Mis en œuvre et payés, entre le 17 mars et le 15 décembre 2020.

Les coûts éligibles comprennent :

- Le développement, l'amélioration et l'expansion d'une plateforme de commercialisation/ventes en ligne.
- L'acquisition de domaine, les frais d'hébergement, la licence initiale ou de démarrage/ ou les frais d'abonnement.
- Les frais de conception graphique et du marketing numérique nécessaires pour concevoir, améliorer et promouvoir une boutique en ligne professionnelle, l'achat d'images professionnelles.
- La publicité pour promouvoir les nouvelles capacités du commerce électronique.

CONDITIONS GÉNÉRALES

Le demandeur doit :

- Être une entité juridique/une entreprise en activité dans Prescott et Russell.
- Être l'actionnaire majoritaire si l'entreprise est une société.
- Maintenir un compte bancaire professionnel propre à l'entreprise, et suivre les règles gouvernementales et les règlements pour l'exploitation d'une entreprise en Ontario.
- Être citoyen canadien ou résident permanent
- Avoir plus de 18 ans
- Fournir une copie de l'une des pièces d'identité suivantes :
 - certificat de naissance, passeport, permis de conduire
- Fournir une copie de l'un des documents commerciaux suivants :
 - Licence d'exploitation principale
 - Numéro fédéral d'identification d'entreprise (TVH/compte de paie)
 - Statuts

La personne qui signe le formulaire de demande doit être une personne autorisée par l'entreprise (signataire autorisé) afin de signer le formulaire au nom de l'entité juridique et pour lier l'entité juridique à l'entente de contribution du DETPR.

Quels types d'entreprises ne sont pas éligibles ?

Les entreprises qui ne sont pas éligibles au financement comprennent celles-ci :

- Les franchises, les ventes à la commission ou les distributions
- Entreprises à but non lucratif ou caritatives
- Des entreprises de marketing à plusieurs niveaux
- Organisateurs d'événements uniques
- Toute forme de commerce illégal ou controversé

Quels types de projets ne sont pas éligibles ?

Les projets qui ne sont pas éligibles au financement comprennent ceux qui :

- Soutiennent les coûts d'exploitation opérationnels de l'entreprise
- Sont déjà financés par d'autres programmes gouvernementaux fédéral, provincial ou municipal pour des activités similaires.

Puis-je soumettre plus d'une demande ?

Non. Les demandeurs ne peuvent être approuvés que pour un seul projet.

Comment puis-je soumettre une demande ?

Les candidats peuvent soumettre une demande de subvention d'un montant maximum de 1 000 \$ par l'entremise d'un formulaire en ligne. Ce formulaire se trouve sous format d'un lien dans le document des lignes directrices du programme et aussi sur le site web des CUPR dans l'onglet DETPR et sur le site web du Centre d'entrepreneuriat de Prescott et Russell.

Comment serai-je informé des décisions de financement ?

Le demandeur sera informé par courrier électronique dès qu'une demande aura été examinée et qu'une décision sera prise concernant son dossier.

Il y a deux possibilités :

1. La demande est approuvée - le demandeur recevra une notification d'approbation et des détails sur les prochaines étapes.
2. La demande est refusée - le demandeur recevra une brève explication de la décision.

Évaluation

Les demandes seront examinées et évaluées selon le principe du « premier arrivé, premier servi ». Les demandes seront soumises à un comité d'évaluation en suivant un processus de transparence.

Quand le financement est-il versé ?

Le financement approuvé sera versé après que le demandeur retenu aura répondu aux conditions suivantes:

- a) a engagé et payé les dépenses admissibles entre le 17 mars 2020 et le 31 décembre 2020;
- b) a mis en place une solution de commerce électronique transactionnelle ;

Lorsque les conditions du projet seront remplies, le demandeur pourra présenter une demande de remboursement.

Avant de recevoir un remboursement des frais encourus, les pièces justificatives et les preuves de paiement devront être envoyées par courriel à Geneviève Bougie à l'adresse suivante : gbougie@prescott-russell.on.ca pour fins de vérification et confirmation qu'un commerce électronique transactionnel correspondant à l'objectif du programme a été implanté.

Vous recevrez un accusé de réception dans les trois jours suivant l'envoi d'une demande de remboursement.

Demande de remboursement

Ce que doit contenir votre demande de remboursement :

- Confirmation que la solution de commerce électronique transactionnel a été mise en œuvre;
- Copies de toutes les factures payées;
- Preuve de paiement.

CONDITIONS GÉNÉRALES

La preuve de paiement doit indiquer qui a payé, qui a reçu le paiement, le montant et la date du paiement.

Voici quelques exemples de preuves de paiement :

- Copie recto verso du chèque annulé;
- Image électronique du chèque traité;
- Relevé de transactions de l'établissement bancaire indiquant le chèque traité ou le transfert électronique effectué, avec le montant inscrit
- Reçu ou relevé de carte de crédit ou de débit identifiant clairement le montant et à la personne qui a effectué le paiement (veuillez masquer toute information non pertinente).

Quand une demande de remboursement est-elle prévue ?

Les demandes de remboursements doivent être envoyées par courriel à Geneviève Bougie à l'adresse suivante : gbougie@prescott-russell.on.ca au plus tard le 15 décembre 2020. Le DETPR se réserve le droit de demander toutes pièces justificatives, ou autres informations au demandeur qui seront jugées nécessaires.

LA POLITIQUE DE PROTECTION DE LA VIE PRIVÉE

Le bureau de Développement économique et touristique de Prescott et Russell (DETPR) s'engage à protéger vos informations personnelles, tel que régi par la loi. Nous pouvons recueillir de temps en temps vos informations personnelles, y compris les informations personnelles obtenues avant, à l'époque et après la date des présentes, pour aider à la livraison des services de soutien aux entreprises qui vous sont proposés.

Information aux partenaires communautaires qui aident à la mise en œuvre des programmes de subventions. Le DETPR ne vend ni ne communique de renseignements personnels à des tiers, sauf dans les cas suivants ou à moins que la loi ne l'exige. Si vous avez des questions ou des préoccupations concernant cette politique de confidentialité, veuillez les adresser à la direction - Développement économique 613-675-4661 poste 8100.

AVERTISSEMENT :

Toutes les consultations sont strictement confidentielles. Le DETPR vous fournira un service gratuit de ressources d'information, qui comprend la fourniture d'information, la documentation et les publications (l'information). L'information est destinée à des conseils généraux sur votre projet d'entreprise. Le DETPR ne vous fournit aucune forme de conseil juridique, comptable, fiscal ou autre conseil professionnel concernant votre entreprise commerciale et l'information ne doit pas être utilisée comme substitut à la consultation avec des conseillers comptables, fiscaux, juridiques ou autres conseillers compétents.

Avant de prendre une décision ou d'entreprendre une action concernant votre entreprise, vous devez consulter un conseiller professionnel.

Bien que le DETPR s'efforce de fournir des informations utiles et fiables, il ne peut pas garantir l'exactitude de toutes les informations à tout moment et n'est pas responsable des erreurs ou omissions. Toutes les informations sont fournies "telles quelles", sans garantie d'exhaustivité, d'exactitude, d'actualité ou des résultats obtenus par l'utilisation de l'information, et sans garantie d'aucune sorte, express ou implicite, y compris, mais sans s'y limiter, les garanties de performance, de qualité marchande et l'aptitude à un usage particulier. En aucun cas, le DETPR, les agents ou employés, sont responsables envers vous ou toute autre personne pour toute décision ou action prise sur la base des informations ou pour tout dommage consécutif, spécial ou similaire, même si elle a été informée de la possibilité de tels dommages.

Pour toutes informations, communiquez :

Geneviève Bougie
Chargée de projet
Développement économique et touristique
59, rue Court, C.P. 304
L'Original (Ontario) K0B 1K0
613-675-4661 poste 8101
GBougie@prescott-russell.on.ca

Merci à nos partenaires

Rural Oxford Economic Development Corporation pour cette initiative.



Prescott
Russell





RAPPORT N° FIN 2020-021

Date	21/07/2020
Soumis par	Frédéric Desnoyers
Objet	Tax Sale Recommandation – July 2020
# du dossier	N/A

1) **NATURE / OBJECTIF :**

Le but de ce rapport est de présenter des options relativement à 2 propriétés non vendues lors d'une vente de taxes, suite à l'obtention des rapports environnementaux.

2) **DIRECTIVE/POLITIQUE ANTÉCÉDENTE :**

Suite au rapport FIN2019-017, le 25 juin le Conseil a mandaté l'administration à mettre des propriétés à vendre dans le processus de vente de taxes, pour une deuxième fois, à l'aide d'une agence immobilière et avec un temps d'affichage plus long.

Le 22 janvier 2020, l'administration a été mandaté d'effectuer des études environnementales sur les 2 propriétés (1695 rue Landry Road & 2767 route St-Pascal), afin de déterminer leur possibilité de contamination.

3) **RECOMMANDATION DU SERVICE:**

ATTENDU QUE suite à deux (2) essais de vente de taxes, deux (2) propriétés n'ont pas été vendues;

QUE le comité plénier recommande au Conseil d'annuler la somme due d'approximativement 83 180.13 \$ pour la propriété 016-003-03522 2767 St-Pascal et de \$111 742.14 \$ pour la propriété 016-031-03300 1695 Landry; et

QUE le comité plénier recommande au Conseil le transfert de ces deux propriétés au nom de la municipalité; et

QUE les 2 propriétés soient déclarées excédentaires aux besoins de la municipalité; et

QUE les 2 propriétés soient mises en vente avec l'aide d'une agence immobilière; et

QUE l'administration soit autorisée d'accepter la vente des propriétés au prix minimum de 70 000\$ pour le 2767 St-Pascal et 65 000 \$ pour le 1695 Landry.

WHEREAS further to two (2) attempts of tax sale, two (2) properties remain unsold;

THAT the Committee of the Whole recommends to Council to write-off the amount due of \$83,180.13 on the property 016-003-03522 2767 St-Pascal and \$111,742.14 on the property 016-031-03300 1695 Landry; and

THAT the Committee of the Whole recommends to Council the vesting of the two properties; and

THAT the 2 properties be declared to be surplus to the needs of the municipality; and

THAT the 2 properties be put for sale with the help of a real estate broker; and

THAT the administration be authorized to accept the sale of the properties at the minimum prices of 70,000\$ for 2767 St-Pascal and 65,000\$ for 1695 Landry.

4) **HISTORIQUE :**

Cliquez ici pour entrer du texte.

5) **DISCUSSION :**

À ce jour les montants suivants sont dû sur les propriétés, ce qui n'inclus pas le coût des études environnementales :

2767 St-Pascal = \$83,180.13

1695 Landry = \$111,742.14

Résultats études environnementales :

La phase 1 et 2 des études environnementales ont été effectués pour les 2 propriétés. Les 2 rapports de la phase 2 sont inclus en attachement.

2767 St-Pascal : Selon les tests effectués, celle-ci respecte tous les standards selon le Ministère de l'Environnement, de la Protection de la nature et des Parcs. Par conséquent, celle-ci n'est pas jugée contaminée.

1695 Landry : Selon les tests effectués, celle-ci ne respecte pas tous les standards. Malgré que celle-ci dépasse de peu les maximums permis, celle-ci est jugée contaminée.

Options de vente relativement aux propriétés :

Option 1 – *Annuler le certificat d'arrérage de taxes et recommencer les étapes dans le but d'une vente de taxes.*

Avantages :

- Aucun risque envers la contamination puisque la municipalité n'est en aucun cas propriétaire.

Désavantages :

- Le processus prendra au minimum 1 an puisqu'un nouveau certificat d'arrérage doit être inscrit sur la propriété.
- La vente n'est pas garantie et ainsi la Cité pourrait se retrouver dans le même scénario qu'elle est présentement.

Option 2 – Acquisition des propriétés afin de les vendre sous le processus normal de vente de la municipalité.

Avantages :

- Plus d'options afin de vendre la propriété. Le conseil pourrait être en mesure de considérer toutes les offres reçues.
- La vente peut être effectuée plus rapidement, ce qui réduit les coûts d'entretien sur les propriétés et augmentent les revenus de taxes futures.

Désavantages :

- Risque relié à la contamination, toutefois, ceci peut être réduit avec le verbiage approprié dans le contrat de vente
- La municipalité aura un maximum de 5 ans pour vendre la propriété au 1695 Landry, après ceci elle pourrait être responsable de la décontamination.

Recommandation : L'administration recommande l'option 2, celle-ci permettra de réduire la durée du processus de vente et permet plus de flexibilité relativement au prix de vente. Ceci augmente aussi les chances de la municipalité de vendre les propriétés.

Agence Immobilière : L'administration recommande l'utilisation d'une agence immobilière afin d'effectuer le processus de vente des propriétés. Ceci augmentera la visibilité des propriétés et permettra de bénéficier de leur grand réseau de contacts dans le domaine. De plus, ceux-ci s'occuperont de l'affichage et des visites possibles des propriétés. La commission proposée est de 5 000 \$ par propriété.

Prix minimum : La vente sera faite par soumission qui devra être reçu par une date fixée, ainsi le conseil doit fixer un prix minimum de vente pour chaque propriété.

Une opinion de valeur marchande a été obtenu de Remax indiquant la valeur marchande est de 70 000 \$ pour le 1695 Landry et 2767 St-Pascal. Les rapports peuvent être consultés à l'annexe 3 et 4.

6) **CONSULTATION :**

Tous les départements ont été consultés afin de s'assurer que la municipalité n'aurait pas un besoin pour les propriétés.

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

N/A

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

La différence entre les taxes à recevoir et le produit de disposition sera une perte pour la municipalité. Ce montant sera financé à partir du compte d'opération 'Taxes written-off'. La commission pour l'agence immobilière sera aussi payée à partir de ce compte.

9) **IMPLICATIONS LÉGALES :**

Une consultation légale a été obtenu afin de confirmer les risques associés à chaque option.

De plus, la firme sera consultée pour rédiger le contrat de vente et s'assurer que les publicités rencontrent le nécessaire afin d'enlever toute responsabilité envers la contamination possible.

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

N/A

11) **IMPLICATIONS STRATÉGIQUES :**

La recommandation formulée permet de vendre les 2 propriétés le plus rapidement afin que ceux-ci soient réhabilités.

12) **DOCUMENTS D'APPUI:**

Appendix 1 – 1695 Landry, Phase 2 Environmental Site Assessment report

Appendix 2 – 2767 St-Pascal, Phase 2 Environmental Site Assessment report

Appendix 3 – 2767 St-Pascal Opinion of value

Appendix 4 – 1695 Landry Opinion of value

**FINAL REPORT****Phase II Environmental Site Assessment**

1695 Landry Street, Clarence Creek, Ontario

Submitted to:

Mr. Alain Beaulieu

City of Clarence-Rockland
1560 Laurier Street
Rockland, ON K4K 1P7

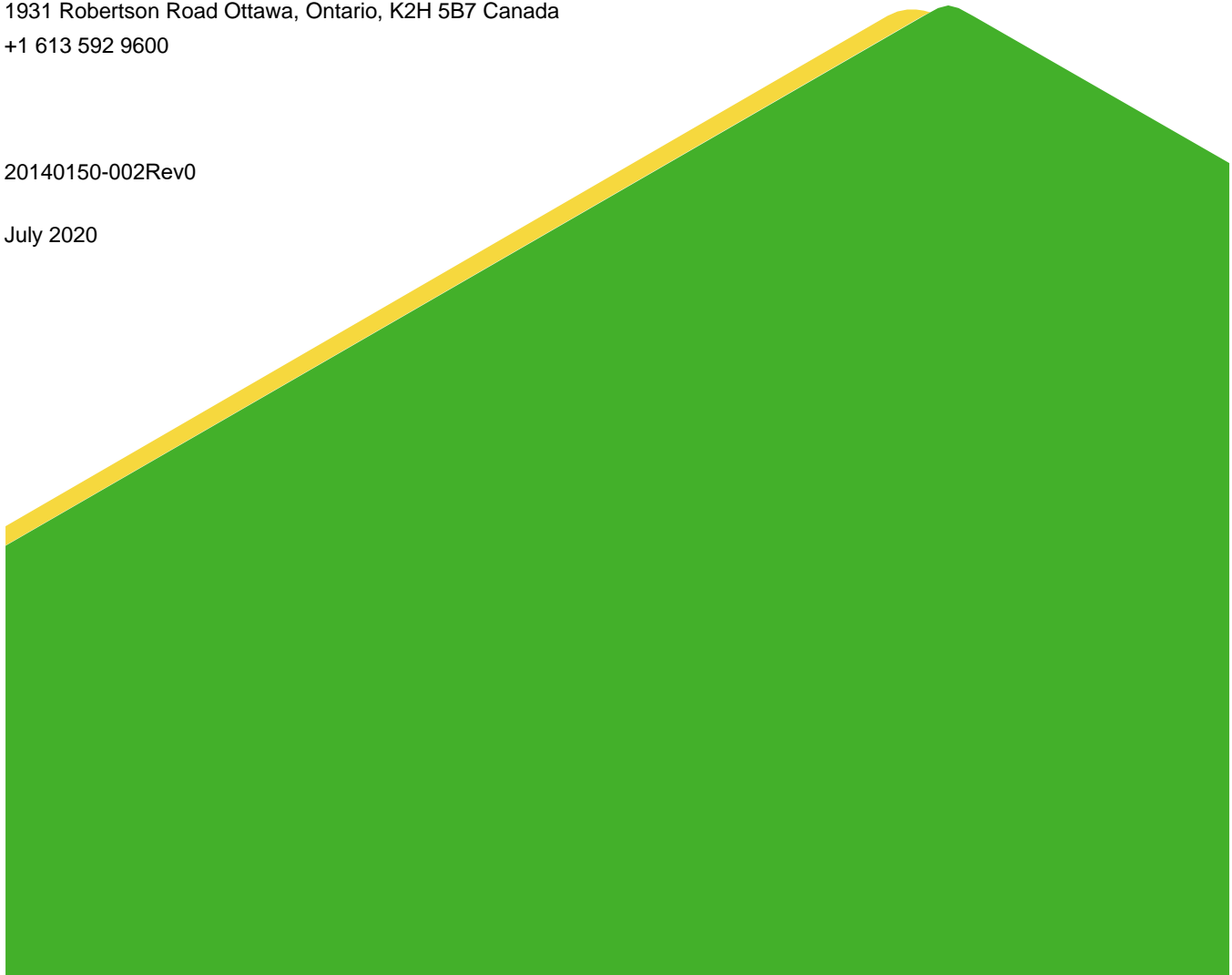
Submitted by:

Golder Associates Ltd.

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+1 613 592 9600

20140150-002Rev0

July 2020



Distribution List

1 e-copy - City of Clarence-Rockland

1 e-copy - Golder Associates Ltd.

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Table 5: Soil Analytical Results

Table 6: Groundwater Analytical Results

FIGURES

Figure 1: Key Plan

Figure 2: Site Plan

Figure 3: Groundwater Elevations

Figure 4: Soil Exceedances

Figure 5: Groundwater Exceedances

APPENDICES**APPENDIX A**

Record of Borehole Sheets

APPENDIX B

Certificates of Analysis

1.0 INTRODUCTION

Golder Associates Ltd. (Golder) was retained by the City of Clarence-Rockland (the “City”) to conduct a Phase II Environmental Site Assessment (Phase II ESA) for the property located at 1695 Landry Street, Clarence Creek, Ontario (the “Site”). The Site location and plan are provided in Figure 1.

The Site consists of a rectangular shaped parcel of land approximately 0.19 hectares (0.47 acres) in size that is located on the northeast corner of the intersection of Landry Street and Labonte Street, approximately 7.5 km south of the Ottawa River in Clarence Creek, Ontario. The Site is located within a primarily commercial and residential area. The Site is developed with one single-storey building that is currently vacant, which was previously used as a Country Depot grocery/farm supply store and retail fuel outlet. The former store is located on the west half of the property and has a total area of approximately 400 m² (4,310 ft²). The eastern half of the property is occupied by a former retail fuel outlet consisting of a pump island with four pumps and a service booth, as well as four underground storage tanks each with a capacity of approximately 25,000 L.

The objective of the Phase II ESA was to investigate one or more specific issues of potential environmental concern to assess whether contaminants of potential concern are present in soil and groundwater at concentrations that exceed the relevant regulatory criteria. The Phase II ESA was conducted in general accordance with Canadian Standards Association (CSA) Standard Z769-00, *Phase II Environmental Site Assessment* (reaffirmed 2018). Golder understands that this assessment is required for due diligence purposes and that there is no intention to file a Record of Site Condition as described in Ontario Regulation (O.Reg.) 153/04, as amended.

This Phase II ESA report has been prepared for the use of the City and may not be relied upon by others without prior written consent from Golder.

1.1 Background

A Phase I Environmental Site Assessment (Phase I ESA) report was prepared by Golder for the City, dated June 2020. Based on the findings of the Phase I ESA, the following issues of potential environmental concern were to be addressed as part of the Phase II ESA:

- 1) **Former On-Site Retail Fuel Outlet & Underground Storage Tanks:** The Site previously operated as a retail fuel outlet with underground storage tanks and associated infrastructure. Four (4) underground storage tanks are currently present on Site in the eastern portion, while two (2) underground storage tanks were previously located in the southwest corner of the Site. It is unknown whether the tanks have been removed.
- 2) **Off-Site Autobody Shop:** Clarence Autopro (located at 1688 Landry Street, approximately 30 metres from the northwest corner of the Site) is an autobody shop.

1.2 Scope of Work

To achieve the objectives of the Phase II ESA, the scope of work included:

- The advancement of six boreholes and the collection of soil samples;
- The installation of groundwater monitoring wells at all six borehole locations and collection of groundwater samples from each well;

- The submission of select soil and groundwater samples for laboratory analysis of specific contaminants of potential concern;
- Conducting an elevation survey of the new monitoring wells; and,
- Preparing a report summarizing the work conducted at the Site and presenting the findings of the investigation.

The rationale for the investigation locations and the contaminants of potential concern are presented in Table 1.

Table 1: Investigation Rationale and Contaminants of Potential Concern

Issue of Potential Environmental Concern	Sample Location	Rationale	Summary of Analyses	
			Soil	Groundwater
1. Former On-Site Retail Fuel Outlet & Underground Storage Tanks	20-01 20-02 20-03 20-04 20-05	Evaluate soil and groundwater quality in the area of the former retail fuel outlet infrastructure and UST(s). 20-01 through 20-04 are in the location of the current USTs and fuel pump island. 20-05 is in the location of the former USTs that may have been removed.	PHCs F1-F4 + BTEX, VOCs	PHCs F1-F4 + BTEX, VOCs
2. Off-Site Autobody Shop	20-06	Evaluate soil and groundwater quality in the area nearest the off-Site autobody shop.	PHCs F1-F4 + BTEX, VOCs	PHCs F1-F4 + BTEX, VOCs

Notes

UST underground storage tank
 PHCs F1-F4 petroleum hydrocarbon fractions F1-F4
 BTEX benzene, toluene, ethylbenzene, and xylenes
 VOCs volatile organic compounds

2.0 INVESTIGATION METHODOLOGY

The following sections describe the field investigation methodology employed for the Phase II ESA. The fieldwork was carried out between April 29, 2020 and June 18, 2020. Prior to drilling, Golder arranged for the completion of public and private utility clearances. A private utility location contractor (USL-1) was retained to identify private and public utilities within the work area, to mark the locations of the utilities and clear the proposed drilling locations. Golder retained Strata Drilling Corp. ("Strata") of Carleton Place, Ontario, for borehole drilling and monitoring well installation. Strata is licensed as a well contractor by the Ontario Ministry of the Environment, Conservation, and Parks ("MECP"). All field activities were carried out by or under the supervision of an experienced Golder field technician. The borehole and monitoring well locations are presented in Figure 2.

2.1 Borehole Drilling and Monitoring Well Installation

Borehole drilling and monitoring well installation were completed on April 29, 2020 by Strata using a Geoprobe 7822T track mounted direct push drill. Six boreholes were advanced within the overburden to depths ranging from 3.05 metres below ground surface ("mbgs") to 4.88 mbgs.

Monitoring wells were installed in all six boreholes and were constructed of 32 mm inside diameter ("ID") Schedule 40 polyvinyl chloride ("PVC") casing and 32 mm ID Schedule 40 PVC well screens (1.52 metres in length, #10 slot size). The sand pack surrounding the screen was constructed using silica sand. A bentonite seal

consisting of bentonite solids (e.g., Holeplug™) was placed above the filter pack with a minimum thickness of 0.6 m. Each monitoring well was completed at ground surface with a flush-mount protective casing and the casing was sealed with a PVC j-plug. Well construction details are provided in the respective Record of Borehole sheets provided in Appendix A. Monitoring wells were developed on May 1, 2020 by removing up to ten well volumes or by removing groundwater until the well was purged dry three times, using dedicated Waterra® inertial pumps (polyethylene tubing with foot valves). Well construction details are provided in the respective Record of Borehole sheets provided in Appendix A.

At each drilling location, continuous soil cores were collected using a dual tube sampler for field screening (including visual inspection and field measurement of headspace concentrations), soil sample collection and stratigraphic logging by a Golder field supervisor. A portion of each soil sample was placed in a sealed plastic bag, as well as pre-cleaned laboratory-supplied sample containers for potential laboratory analysis. Soil headspace concentrations of bagged samples were measured using a photoionization detector (“PID”) and a combustible gas detector, calibrated using isobutylene and hexane, respectively, to determine total organic vapour and combustible gas concentrations. Headspace readings were taken after sample collection.

Soil samples were stored on ice in a cooler until delivery to AGAT Laboratories (“AGAT”) for analysis. Selection of soil samples for laboratory analysis was based on the results of headspace screening and conditions encountered in each borehole, including visual observations of potential impact (if any) and soil type. A summary of soil samples submitted for laboratory analysis is provided in Table 2.

Table 2: Summary of Soil Samples Submitted for Laboratory Analysis

Issue	Sample Locations	Sample ID	Sample Depth (mbgs)	Soil Sample Description	Headspace Readings	
					Organic Vapour (ppm)	Combustible Gases (ppm)
1	20-01	20-01 SA6 + DUP-1	3.05 – 3.66	brown clay	4	90
	20-02	20-02 SA5	2.44 – 3.05	grey clay	16	115
	20-03	20-03 SA5	2.44 – 3.05	brown clay	3	50
	20-04	20-04 SA7	3.66 – 4.26	grey clay	3	70
	20-05	20-05 SA5	2.44 – 3.05	brown silty sand with gravel	221	580
2	20-06	20-06 SA1	0 – 0.61	brown silty sand with gravel	1	120

Notes

ppm parts per million by volume

2.2 Groundwater Monitoring

Groundwater samples were collected from all new monitoring wells on May 5, 2020. Depths to water were measured using an electric water level meter. The groundwater sampling was conducted using a dedicated peristaltic pump and Horiba U-52 flow through meter (low flow groundwater sampling) and collecting groundwater samples into pre-cleaned laboratory-supplied sample containers. Field parameters (temperature, pH, conductivity, oxidation-reduction potential, turbidity, and dissolved oxygen concentration) for each groundwater sample were measured at the time of sample collection. Groundwater samples were stored on ice in a cooler until delivery to AGAT for analysis. A summary of groundwater samples submitted for laboratory analysis is provided in Table 3.

Table 3: Summary of Groundwater Samples Submitted for Laboratory Analysis

Issue	Sample Locations	Sample ID	Well Depth (mbgs)	Soil Description of Screened Interval	Evidence of Petroleum Hydrocarbon Product
1	20-01	20-1	2.99	brown silty sand	No Visual/Olfactory Evidence
	20-02	20-2 + DUP-1	3.06	brown silty sand / grey clay	No Visual/Olfactory Evidence
	20-03	20-3	2.79	brown silty sand / grey clay	No Visual/Olfactory Evidence
	20-04	20-4	2.83	brown silty sand	No Visual/Olfactory Evidence
	20-05	20-5	3.20	brown silty sand with gravel	Petroleum Hydrocarbon Odour
	20-06	20-6	3.09	brown silty sand with gravel	No Visual/Olfactory Evidence

2.3 Surveying

The newly installed monitoring wells (20-01 to 20-06) were surveyed on June 18, 2020. The elevation survey was completed using a Trimble R10 Integrated GNSS System unit with accuracy of less than 0.020 m horizontal and 0.030 m vertical.

Available borehole elevations and GPS coordinates are indicated on the Borehole Logs in Appendix A.

2.4 Investigation-Derived Wastes

Soil cuttings generated from the borehole drilling were collected for sampling. Wastewater generated during well development and groundwater monitoring were contained in a labelled drum and left on-Site. The drum was hauled off-Site by Drain-All Ltd., a licence MECP waste hauler and disposed of at an approved disposal site.

2.5 Quality Assurance Program

Golder's quality assurance program for environmental investigations was implemented to ensure that analytical data obtained by the investigation were valid and representative. The quality assurance program included the following measures:

- The use of standard operating procedures for all field investigation activities;
- All monitoring wells were developed following installation to remove fine particles from the filter pack and any fluids introduced during drilling;
- Monitoring wells were appropriately purged prior to groundwater sample collection to remove stagnant water from the well bore and improve sample representativeness, minimizing sample agitation and aeration to the extent practicable;
- The collection of field duplicate samples at a minimum frequency of one duplicate for every ten samples;
- Initial calibration of field equipment was performed at the start of each field day, with a daily check of calibration using a standard of known concentration;
- Soil and groundwater samples were handled and stored in accordance with the sample collection and preservation requirement of the Ministry of the Environment, Conservation and Parks ("MECP") *Protocol for Analytical Methods Used in the Assessment of Properties Under Part XV.I of the Environmental Protection*

Act, July 1, 2011. Samples were collected directly into pre-cleaned laboratory-supplied sample containers with the appropriate preservative for the analyte group. Upon collection, samples were placed in insulated coolers with ice for storage and transport to the analytical laboratory;

- Dedicated sampling equipment (tubing and footvalves) and clean disposable Nitrile™ gloves were used at each sampling location to prevent cross-contamination. All non-dedicated sampling equipment (e.g., water level meters, split spoons) was decontaminated between sampling locations. Sampling equipment in contact with soil, groundwater, soil vapour, or sediment was: cleaned by mechanical means; washed with a laboratory-grade detergent (e.g., phosphate-free LiquiNox or AlcoNox) and, if necessary, an appropriate desorbing wash solution; and thoroughly rinsed with analyte-free water;
- Detailed field records documenting the methods and circumstances of collection for each field sample were prepared at the time of sample collection. Each sample was assigned a unique sample identification number recorded in the field notes, along with the date and time of sample collection, the sample matrix, and the requested analyses; and
- The submission of samples to the analytical laboratory in accordance with standard chain of custody procedures.

Laboratory analyses were completed by an analytical laboratory accredited in accordance with the International Standard ISO/IEC 17025 *General Requirement for the Competence of Testing and Calibration Laboratories*, dated May 5, 2005 (as amended), and accredited in accordance with the applicable standards for proficiency testing developed by the Standards Council of Canada or the Canadian Association for Laboratory Accreditation.

3.0 SUBSURFACE CONDITIONS

3.1 Site Geology

Details of the subsurface conditions encountered during the drilling program are presented on the Record of Borehole sheets provided in Appendix A. It should be noted that the logs presented have been inferred from discontinuous samples and that geologic contacts noted on the logs represent a transition from one soil type to another rather than an exact plane of geologic change. Further, it should be noted that subsurface conditions encountered will vary between and beyond borehole sampling locations.

In general, the subsurface soil conditions encountered in the boreholes consisted of a layer of brown silty sand underlain by grey/brown clay. In some locations, gravel was encountered in the fill layer. During drilling, hydrocarbon odours were noted in soil samples collected from borehole locations 20-02 and 20-05. Headspace readings obtained as part of the borehole drilling program ranged from 20 to 580 ppm for total combustible gases and ranged from 0 to 221 total organic vapours.

3.2 Site Hydrogeology

Water level measurements were obtained from the on-Site monitoring wells on May 1, 2020 using a Solinst water level meter. The depth to groundwater ranged from 1.58 mbgs (20-03) to 1.87 mbgs (20-06).

Figure 3 shows water elevation data and interpolated water level contours. Groundwater flow was determined to be towards the east.

3.3 Regulatory Criteria

The selection of the relevant site conditions standards was based upon the following considerations:

- The Site is not an environmentally sensitive site as defined by section 41, Part IX, O.Reg. 153/04;
- The nearest permanent water body is greater than 30 m from the Site;
- The depth of overburden soil is greater than 2 mbgs;
- In the absence of a grain-size distribution test, the Site is assumed to have coarse-textured soil.
- Based on the fact that municipal water services the Site, groundwater is assumed to be non-potable; and,
- The intended land use of the Site is commercial.

Accordingly, the soil and groundwater analytical results were compared to the Full Depth Generic Site Condition Standards in a Non-Potable Ground Water Condition for commercial land use and coarse texture soil that are listed in Table 3 of the MECP document *“Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act”*, April 2011 (the “MECP Table 3 standards”).

3.4 Soil Analytical Results

The laboratory certificates of analysis are provided in Appendix B. Soil analytical results compared to the MECP Table 3 standards can be found in Table 5, following the text of this report. Exceedances of analysed parameters in soil are shown on Figure 4. The reported concentrations of analysed parameters for each of the soil samples were below the MECP Table 3 standards, with the exception of the following:

- Ethylbenzene, PHC F1, PHC F2, xylenes, and n-hexane concentrations exceeded the applicable standard at borehole 20-05, sample SA5.

While at concentrations below the MECP Table 3 standards, benzene, toluene, and tetrachloroethene were also detected in the sample from borehole 20-05. None of the analysed parameters were detected at concentrations above the laboratory analytical detection limit in the soil samples from the other boreholes.

3.5 Groundwater Analytical Results

The laboratory certificates of analysis are provided in Appendix B. Groundwater analytical results compared to the MECP Table 3 standards can be found in Table 6, following the text of this report. Exceedances of analysed parameters in groundwater are shown on Figure 5. The reported concentrations of analysed parameters for each of the groundwater samples were below the MECP Table 3 standards, with the exception of the following:

- Tetrachloroethylene concentrations exceeded the applicable standard at monitoring well 20-02 in both the parent sample and the duplicate
- Tetrachloroethylene and PHC F1 concentrations exceeded the applicable criteria at monitoring well 20-05.

While at concentrations below the MECP Table 3 standards, acetone and methyl ethyl ketone were detected in the sample from monitoring well 20-02, while benzene, ethylbenzene, toluene, xylenes, and n-hexane detected in the sample from monitoring well 20-05. None of the analysed parameters were detected at concentrations above the laboratory analytical detection limit in the groundwater samples from the other monitoring wells.

3.6 Non-Numerical Standards

In addition to numerical standards, the MECP specifies non-numerical groundwater standards for petroleum hydrocarbons. Specifically, a property does not meet the applicable site condition standards if there is evidence of free product, including, but not limited to: 1) any visible petroleum hydrocarbon film or sheen present in the groundwater or surface water; and 2) an objectionable petroleum hydrocarbon taste or odour in groundwater.

At the time of groundwater sampling, petroleum hydrocarbon odour was noted in the groundwater sample collected from monitoring well 20-05. The analytical results from the groundwater sample collected from monitoring well 20-05 showed elevated concentrations of PHC F1.

3.7 Data Quality Review

The quality assurance assessment of the field duplicate sample results was conducted according to the document entitled Protocol for Analytical Methods Used in the Assessment of Properties under Part XV.1 of the Environmental Protection Act, March 9, 2004 (amended in July 2009 and effective as of July 1, 2011) ("Analytical Protocol").

To determine the precision of the analytical methods and field sampling procedures, blind duplicate samples were collected during the soil and groundwater sampling program. Precision is determined by the relative percent difference (RPD) between the duplicate and original samples and was calculated as follows:

$$RPD = \frac{|x_1 - x_2|}{x_m}$$

Where x_1 initial sample results
 x_2 duplicate sample results
 x_m mean of x^1 , x^2

RPDs are calculated only if the concentrations of a parameter are greater than the laboratory reported detection limit (RDL) in both the duplicate and original samples. In addition, lower precision in the RPD calculation is expected when concentrations of the analytes are less than five (5) times the RDL. Therefore, RPDs were calculated for the original and duplicate groundwater and soil samples only in cases where the measured concentrations of analytes in both samples were five (5) times greater than the RDL.

The following RPD limits were considered reasonable and are based on Analytical Protocol: RPDs in soil, 50% for VOCs, 30% for PHCs, and in groundwater, 30% for VOCs, and 30% for PHCs.

Soil: The RPDs could not be calculated for VOCs and PHCs for the original and duplicate soil samples (20-01 SA6 and DUP-1), as these results were all below the laboratory RDL.

Groundwater: The RPDs could not be calculated for PHCs for the original and duplicate groundwater sample (20-02 and DUP-1), as these results were all below the laboratory RDL. RPDs were calculated for VOCs and were below the threshold of 30%, as shown in the table below:

Groundwater Sample & Duplicate	Parameter in Groundwater	RPD (%)
20-02 and DUP-1	Acetone	5.1
	Tetrachloroethylene	0.0

The quality of the analytical results is further supported by AGAT's internal quality assurance program that includes laboratory blanks, spikes, surrogates and duplicate samples.

A certificate of analysis or analytical report has been received for each sample submitted for analysis and is provided in Appendix B. All certificates of analysis or analytical reports received pursuant to clause 47(2)(b) of O.Reg 153/04 comply with subsection 47(3). The analytical laboratory did not qualify any of the analytical results.

Accordingly, the analytical data generated during the investigation are valid and representative and may be used in this Phase Two ESA without further qualification.

4.0 SUMMARY OF ENVIRONMENTAL CONDITIONS

The reported concentrations of analyzed parameters in each of the soil and groundwater samples submitted for analysis were compared to the MECP Table 3 standards. The reported concentrations of analyzed parameters in each of the soil samples met the MECP Table 3 standards, with the exception of ethylbenzene, PHC F1, PHC F2, xylenes, and n-hexane at borehole 20-05, sample SA5. This borehole was near the location of two former USTs in the southwestern corner of the Site. The extent of soil contamination in this area is unknown and would require further investigation to delineate.

The reported concentrations of analyzed parameters in each of the groundwater samples met the MECP Table 3 standards, with the exception of tetrachloroethylene at monitoring well 20-02, and tetrachloroethylene and PHC F1 at monitoring well 20-05. Monitoring well 20-02 is on the west side of the current USTs, on the eastern portion of the property. Monitoring well 20-05 is near the location of two former USTs in the southwestern corner of the Site. The extent of groundwater contamination in these areas is unknown and would require further investigation to delineate.

Given the petroleum hydrocarbon impacts to soil and groundwater impacts found at location 20-05, it is likely that the former retail fuel outlet and associated infrastructure (USTs, pipes, gas pumps) that were located in the southwest corner of the Site is the source of said impacts. The source for the identified tetrachloroethene impacts to groundwater at 20-02 and 20-05 is not readily apparent but may be related to historic chemical use and/or storage at the Site. Given the relative distance between locations 20-02 and 20-05, there may be multiple sources for the identified impacts, but there is insufficient information available at this time to identify the source and/or extent of the identified impacts. Considering that borehole/monitoring well 20-05 is located in the immediate vicinity of the southwest property boundary, it can reasonably be expected that the identified impacts extend beyond the southwest property boundary.

Given that no soil or groundwater impacts were found at location 20-06, the off-Site autobody shop located at 1688 Landry Street does not appear to have impacted soil or groundwater quality at the Site.

5.0 LIMITATIONS

This report was prepared for the exclusive use of the City of Clarence-Rockland for the property located at 1695 Landry Street, Clarence Creek, Ontario. No third parties may rely upon this report. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, is the sole responsibility of such third party. This report is based on data and information collected during this Phase II environmental site assessment conducted by Golder Associates Ltd. in accordance with our proposal and is based solely on site conditions encountered at the time of the field investigation. In preparing this site assessment, Golder evaluated only conditions on the Site and did not evaluate the operations on adjacent properties. Only limited chemical analyses

of soil and groundwater samples were carried out. Regulatory criteria are used for comparison purposes only and are not necessarily enforceable on the Site owner. It should be noted that the results of an investigation of this nature should, in no way, be construed as a warranty that the site is free from any and all contamination from past or current practices.

The activities described and conclusions drawn within this report address only the geo-environmental (chemical) aspects of the subsurface conditions at the subject property. The geotechnical (physical) aspects, including, without limitation, the engineering recommendations for the design and construction of building foundations, pavements, underground servicing and the like are outside the terms of reference for this report and have not been investigated or addressed herein.

In evaluating the property, Golder Associates Ltd. has relied in good faith on information provided by others. We accept no responsibility for any deficiency, misstatements or inaccuracies contained in this report as a result of omission, errors, misinterpretations or fraudulent acts of the persons interviewed. Golder Associates Ltd. accepts no responsibility for any reduction in property value, either real or perceived, or for decisions made as a result of the reporting of factual information herein.

If additional information is obtained during future work at the Site, including excavations, borings, or other studies, and/or if conditions exposed during construction are different from those encountered in this assessment, Golder should be requested to re-evaluate the conclusions presented in this report and provide amendments as required.

It is our understanding that the work associated with this Phase II ESA was not intended to support the submission of a Record of Site Condition ("RSC"). If a RSC is required, additional field work and reporting may be necessary.

6.0 CLOSING

We trust that this report meets your immediate requirements. If you have any questions regarding this report, please do not hesitate to contact this office.

Golder Associates Ltd.



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Environmental Consultant



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JD/EDW/ha

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Table 4: Groundwater Monitoring Well Construction Details and Water Elevation
1695 Landry Street, Clarence Creek, ON

Monitoring Well ID	Ground Surface Elevation (masl)	Top of Pipe Elevation (masl)	Monitoring Well Depth (mbTOP)	Monitoring Well Depth Elevation (masl)	Screen Interval (mbgs)	Screen Interval Elevation (masl)	Depth to Groundwater (mbTOP) (May 1, 2020)	Groundwater Elevation (masl) (May 4, 2020)	Screened Media	Date of well Completion
20-01	65.948	65.884	2.93	62.954	1.47 - 2.99	62.95 - 64.47	1.79	64.09	Silty Sand	29-Apr-20
20-02	65.713	65.588	2.93	62.658	1.54 - 3.06	62.66 - 64.18	1.47	64.12	Silty Sand / Clay	29-Apr-20
20-03	65.678	65.650	2.76	62.890	1.27 - 2.79	62.89 - 64.41	1.55	64.10	Silty Sand / Clay	29-Apr-20
20-04	65.736	65.704	2.80	62.904	1.31 - 2.83	62.9 - 64.42	1.57	64.13	Silty Sand	29-Apr-20
20-05	66.646	66.502	3.06	63.442	1.68 - 3.2	63.44 - 64.96	1.65	64.85	Silty Sand	29-Apr-20
20-06	66.752	66.623	2.96	63.663	1.57 - 3.09	63.66 - 65.18	1.74	64.88	Silty Sand	29-Apr-20

Notes:

mbgs-metres below ground surface

masl: metres above sea level

mbTOP: metres below top of (well) pipe

Table 5: Soil Analytical Results
1695 Landry Street, Clarence Creek, ON

Parameter	Unit	REG153 (11) T3- I/C/C SOIL COARSE ⁽¹⁾	20-01		20-02	20-03	20-04	20-05	20-06
			29-Apr-2020 20-01 SA6 3.05 - 3.66	29-Apr-2020 DUP-1 3.05 - 3.66	29-Apr-2020 20-02 SA5 2.44 - 3.05	29-Apr-2020 20-03 SA5 2.44 - 3.05	29-Apr-2020 20-04 SA7 3.66 - 4.26	29-Apr-2020 20-05 SA5 2.44 - 3.05	29-Apr-2020 20-06 SA1 0 - 0.61
Sample Depth	m								
Petroleum Hydrocarbons									
Petroleum Hydrocarbons - F1 (C6-C10)	ug/g	55	<5	<5	<5	<5	<5	2700	<5
Petroleum Hydrocarbons - F1 (C6-C10)-BTX	ug/g	55	<5	<5	<5	<5	<5	2500	<5
Petroleum Hydrocarbons - F2 (C10-C16)	ug/g	230	<10	<10	18	<10	<10	450	<10
Petroleum Hydrocarbons - F3 (C16-C34)	ug/g	1700	<50	<50	<50	<50	<50	<50	<50
Petroleum Hydrocarbons - F4 (C34-C50)	ug/g	3300	<50	<50	<50	<50	<50	<50	<50
Benzene	ug/g	0.32	<0.02	<0.02	<0.02	<0.02	<0.02	0.25	<0.02
Ethylbenzene	ug/g	9.5	<0.05	<0.05	<0.05	<0.05	<0.05	13	<0.05
Toluene	ug/g	68	<0.05	<0.05	<0.05	<0.05	<0.05	3.6	<0.05
m & p-Xylene	ug/g	--	<0.05	<0.05	<0.05	<0.05	<0.05	150	<0.05
o-Xylene	ug/g	--	<0.05	<0.05	<0.05	<0.05	<0.05	43	<0.05
Xylenes (Total)	ug/g	26	<0.05	<0.05	<0.05	<0.05	<0.05	190	<0.05
VOCs									
1,1,1,2-Tetrachloroethane	ug/g	0.087	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,1,1-Trichloroethane	ug/g	6.1	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,2,2-Tetrachloroethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,2-Trichloroethane	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,1-Dichloroethane	ug/g	17	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
1,1-Dichloroethylene	ug/g	0.064	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,2-Dichlorobenzene	ug/g	6.8	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,2-Dichloroethane	ug/g	0.05	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
1,2-Dichloropropane	ug/g	0.16	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
1,3-Dichlorobenzene	ug/g	9.6	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,3-Dichloropropene (Cis + Trans)	ug/g	0.18	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,4-Dichlorobenzene	ug/g	0.2	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Acetone	ug/g	16	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Bromodichloromethane	ug/g	18	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Bromoform	ug/g	0.61	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Bromomethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Carbon Tetrachloride	ug/g	0.21	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Chlorobenzene	ug/g	2.4	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Chloroform	ug/g	0.47	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Cis- 1,2-Dichloroethylene	ug/g	55	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Dibromochloromethane	ug/g	13	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Dichlorodifluoromethane	ug/g	16	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Ethylene Dibromide	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Methyl Ethyl Ketone	ug/g	70	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Methyl Isobutyl Ketone	ug/g	31	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Methyl tert-butyl Ether	ug/g	11	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methylene Chloride	ug/g	1.6	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
n-Hexane	ug/g	46	<0.05	<0.05	<0.05	<0.05	<0.05	70	<0.05
Styrene	ug/g	34	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Tetrachloroethylene	ug/g	4.5	<0.05	<0.05	<0.05	<0.05	<0.05	0.11	<0.05

Footnotes:

Tables should be read in conjunction with the accompanying document.

< Indicates parameter not detected above laboratory method detection limit.

> Indicates parameter detected above equipment analytical range.

-- Chemical not analyzed or criteria not defined.

Value Parameter is greater than REG153 (11) T3-I/C/C SOIL COARSE

(1) O.Reg 153 (2011) Generic Site Condition Standards for Use in a Non-Potable Groundwater Condition described in Table 3 of the 2011 Soil, Groundwater and Sediment Standards for coarse textured soil and Industrial/Commercial/Community Property Use

Table 6: Groundwater Analytical Results
1695 Landry Street, Clarence Creek, ON

Parameter	Unit	REG153 (11) T3-GW COARSE ⁽¹⁾	20-01	20-02		20-03	20-04	20-05	20-06
			5-May-2020 20-1	5-May-2020 20-2	5-May-2020 DUP-1	5-May-2020 20-3	5-May-2020 20-4	5-May-2020 20-5	5-May-2020 20-6
Petroleum Hydrocarbons									
Petroleum Hydrocarbons - F1 (C6-C10)	µg/L	750	<25	<25	<25	<25	<25	900	<25
Petroleum Hydrocarbons - F1 (C6-C10)-BTEX	µg/L	750	<25	<25	<25	<25	<25	600	<25
Petroleum Hydrocarbons - F2 (C10-C16)	µg/L	150	<100	<100	<100	<100	<100	<100	<100
Petroleum Hydrocarbons - F3 (C16-C34)	µg/L	500	<100	<100	<100	<100	<100	<100	<100
Petroleum Hydrocarbons - F4 (C34-C50)	µg/L	500	<100	<100	<100	<100	<100	<100	<100
Benzene	µg/L	44	<0.20	<0.20	<0.20	<0.20	<0.20	4.2	<0.20
Ethylbenzene	µg/L	2300	<0.10	<0.10	<0.10	<0.10	<0.10	19	<0.10
Toluene	µg/L	18000	<0.20	<0.20	<0.20	<0.20	<0.20	6.6	<0.20
m & p-Xylene	µg/L	--	<0.20	<0.20	<0.20	<0.20	<0.20	230	<0.20
o-Xylene	µg/L	--	<0.10	<0.10	<0.10	<0.10	<0.10	42	<0.10
Xylenes (Total)	µg/L	4200	<0.20	<0.20	<0.20	<0.20	<0.20	270	<0.20
VOCs									
1,1,1,2-Tetrachloroethane	µg/L	3.3	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,1-Trichloroethane	µg/L	640	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,1,2,2-Tetrachloroethane	µg/L	3.2	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,2-Trichloroethane	µg/L	4.7	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1-Dichloroethane	µg/L	320	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,1-Dichloroethylene	µg/L	1.6	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,2-Dichlorobenzene	µg/L	4600	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,2-Dichloroethane	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloropropane	µg/L	16	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,3-Dichlorobenzene	µg/L	9600	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichloropropene	µg/L	5.2	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,4-Dichlorobenzene	µg/L	8	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Acetone	µg/L	130000	<1.0	20	19	<1.0	<1.0	<1.0	<1.0
Bromodichloromethane	µg/L	85000	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Bromoform	µg/L	380	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Bromomethane	µg/L	5.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Carbon Tetrachloride	µg/L	0.79	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Chlorobenzene	µg/L	630	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Chloroform	µg/L	2.4	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
cis- 1,2-Dichloroethylene	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Dibromochloromethane	µg/L	82000	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Dichlorodifluoromethane	µg/L	4400	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Ethylene Dibromide	µg/L	0.25	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Methyl Ethyl Ketone	µg/L	470000	4.8	1.8	1.7	<1.0	<1.0	<1.0	<1.0
Methyl Isobutyl Ketone	µg/L	140000	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Methyl tert-butyl ether	µg/L	190	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methylene Chloride	µg/L	610	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
n-Hexane	µg/L	51	<0.20	<0.20	<0.20	<0.20	<0.20	22	<0.20
Styrene	µg/L	1300	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Tetrachloroethylene	µg/L	1.6	0.29	20	20	<0.20	<0.20	2.2	<0.20

Footnotes:

Tables should be read in conjunction with the accompanying document.

< Indicates parameter not detected above laboratory method detection limit.

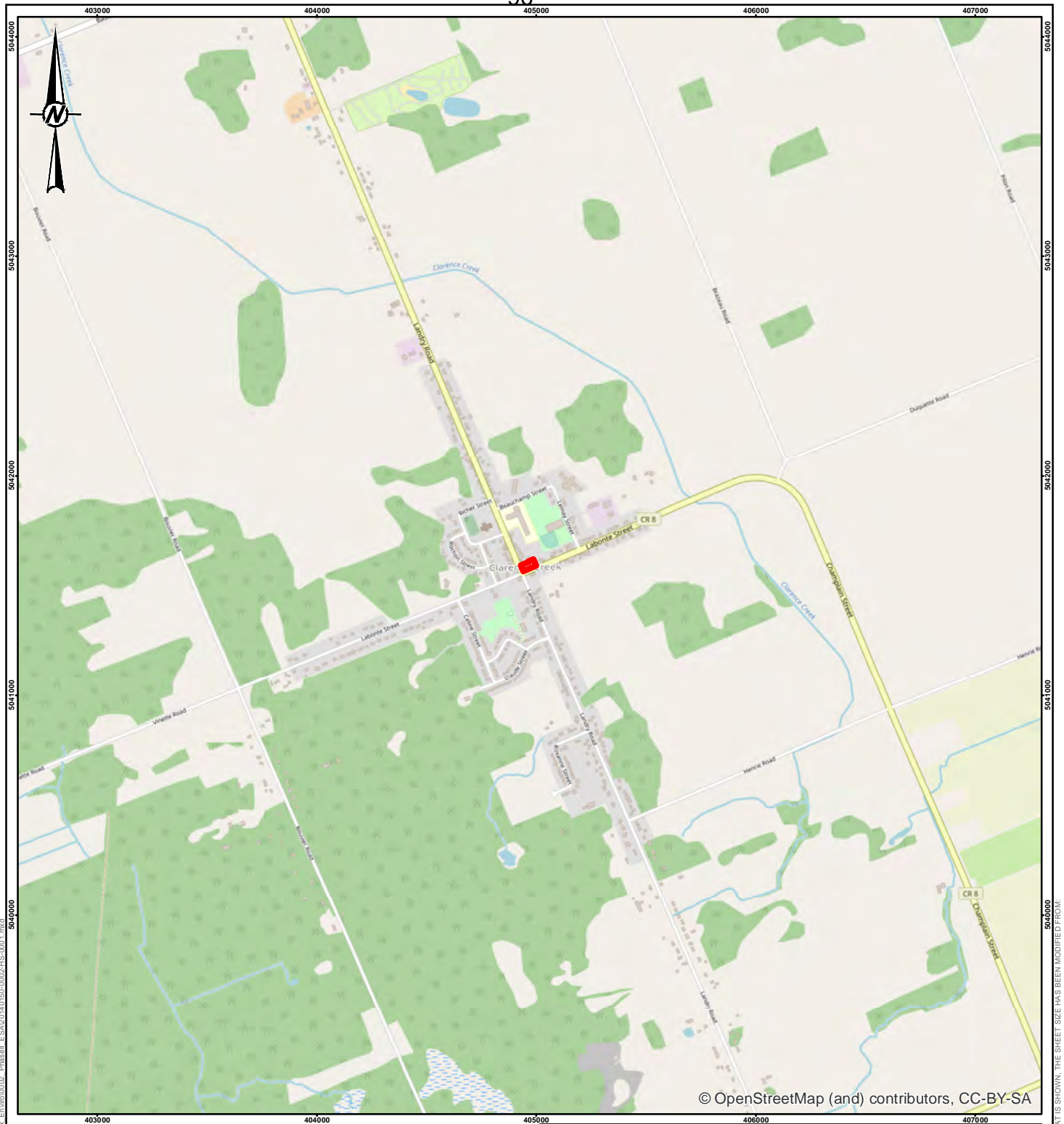
> Indicates parameter detected above equipment analytical range.

-- Chemical not analyzed or criteria not defined.

Value Parameter is greater than REG153 (11) T3-GW COARSE

(1) O.Reg 153 (2011) Table 3 Standards for all types of property use for groundwater in coarse textured soil in full depth generic site condition in a non-potable ground water condition

Figures



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LEGEND
 APPROXIMATE SITE BOUNDARY


NOTE(S)
1. ALL LOCATIONS ARE APPROXIMATE

REFERENCE(S)
1. PROJECTION: TRANSVERSE MERCATOR DATUM: NAD 83
COORDINATE SYSTEM: MTM ZONE 9 VERTICAL DATUM: CGVD28

CLIENT
CITY OF CLARENCE-ROCKLAND

PROJECT
**PHASE II ENVIRONMENTAL SITE ASSESSMENT
1695 LANDRY STREET, CLARENCE CREEK, ONTARIO**

TITLE
KEY PLAN

CONSULTANT



YYYY-MM-DD 2020-06-30

DESIGNED ----

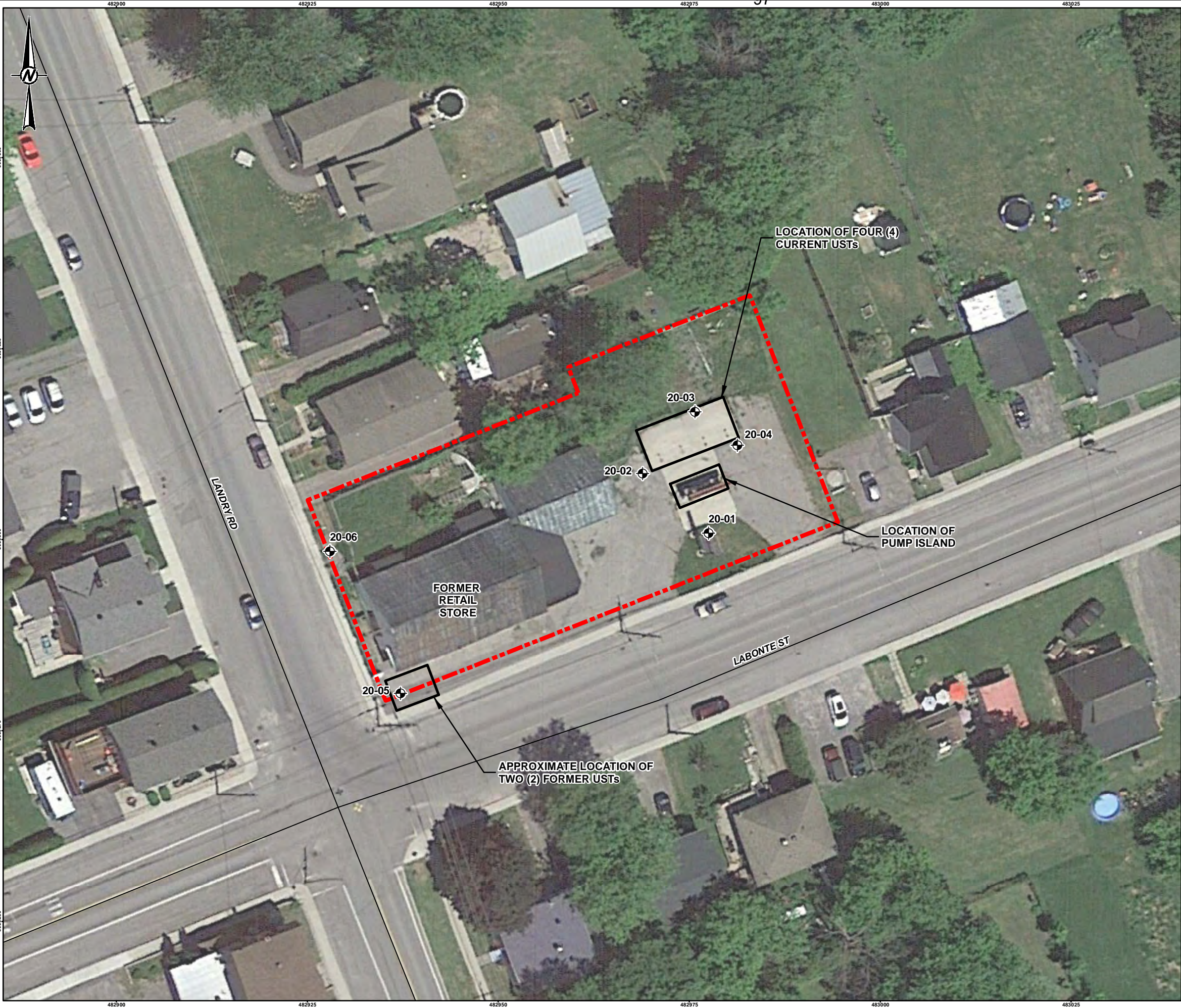
PREPARED JEM




REVIEWED JD

APPROVED EDW

PROJECT NO.
20140149CONTROL
0002REV.
0FIGURE
1

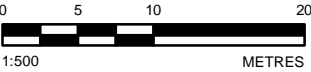
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: 25mm



LEGEND
 APPROXIMATE BOREHOLE/MONITORING WELL LOCATION
 ROADWAY
 APPROXIMATE SITE BOUNDARY

NOTE(S)
1. ALL LOCATIONS ARE APPROXIMATE


REFERENCE(S)
1. LAND INFORMATION ONTARIO (LIO) DATA PRODUCED BY GOLDER ASSOCIATES LTD. UNDER LICENCE FROM ONTARIO MINISTRY OF NATURAL RESOURCES, © QUEENS PRINTER 2014
2. PROJECTION: TRANSVERSE MERCATOR, DATUM: NAD 83, COORDINATE SYSTEM: MTM ZONE 9, VERTICAL DATUM: CGVD28


0 5 10 20
1:500 METRES

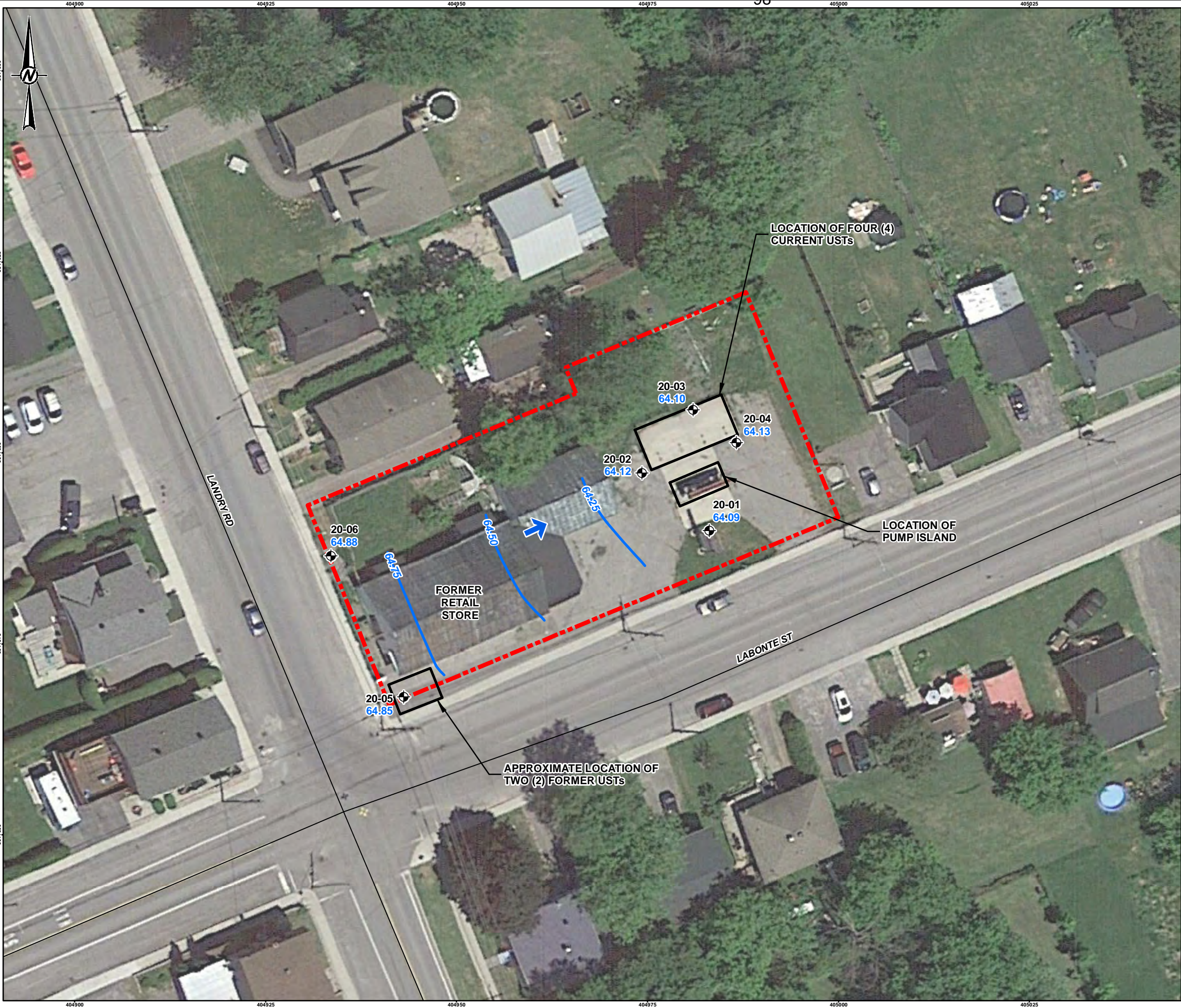
CLIENT
CITY OF CLARENCE-ROCKLAND

PROJECT
PHASE II ENVIRONMENTAL SITE ASSESSMENT
1695 LANDRY STREET, CLARENCE CREEK, ONTARIO

TITLE
SITE PLAN

CONSULTANT	YYYY-MM-DD	2020-06-30
	DESIGNED	---
	PREPARED	JEM
	REVIEWED	JD
	APPROVED	EDW

PROJECT NO. 20140150	CONTROL 0002	REV. 0	FIGURE 2
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LEGEND

- APPROXIMATE BOREHOLE/MONITORING WELL LOCATION
- ROADWAY
- APPROXIMATE SITE BOUNDARY
- 9999 GROUNDWATER ELEVATIONS, mASL (MAY 4, 2020)
- GROUNDWATER ELEVATION CONTOUR, mASL
- INTERPRETED GROUNDWATER FLOW DIRECTION

NOTE(S)

1. ALL LOCATIONS ARE APPROXIMATE

REFERENCE(S)

1. LAND INFORMATION ONTARIO (LIO) DATA PRODUCED BY GOLDER ASSOCIATES LTD. UNDER LICENCE FROM ONTARIO MINISTRY OF NATURAL RESOURCES, © QUEENS PRINTER 2014
2. PROJECTION: TRANSVERSE MERCATOR, DATUM: NAD 83, COORDINATE SYSTEM: MTM ZONE 9, VERTICAL DATUM: CGVD28

1:500

CLIENT
CITY OF CLARENCE-ROCKLAND

PROJECT
PHASE II ENVIRONMENTAL SITE ASSESSMENT
1695 LANDRY STREET, CLARENCE CREEK, ONTARIO

TITLE
**GROUNDWATER ELEVATIONS AND INTERPRETED
GROUNDWATER FLOW DIRECTION**

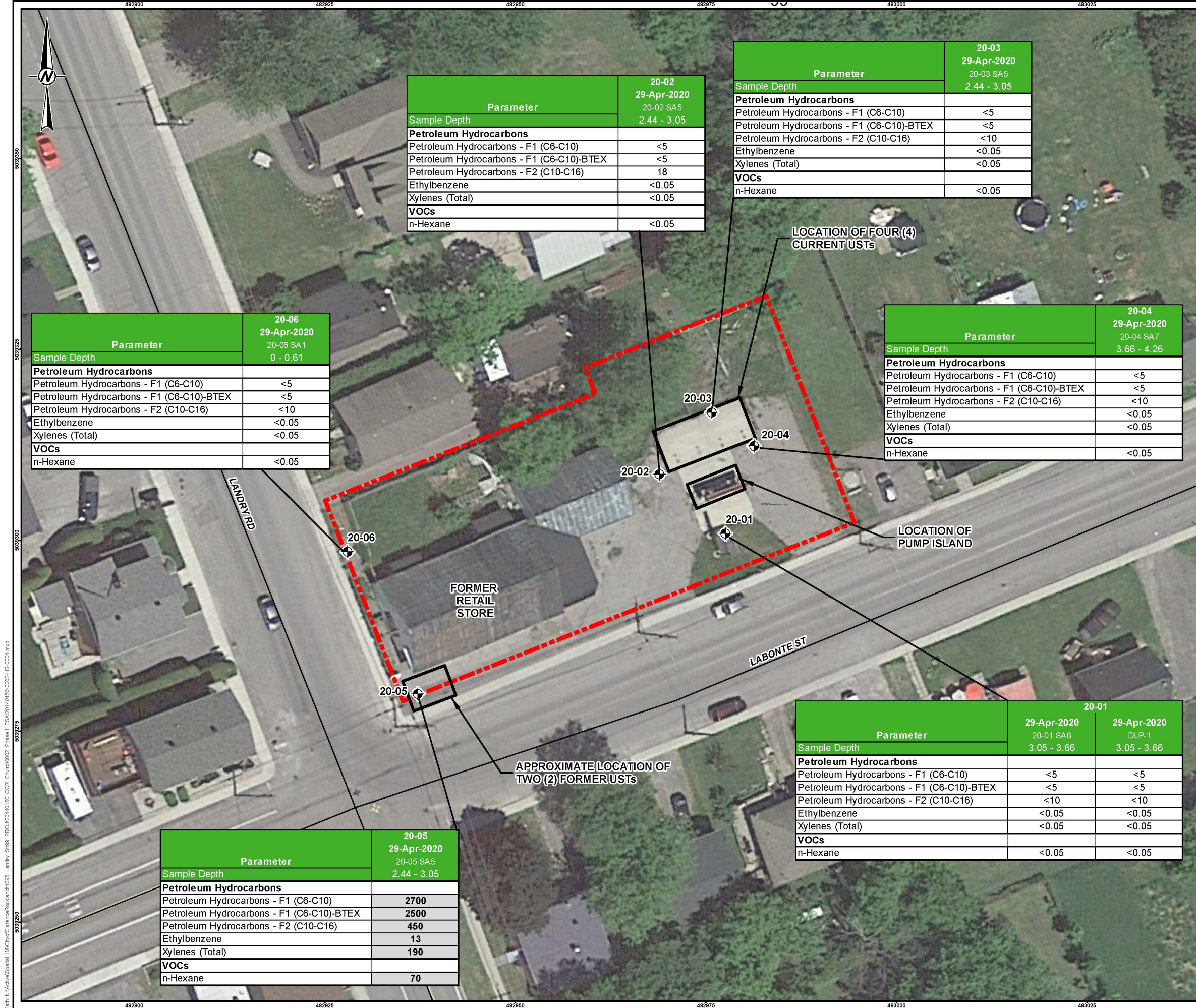
CONSULTANT	YYYY-MM-DD	2020-06-30
	DESIGNED	---
	PREPARED	JEM
	REVIEWED	JD
	APPROVED	EDW

GOLDER

PROJECT NO. 20140150	CONTROL 0002	REV. 0	FIGURE 3
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Path: N:\data\Spatial_Maps\CityOfClarenceRockland\1695_Landry_Site_PhaseII_ESA\20140150-0002-1S-0003.mxd

IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: 28mm



LEGEND

APPROXIMATE BOREHOLE/MONITORING WELL LOCATION

ROADWAY

APPROXIMATE SITE BOUNDARY

NOTE(S)

1. < INDICATES PARAMETER NOT DETECTED ABOVE LABORATORY METHOD DETECTION LIMIT.

2. > INDICATES PARAMETER DETECTED ABOVE EQUIPMENT ANALYTICAL RANGE.

3. -- INDICATES CHEMICAL NOT ANALYZED OR CRITERIA NOT DEFINED.

4. BOLD AND SHADED INDICATES PARAMETER IS GREATER THAN REG153 (11) T3-I/C/C SOIL COARSE

5. ⁽¹⁾O. REG 153 (2011) GENERIC SITE CONDITION STANDARDS FOR USE IN A NON-POTABLE GROUNDWATER CONDITION DESCRIBED IN TABLE 3 OF THE 2011 SOIL, GROUNDWATER AND SEDIMENT STANDARDS FOR COARSE TEXTURED SOIL AND INDUSTRIAL/COMMERCIAL/COMMUNITY PROPERTY USE

REFERENCE(S)

1. LAND INFORMATION ONTARIO (LIO) DATA PRODUCED BY GOLDER ASSOCIATES LTD. UNDER LICENCE FROM ONTARIO MINISTRY OF NATURAL RESOURCES, © QUEENS PRINTER 2014

2. PROJECTION: TRANSVERSE MERCATOR, DATUM: NAD 83, COORDINATE SYSTEM: MTM ZONE 9, VERTICAL DATUM: CGVD28

Parameter	Unit	REG153 (11) T3-I/C/C SOIL COARSE
Sample Depth	m	
Petroleum Hydrocarbons		
Ethylbenzene	ug/g	1.1
Petroleum Hydrocarbons - F1 (C6-C10)	ug/g	55
Petroleum Hydrocarbons - F1 (C6-C10)-BTEX	ug/g	55
Petroleum Hydrocarbons - F2 (C10-C16)	ug/g	230
Xylenes (Total)	ug/g	26
VOCs		
n-Hexane	ug/g	46

All concentrations in ug/g

Bold and highlighted indicates exceedance of REG 153 (11) T3 - I/C/C SOIL

0 5 10 20

1:500 METRES

CLIENT

CITY OF CLARENCE-ROCKLAND

PROJECT

PHASE II ENVIRONMENTAL SITE ASSESSMENT

1695 LANDRY STREET, CLARENCE CREEK, ONTARIO

TITLE

SOIL EXCEEDANCES

CONSULTANT

YYYY-MM-DD 2020-06-30

DESIGNED ----

PREPARED JEM

REVIEWED JD

APPROVED EDW

GOLDER

PROJECT NO. 20140150

CONTROL 0002

REV. 0

FIGURE 4

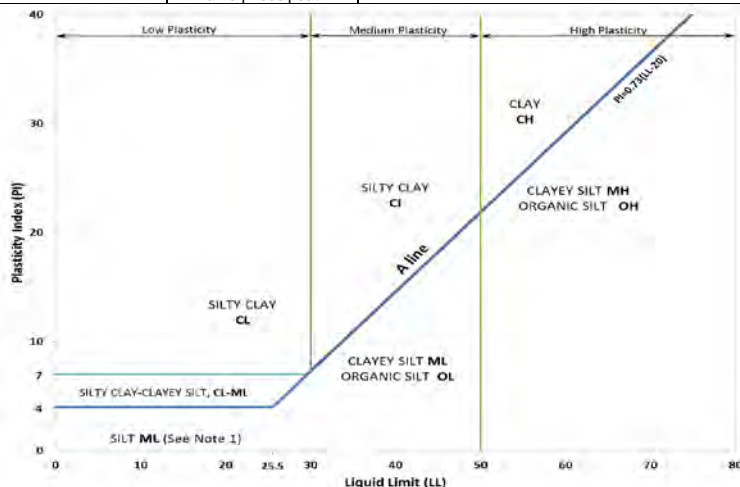
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: 25mm

APPENDIX A**Record of Borehole Sheets**

102
METHOD OF SOIL CLASSIFICATION

The Golder Associates Ltd. Soil Classification System is based on the Unified Soil Classification System (USCS)

Organic or Inorganic	Soil Group	Type of Soil		Gradation or Plasticity	$Cu = \frac{D_{60}}{D_{10}}$		$Cc = \frac{(D_{30})^2}{D_{10} \times D_{60}}$			Organic Content	USCS Group Symbol	Group Name	
INORGANIC (Organic Content ≤30% by mass)	COARSE-GRAINED SOILS (>50% by mass is larger than 0.075 mm)	GRAVELS (>50% by mass of coarse fraction is larger than 4.75 mm)	Gravels with ≤12% fines (by mass)	Poorly Graded	<4		≤1 or ≥3			≤30%	GP	GRAVEL	
				Well Graded	≥4		1 to 3				GW	GRAVEL	
			Gravels with >12% fines (by mass)	Below A Line	n/a						GM	SILTY GRAVEL	
				Above A Line	n/a						GC	CLAYEY GRAVEL	
		SANDS (≥50% by mass of coarse fraction is smaller than 4.75 mm)	Sands with ≤12% fines (by mass)	Poorly Graded	<6		≤1 or ≥3				SP	SAND	
				Well Graded	≥6		1 to 3				SW	SAND	
			Sands with >12% fines (by mass)	Below A Line	n/a						SM	SILTY SAND	
				Above A Line	n/a						SC	CLAYEY SAND	
Organic or Inorganic	Soil Group	Type of Soil		Laboratory Tests	Field Indicators					Organic Content	USCS Group Symbol	Primary Name	
					Dilatancy	Dry Strength	Shine Test	Thread Diameter	Toughness (of 3 mm thread)				
INORGANIC (Organic Content ≤30% by mass)	FINE-GRAINED SOILS (≥50% by mass is smaller than 0.075 mm)	SILTS (Non-Plastic or PI and LL plot below A-Line on Plasticity Chart below)	Liquid Limit <50	Rapid	None	None	>6 mm	N/A (can't roll 3 mm thread)	<5%	ML	SILT		
				Slow	None to Low	Dull	3mm to 6 mm	None to low	<5%	ML	CLAYEY SILT		
			Liquid Limit ≥50	Slow to very slow	Low to medium	Dull to slight	3mm to 6 mm	Low	5% to 30%	OL	ORGANIC SILT		
				Slow to very slow	Low to medium	Slight	3mm to 6 mm	Low to medium	<5%	MH	CLAYEY SILT		
		CLAYS (PI and LL plot above A-Line on Plasticity Chart below)	Liquid Limit <30	None	Low to medium	Slight to shiny	~ 3 mm	Low to medium	0% to 30%	CL	SILTY CLAY		
			Liquid Limit 30 to 50	None	Medium to high	Slight to shiny	1 mm to 3 mm	Medium	(see Note 2)	CI	SILTY CLAY		
			Liquid Limit ≥50	None	High	Shiny	<1 mm	High		CH	CLAY		
			HIGHLY ORGANIC SOILS (Organic Content >30% by mass)		Peat and mineral soil mixtures							30% to 75%	PT
Predominantly peat, may contain some mineral soil, fibrous or amorphous peat							75% to 100%	PEAT					



Note 1 – Fine grained materials with PI and LL that plot in this area are named (ML) SILT with slight plasticity. Fine-grained materials which are non-plastic (i.e. a PL cannot be measured) are named SILT.

Note 2 – For soils with <5% organic content, include the descriptor “trace organics” for soils with between 5% and 30% organic content include the prefix “organic” before the Primary name.

Dual Symbol — A dual symbol is two symbols separated by a hyphen, for example, GP-GM, SW-SC and CL-ML.

For non-cohesive soils, the dual symbols must be used when the soil has between 5% and 12% fines (i.e. to identify transitional material between “clean” and “dirty” sand or gravel.

For cohesive soils, the dual symbol must be used when the liquid limit and plasticity index values plot in the CL-ML area of the plasticity chart (see Plasticity Chart at left).

Borderline Symbol — A borderline symbol is two symbols separated by a slash, for example, CL/CI, GM/SM, CL/ML.

A borderline symbol should be used to indicate that the soil has been identified as having properties that are on the transition between similar materials. In addition, a borderline symbol may be used to indicate a range of similar soil types within a stratum.

ABBREVIATIONS AND TERMS USED ON RECORDS OF BOREHOLES AND TEST PITS

PARTICLE SIZES OF CONSTITUENTS

Soil Constituent	Particle Size Description	Millimetres	Inches (US Std. Sieve Size)
BOULDERS	Not Applicable	>300	>12
COBBLES	Not Applicable	75 to 300	3 to 12
GRAVEL	Coarse Fine	19 to 75 4.75 to 19	0.75 to 3 (4) to 0.75
SAND	Coarse Medium Fine	2.00 to 4.75 0.425 to 2.00 0.075 to 0.425	(10) to (4) (40) to (10) (200) to (40)
SILT/CLAY	Classified by plasticity	<0.075	< (200)

MODIFIERS FOR SECONDARY AND MINOR CONSTITUENTS

Percentage by Mass	Modifier
>35	Use 'and' to combine major constituents (i.e., SAND and GRAVEL)
> 12 to 35	Primary soil name prefixed with "gravelly, sandy, SILTY, CLAYEY" as applicable
> 5 to 12	some
≤ 5	trace

PENETRATION RESISTANCE

Standard Penetration Resistance (SPT), N:

The number of blows by a 63.5 kg (140 lb) hammer dropped 760 mm (30 in.) required to drive a 50 mm (2 in.) split-spoon sampler for a distance of 300 mm (12 in.). Values reported are as recorded in the field and are uncorrected.

Cone Penetration Test (CPT)

An electronic cone penetrometer with a 60° conical tip and a project end area of 10 cm² pushed through ground at a penetration rate of 2 cm/s. Measurements of tip resistance (q_t), porewater pressure (u) and sleeve frictions are recorded electronically at 25 mm penetration intervals.

Dynamic Cone Penetration Resistance (DCPT); N_d :

The number of blows by a 63.5 kg (140 lb) hammer dropped 760 mm (30 in.) to drive uncased a 50 mm (2 in.) diameter, 60° cone attached to "A" size drill rods for a distance of 300 mm (12 in.).

PH: Sampler advanced by hydraulic pressure

PM: Sampler advanced by manual pressure

WH: Sampler advanced by static weight of hammer

WR: Sampler advanced by weight of sampler and rod

SAMPLES

AS	Auger sample
BS	Block sample
CS	Chunk sample
DD	Diamond Drilling
DO or DP	Seamless open ended, driven or pushed tube sampler – note size
DS	Denison type sample
GS	Grab Sample
MC	Modified California Samples
MS	Modified Shelby (for frozen soil)
RC	Rock core
SC	Soil core
SS	Split spoon sampler – note size
ST	Slotted tube
TO	Thin-walled, open – note size (Shelby tube)
TP	Thin-walled, piston – note size (Shelby tube)
WS	Wash sample

SOIL TESTS

w	water content
PL, w_p	plastic limit
LL, w_L	liquid limit
C	consolidation (oedometer) test
CHEM	chemical analysis (refer to text)
CID	consolidated isotropically drained triaxial test ¹
CIU	consolidated isotropically undrained triaxial test with porewater pressure measurement ¹
D_R	relative density (specific gravity, G_s)
DS	direct shear test
GS	specific gravity
M	sieve analysis for particle size
MH	combined sieve and hydrometer (H) analysis
MPC	Modified Proctor compaction test
SPC	Standard Proctor compaction test
OC	organic content test
SO ₄	concentration of water-soluble sulphates
UC	unconfined compression test
UU	unconsolidated undrained triaxial test
V (FV)	field vane (LV-laboratory vane test)
γ	unit weight

1. Tests anisotropically consolidated prior to shear are shown as CAD, CAU.

NON-COHESIVE (COHESIONLESS) SOILS

Compactness²

Term	SPT 'N' (blows/0.3m) ¹
Very Loose	0 to 4
Loose	4 to 10
Compact	10 to 30
Dense	30 to 50
Very Dense	>50

- SPT 'N' in accordance with ASTM D1586, uncorrected for the effects of overburden pressure.
- Definition of compactness terms are based on SPT 'N' ranges as provided in Terzaghi, Peck and Mesri (1996). Many factors affect the recorded SPT 'N' value, including hammer efficiency (which may be greater than 60% in automatic trip hammers), overburden pressure, groundwater conditions, and grain size. As such, the recorded SPT 'N' value(s) should be considered only an approximate guide to the soil compactness. These factors need to be considered when evaluating the results, and the stated compactness terms should not be relied upon for design or construction.

Field Moisture Condition

Term	Description
Dry	Soil flows freely through fingers.
Moist	Soils are darker than in the dry condition and may feel cool.
Wet	As moist, but with free water forming on hands when handled.

COHESIVE SOILS

Consistency

Term	Undrained Shear Strength (kPa)	SPT 'N' ^{1,2} (blows/0.3m)
Very Soft	<12	0 to 2
Soft	12 to 25	2 to 4
Firm	25 to 50	4 to 8
Stiff	50 to 100	8 to 15
Very Stiff	100 to 200	15 to 30
Hard	>200	>30

- SPT 'N' in accordance with ASTM D1586, uncorrected for overburden pressure effects; approximate only.
- SPT 'N' values should be considered ONLY an approximate guide to consistency; for sensitive clays (e.g., Champlain Sea clays), the N-value approximation for consistency terms does NOT apply. Rely on direct measurement of undrained shear strength or other manual observations.

Water Content

Term	Description
$w < PL$	Material is estimated to be drier than the Plastic Limit.
$w \sim PL$	Material is estimated to be close to the Plastic Limit.
$w > PL$	Material is estimated to be wetter than the Plastic Limit.

LIST OF SYMBOLS

Unless otherwise stated, the symbols employed in the report are as follows:

I. GENERAL

π	3.1416
$\ln x$	natural logarithm of x
\log_{10}	x or log x, logarithm of x to base 10
g	acceleration due to gravity
t	time

II. STRESS AND STRAIN

γ	shear strain
Δ	change in, e.g. in stress: $\Delta \sigma$
ε	linear strain
ε_v	volumetric strain
η	coefficient of viscosity
ν	Poisson's ratio
σ	total stress
σ'	effective stress ($\sigma' = \sigma - u$)
σ'_{vo}	initial effective overburden stress
$\sigma_1, \sigma_2, \sigma_3$	principal stress (major, intermediate, minor)
σ_{oct}	mean stress or octahedral stress $= (\sigma_1 + \sigma_2 + \sigma_3)/3$
τ	shear stress
u	porewater pressure
E	modulus of deformation
G	shear modulus of deformation
K	bulk modulus of compressibility

III. SOIL PROPERTIES**(a) Index Properties**

$\rho(\gamma)$	bulk density (bulk unit weight)*
$\rho_d(\gamma_d)$	dry density (dry unit weight)
$\rho_w(\gamma_w)$	density (unit weight) of water
$\rho_s(\gamma_s)$	density (unit weight) of solid particles
γ'	unit weight of submerged soil ($\gamma' = \gamma - \gamma_w$)
D_R	relative density (specific gravity) of solid particles ($D_R = \rho_s / \rho_w$) (formerly G_s)
e	void ratio
n	porosity
S	degree of saturation

* Density symbol is ρ . Unit weight symbol is γ where $\gamma = \rho g$ (i.e. mass density multiplied by acceleration due to gravity)

(a) Index Properties (continued)

w	water content
w_l or LL	liquid limit
w_p or PL	plastic limit
I_p or PI	plasticity index = $(w_l - w_p)$
NP	non-plastic
w_s	shrinkage limit
I_L	liquidity index = $(w - w_p) / I_p$
I_C	consistency index = $(w_l - w) / I_p$
e_{max}	void ratio in loosest state
e_{min}	void ratio in densest state
I_D	density index = $(e_{max} - e) / (e_{max} - e_{min})$ (formerly relative density)

(b) Hydraulic Properties

h	hydraulic head or potential
q	rate of flow
v	velocity of flow
i	hydraulic gradient
k	hydraulic conductivity (coefficient of permeability)
j	seepage force per unit volume

(c) Consolidation (one-dimensional)

C_c	compression index (normally consolidated range)
C_r	recompression index (over-consolidated range)
C_s	swelling index
C_α	secondary compression index
m_v	coefficient of volume change
C_v	coefficient of consolidation (vertical direction)
C_h	coefficient of consolidation (horizontal direction)
T_v	time factor (vertical direction)
U	degree of consolidation
σ'_p	pre-consolidation stress
OCR	over-consolidation ratio = σ'_p / σ'_{vo}

(d) Shear Strength

τ_p, τ_r	peak and residual shear strength
ϕ'	effective angle of internal friction
δ	angle of interface friction
μ	coefficient of friction = $\tan \delta$
c'	effective cohesion
c_u, s_u	undrained shear strength ($\phi = 0$ analysis)
p	mean total stress $(\sigma_1 + \sigma_3)/2$
p'	mean effective stress $(\sigma'_1 + \sigma'_3)/2$
q	$(\sigma_1 - \sigma_3)/2$ or $(\sigma'_1 - \sigma'_3)/2$
q_u	compressive strength $(\sigma_1 - \sigma_3)$
S_t	sensitivity

Notes: 1
2

$$\tau = c' + \sigma' \tan \phi'$$

$$\text{shear strength} = (\text{compressive strength})/2$$

PROJECT: 20140150

RECORD OF BOREHOLE: 20-01

SHEET 1 OF 1

LOCATION: N 5039300.9 ;E 482977.5

BORING DATE: April 29, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE			SAMPLES			HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕ <i>ND = Not Detected</i>				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □ <i>ND = Not Detected</i>				WATER CONTENT PERCENT					
								200 400 600 800				10 ⁻⁶ 10 ⁻⁵ 10 ⁻⁴ 10 ⁻³ Wp ———— W ———— WI					
0	Geoprobe Direct Push	GROUND SURFACE		65.95												<div>Flush Mount Casing</div> <div>Bentonite Seal</div> <div>Silica Sand</div> <div>32 mm Diam. PVC #10 Slot Screen</div> <div>WL in Screen at Elev. 64.09 m on May 4, 2020</div>	
		TOPSOIL		0.00													
		(SM) SILTY SAND; brown; moist to wet		0.15	1	SS	-	□	⊕								
1					2	SS	-										
2					3	SS	-	□	⊕								
					4	SS	-										
					5	SS	-	□	⊕								
3		(CH) CLAY; brown; moist		62.90 3.05	6	SS	-	□	⊕								
		End of Borehole		62.29 3.66													
4																	
5																	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

RECORD OF BOREHOLE: 20-02

PROJECT: 20140150

SHEET 1 OF 1

LOCATION: N 5039308.7 ;E 482968.9

BORING DATE: April 29, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

[illegible]

MIS-BHS 001 20140150.GPJ GAL-MIS.GDT 7/8/20 JEM

DEPTH SCALE



GOLDER

LOGGED: ALB

1 : 50

CHECKED: JD

PROJECT: 20140150

RECORD OF BOREHOLE: 20-03

SHEET 1 OF 1

LOCATION: N 5039316.8 ;E 482975.7

BORING DATE: April 29, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE		SAMPLES		HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION		
		DESCRIPTION	STRATA PLOT	ELEV.	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □				WATER CONTENT PERCENT					
				DEPTH (m)				ND = Not Detected 200 400 600 800				Wp ———— W ———— WI 20 40 60 80					
0	Geoprobe Direct Push	GROUND SURFACE		65.68 0.00											Flush Mount Casing Bentonite Seal Silica Sand 32 mm Diam. PVC #10 Slot Screen WL in Screen at Elev. 64.10 m on May 4, 2020		
		(SM/GP) SAND and GRAVEL; moist			1	SS	-	⊕ ND									
1		(SM) SILTY SAND; brown; moist to wet		65.07 0.61	2	SS	-										
2					3	SS	-	⊕ ND									
					4	SS	-										
3			(CH) CLAY; brown; moist		63.24 2.44	5	SS	-	⊕								
					6	SS	-	⊕ ND									
4		End of Borehole		62.02 3.66													
5																	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

MIS-BHS 001 20140150.GPJ GAL-MIS.GDT 7/8/20 JEM

PROJECT: 20140150

RECORD OF BOREHOLE: 20-04

SHEET 1 OF 1

LOCATION: N 5039312.4 ;E 482981.3

BORING DATE: April 29, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE		SAMPLES		HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕ <i>ND = Not Detected</i> 200 400 600 800				HYDRAULIC CONDUCTIVITY, k, cm/s 10 ⁻⁶ 10 ⁻⁵ 10 ⁻⁴ 10 ⁻³				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION		
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □ <i>ND = Not Detected</i> 200 400 600 800				WATER CONTENT PERCENT Wp — W — Wi					
0	Geoprobe Direct Push	GROUND SURFACE		65.74													
		ASPHALTIC CONCRETE		0.05											Flush Mount Casing		
		FILL - (GP) GRAVEL; grey (PAVEMENT STRUCTURE); moist			1	SS	-	□ ⊕ ND									
		(SM) SILTY SAND; brown; moist to wet		65.13 0.61												Bentonite Seal	
1					2	SS	-										
					3	SS	-	□ ⊕								Silica Sand	
2					4	SS	-										
					5	SS	-	⊕								32 mm Diam. PVC #10 Slot Screen	
3		(CH) CLAY; brown; wet to moist		62.69 3.05													
				6	SS	-	⊕										
		(CH) CLAY; grey; moist		62.08 3.66													
4					7	SS	-	□ ⊕									
				8	SS	-	⊕										
5		End of Borehole		60.86 4.88												WL in Screen at Elev. 64.13 m on May 4, 2020	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

PROJECT: 20140150

RECORD OF BOREHOLE: 20-05

SHEET 1 OF 1

LOCATION: N 5039279.9 ;E 482937.2

BORING DATE: April 29, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE		SAMPLES		HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION		
		DESCRIPTION	STRATA PLOT	ELEV.	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □				WATER CONTENT PERCENT					
				DEPTH (m)				ND = Not Detected 200 400 600 800				Wp — W — WI 20 40 60 80					
0	Geoprobe Direct Push	GROUND SURFACE		66.65													
		ASPHALTIC CONCRETE		0.05													
		FILL - (GP) GRAVEL; grey (PAVEMENT STRUCTURE); moist		66.35	1	SS	-	□	⊕							Flush Mount Casing	
		(SM) SILTY SAND; brown; moist		0.30													
1						2	SS	-	□	⊕						Bentonite Seal	
						3	SS	-	⊕							Silica Sand	
2		(SM) SILTY SAND; dark brown, hydrocarbon odour at 2.44 m depth; moist		64.82													
				1.83	4	SS	-	□	⊕								
		(SM) SILTY SAND with gravel; brown; wet		64.21													
					5	SS	-	□		⊕					32 mm Diam. PVC #10 Slot Screen		
3					6	SS	-	□	⊕								
		End of Borehole Refusal		63.30													
				3.35													
4																	
5																	
6																	
7																	
8																	
9																	
10																	

WL in Screen at
Elev. 64.85 m on
May 4, 2020

WL in Screen at
Elev. 64.85 m on
May 4, 2020

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

MIS-BHS 001 20140150.GPJ GAL-MIS.GDT 7/8/20 JEM

RECORD OF BOREHOLE: 20-06

PROJECT: 20140150

SHEET 1 OF 1

LOCATION: N 5039298.5 ;E 482928.0

BORING DATE: April 29, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

[illegible]

MIS-BHS 001 20140150.GPJ GAL-MIS.GDT 7/8/20 JEM

DEPTH SCALE



GOLDER

LOGGED: ALB

1 : 50

CHECKED: JD

APPENDIX B

Certificates of Analysis



5835 COOPERS AVENUE
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CANADA L4Z 1Y2
TEL (905)712-5100
FAX (905)712-5122
<http://www.agatlabs.com>

CLIENT NAME: GOLDER ASSOCIATES LTD
1931 ROBERTSON ROAD
OTTAWA, ON K2H5B7
(613) 592-9600

ATTENTION TO: James Doyle

PROJECT: 20140150

AGAT WORK ORDER: 20Z598296

TRACE ORGANICS REVIEWED BY: Neli Popnikolova, Senior Chemist

DATE REPORTED: May 11, 2020

PAGES (INCLUDING COVER): 10

VERSION*: 1

Should you require any information regarding this analysis please contact your client services representative at (905) 712-5100

*Notes

Disclaimer:

- All work conducted herein has been done using accepted standard protocols, and generally accepted practices and methods. AGAT test methods may incorporate modifications from the specified reference methods to improve performance.
- All samples will be disposed of within 30 days following analysis, unless expressly agreed otherwise in writing. Please contact your Client Project Manager if you require additional sample storage time.
- AGAT's liability in connection with any delay, performance or non-performance of these services is only to the Client and does not extend to any other third party. Unless expressly agreed otherwise in writing, AGAT's liability is limited to the actual cost of the specific analysis or analyses included in the services.
- This Certificate shall not be reproduced except in full, without the written approval of the laboratory.
- The test results reported herewith relate only to the samples as received by the laboratory.
- Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, warranties of merchantability, fitness for a particular purpose, or non-infringement. AGAT assumes no responsibility for any errors or omissions in the guidelines contained in this document.
- All reportable information as specified by ISO/IEC 17025:2017 is available from AGAT Laboratories upon request.



Certificate of Analysis

AGAT WORK ORDER: 20Z598296

PROJECT: 20140150

5835 COOPERS AVENUE
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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE: 1695 Landry St.

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-11

		SAMPLE DESCRIPTION:		20-01 SA6	DUP-1	20-02 SA5	20-03 SA5	20-04 SA7	20-05 SA5	20-06 SA1
		SAMPLE TYPE:		Soil	Soil	Soil	Soil	Soil	Soil	Soil
		DATE SAMPLED:		2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24
Parameter	Unit	G / S	RDL	1107271	1107277	1107278	1107279	1107280	1107281	1107282
F1 (C6 to C10)	µg/g	55	5	<5	<5	<5	<5	<5	2700	<5
F1 (C6 to C10) minus BTEX	µg/g	55	5	<5	<5	<5	<5	<5	2500	<5
F2 (C10 to C16)	µg/g	230	10	<10	<10	18	<10	<10	450	<10
F3 (C16 to C34)	µg/g	1700	50	<50	<50	<50	<50	<50	<50	<50
F4 (C34 to C50)	µg/g	3300	50	<50	<50	<50	<50	<50	<50	<50
Gravimetric Heavy Hydrocarbons	µg/g	3300	50	NA	NA	NA	NA	NA	NA	NA
Moisture Content	%		0.1	35.6	36.5	30.5	24.3	39.6	10.9	11.1
Surrogate	Unit	Acceptable Limits								
Terphenyl	%	60-140		98	61	60	90	83	96	77

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition - Soil - Industrial/Commercial/Community Property Use - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1107271-1107282 Results are based on sample dry weight.
The C6-C10 fraction is calculated using toluene response factor.
C6-C10 (F1 minus BTEX) is a calculated parameter. The calculated value is F1 minus BTEX.
The C10 - C16, C16 - C34, and C34 - C50 fractions are calculated using the average response factor for n-C10, n-C16, and n-C34.
Gravimetric Heavy Hydrocarbons are not included in the Total C16-C50 and are only determined if the chromatogram of the C34 - C50 hydrocarbons indicates that hydrocarbons >C50 are present.
The chromatogram has returned to baseline by the retention time of nC50.
Total C6 - C50 results are corrected for BTEX contribution.
This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.
nC6 and nC10 response factors are within 30% of Toluene response factor.
nC10, nC16 and nC34 response factors are within 10% of their average.
C50 response factor is within 70% of nC10 + nC16 + nC34 average.
Linearity is within 15%.
Extraction and holding times were met for this sample.
Fractions 1-4 are quantified without the contribution of PAHs. Under Ontario Regulation 153, results are considered valid without determining the PAH contribution if not requested by the client.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z598296

PROJECT: 20140150

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CLIENT NAME: GOLDER ASSOCIATES LTD

SAMPLING SITE: 1695 Landry St.

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - VOCs (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-11

		SAMPLE DESCRIPTION:		20-01 SA6	DUP-1	20-02 SA5	20-03 SA5	20-04 SA7	20-05 SA5	20-06 SA1
		SAMPLE TYPE:		Soil	Soil	Soil	Soil	Soil	Soil	Soil
		DATE SAMPLED:		2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24
Parameter	Unit	G / S	RDL	1107271	1107277	1107278	1107279	1107280	1107281	1107282
Dichlorodifluoromethane	µg/g	16	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Vinyl Chloride	ug/g	0.032	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Bromomethane	ug/g	0.05	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Trichlorofluoromethane	ug/g	4	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Acetone	ug/g	16	0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
1,1-Dichloroethylene	ug/g	0.064	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methylene Chloride	ug/g	1.6	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Trans- 1,2-Dichloroethylene	ug/g	1.3	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methyl tert-butyl Ether	ug/g	1.6	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1-Dichloroethane	ug/g	0.47	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Methyl Ethyl Ketone	ug/g	70	0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Cis- 1,2-Dichloroethylene	ug/g	1.9	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Chloroform	ug/g	0.47	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,2-Dichloroethane	ug/g	0.05	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
1,1,1-Trichloroethane	ug/g	6.1	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Carbon Tetrachloride	ug/g	0.21	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Benzene	ug/g	0.32	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	0.25	<0.02
1,2-Dichloropropane	ug/g	0.16	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Trichloroethylene	ug/g	0.55	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Bromodichloromethane	ug/g	1.5	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methyl Isobutyl Ketone	ug/g	31	0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
1,1,2-Trichloroethane	ug/g	0.05	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Toluene	ug/g	6.4	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	3.6	<0.05
Dibromochloromethane	ug/g	2.3	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Ethylene Dibromide	ug/g	0.05	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Tetrachloroethylene	ug/g	1.9	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	0.11	<0.05
1,1,1,2-Tetrachloroethane	ug/g	0.087	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Chlorobenzene	ug/g	2.4	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Ethylbenzene	ug/g	1.1	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	13	<0.05
m & p-Xylene	ug/g		0.05	<0.05	<0.05	<0.05	<0.05	<0.05	150	<0.05

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z598296

PROJECT: 20140150

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE: 1695 Landry St.

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - VOCs (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-11

		SAMPLE DESCRIPTION:		20-01 SA6	DUP-1	20-02 SA5	20-03 SA5	20-04 SA7	20-05 SA5	20-06 SA1
		SAMPLE TYPE:		Soil	Soil	Soil	Soil	Soil	Soil	Soil
		DATE SAMPLED:		2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24	2020-04-24
Parameter	Unit	G / S	RDL	1107271	1107277	1107278	1107279	1107280	1107281	1107282
Bromoform	ug/g	0.61	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Styrene	ug/g	34	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,2,2-Tetrachloroethane	ug/g	0.05	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
o-Xylene	ug/g		0.05	<0.05	<0.05	<0.05	<0.05	<0.05	43	<0.05
1,3-Dichlorobenzene	ug/g	9.6	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,4-Dichlorobenzene	ug/g	0.2	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,2-Dichlorobenzene	ug/g	1.2	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Xylenes (Total)	ug/g	26	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	190	<0.05
1,3-Dichloropropene (Cis + Trans)	µg/g	0.059	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
n-Hexane	µg/g	46	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	70	<0.05
Surrogate	Unit	Acceptable Limits								
Toluene-d8	% Recovery	50-140		96	97	98	95	95	97	99
4-Bromofluorobenzene	% Recovery	50-140		85	87	88	90	85	99	83

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition - Soil -

Industrial/Commercial/Community Property Use - Coarse Textured Soils

Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1107271-1107282 The sample was analyzed using the high level technique. The sample was extracted using methanol, a small amount of the methanol extract was diluted in water and the purge & trap GC/MS analysis was performed. Results are based on the dry weight of the soil.

Xylenes total is a calculated parameter. The calculated value is the sum of m&p-Xylene + o-Xylene.

1,3-Dichloropropene total is a calculated parameter. The calculated value is the sum of Cis-1,3-Dichloropropene and Trans-1,3-Dichloropropene.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:

N Popmukolof



Guideline Violation

AGAT WORK ORDER: 20Z598296

PROJECT: 20140150

5835 COOPERS AVENUE
MISSISSAUGA, ONTARIO
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<http://www.agatlabs.com>

CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLEID	SAMPLE TITLE	GUIDELINE	ANALYSIS PACKAGE	PARAMETER	UNIT	GUIDEVALUE	RESULT
1107281	20-05 SA5	ON T2 S ICC CT	O. Reg. 153(511) - PHCs F1 - F4 (-BTEx) (Soil)	F1 (C6 to C10)	µg/g	55	2700
1107281	20-05 SA5	ON T2 S ICC CT	O. Reg. 153(511) - PHCs F1 - F4 (-BTEx) (Soil)	F1 (C6 to C10) minus BTEx	µg/g	55	2500
1107281	20-05 SA5	ON T2 S ICC CT	O. Reg. 153(511) - PHCs F1 - F4 (-BTEx) (Soil)	F2 (C10 to C16)	µg/g	230	450
1107281	20-05 SA5	ON T2 S ICC CT	O. Reg. 153(511) - VOCs (Soil)	Ethylbenzene	ug/g	1.1	13
1107281	20-05 SA5	ON T2 S ICC CT	O. Reg. 153(511) - VOCs (Soil)	Xylenes (Total)	ug/g	26	190
1107281	20-05 SA5	ON T2 S ICC CT	O. Reg. 153(511) - VOCs (Soil)	n-Hexane	µg/g	46	70



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140150

SAMPLING SITE: 1695 Landry St.

AGAT WORK ORDER: 20Z598296

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

Trace Organics Analysis

RPT Date: May 11, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
O. Reg. 153(511) - VOCs (Soil)															
Dichlorodifluoromethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	96%	50%	140%	98%	50%	140%	90%	50%	140%
Vinyl Chloride	1107280	1107280	< 0.02	< 0.02	NA	< 0.02	106%	50%	140%	101%	50%	140%	89%	50%	140%
Bromomethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	103%	50%	140%	95%	50%	140%	108%	50%	140%
Trichlorofluoromethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	102%	50%	140%	91%	50%	140%	96%	50%	140%
Acetone	1107280	1107280	< 0.50	< 0.50	NA	< 0.50	108%	50%	140%	103%	50%	140%	103%	50%	140%
1,1-Dichloroethylene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	98%	50%	140%	108%	60%	130%	85%	50%	140%
Methylene Chloride	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	90%	50%	140%	113%	60%	130%	101%	50%	140%
Trans- 1,2-Dichloroethylene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	111%	50%	140%	106%	60%	130%	89%	50%	140%
Methyl tert-butyl Ether	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	103%	50%	140%	100%	60%	130%	98%	50%	140%
1,1-Dichloroethane	1107280	1107280	< 0.02	< 0.02	NA	< 0.02	95%	50%	140%	114%	60%	130%	86%	50%	140%
Methyl Ethyl Ketone	1107280	1107280	< 0.50	< 0.50	NA	< 0.50	95%	50%	140%	103%	50%	140%	91%	50%	140%
Cis- 1,2-Dichloroethylene	1107280	1107280	< 0.02	< 0.02	NA	< 0.02	112%	50%	140%	100%	60%	130%	104%	50%	140%
Chloroform	1107280	1107280	< 0.04	< 0.04	NA	< 0.04	111%	50%	140%	102%	60%	130%	94%	50%	140%
1,2-Dichloroethane	1107280	1107280	< 0.03	< 0.03	NA	< 0.03	106%	50%	140%	98%	60%	130%	97%	50%	140%
1,1,1-Trichloroethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	108%	50%	140%	111%	60%	130%	85%	50%	140%
Carbon Tetrachloride	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	99%	50%	140%	103%	60%	130%	84%	50%	140%
Benzene	1107280	1107280	< 0.02	< 0.02	NA	< 0.02	107%	50%	140%	110%	60%	130%	85%	50%	140%
1,2-Dichloropropane	1107280	1107280	< 0.03	< 0.03	NA	< 0.03	111%	50%	140%	104%	60%	130%	80%	50%	140%
Trichloroethylene	1107280	1107280	< 0.03	< 0.03	NA	< 0.03	107%	50%	140%	104%	60%	130%	87%	50%	140%
Bromodichloromethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	104%	50%	140%	109%	60%	130%	85%	50%	140%
Methyl Isobutyl Ketone	1107280	1107280	< 0.50	< 0.50	NA	< 0.50	91%	50%	140%	85%	50%	140%	102%	50%	140%
1,1,2-Trichloroethane	1107280	1107280	< 0.04	< 0.04	NA	< 0.04	100%	50%	140%	106%	60%	130%	108%	50%	140%
Toluene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	113%	50%	140%	101%	60%	130%	104%	50%	140%
Dibromochloromethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	107%	50%	140%	104%	60%	130%	104%	50%	140%
Ethylene Dibromide	1107280	1107280	< 0.04	< 0.04	NA	< 0.04	110%	50%	140%	100%	60%	130%	105%	50%	140%
Tetrachloroethylene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	106%	50%	140%	111%	60%	130%	100%	50%	140%
1,1,1,2-Tetrachloroethane	1107280	1107280	< 0.04	< 0.04	NA	< 0.04	110%	50%	140%	112%	60%	130%	91%	50%	140%
Chlorobenzene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	116%	50%	140%	106%	60%	130%	111%	50%	140%
Ethylbenzene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	111%	50%	140%	107%	60%	130%	101%	50%	140%
m & p-Xylene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	113%	50%	140%	107%	60%	130%	109%	50%	140%
Bromoform	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	106%	50%	140%	95%	60%	130%	104%	50%	140%
Styrene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	113%	50%	140%	107%	60%	130%	98%	50%	140%
1,1,2,2-Tetrachloroethane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	108%	50%	140%	103%	60%	130%	104%	50%	140%
o-Xylene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	105%	50%	140%	107%	60%	130%	101%	50%	140%
1,3-Dichlorobenzene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	100%	50%	140%	103%	60%	130%	99%	50%	140%
1,4-Dichlorobenzene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	91%	50%	140%	100%	60%	130%	100%	50%	140%
1,2-Dichlorobenzene	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	113%	50%	140%	106%	60%	130%	92%	50%	140%
1,3-Dichloropropene (Cis + Trans)	1107280	1107280	< 0.04	< 0.04	NA	< 0.04	96%	50%	140%	87%	60%	130%	95%	50%	140%
n-Hexane	1107280	1107280	< 0.05	< 0.05	NA	< 0.05	106%	50%	140%	95%	60%	130%	113%	50%	140%



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140150

SAMPLING SITE: 1695 Landry St.

AGAT WORK ORDER: 20Z598296

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

Trace Organics Analysis (Continued)

RPT Date: May 11, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL		METHOD BLANK SPIKE		MATRIX SPIKE	
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Soil)

F1 (C6 to C10)	1107951		< 5	< 5	NA	< 5	98%	60%	140%	111%	60%	140%	110%	60%	140%
F2 (C10 to C16)	1108831		< 10	< 10	NA	< 10	118%	60%	140%	95%	60%	140%	78%	60%	140%
F3 (C16 to C34)	1108831		< 50	< 50	NA	< 50	121%	60%	140%	92%	60%	140%	80%	60%	140%
F4 (C34 to C50)	1108831		< 50	< 50	NA	< 50	102%	60%	140%	99%	60%	140%	89%	60%	140%

Comments: When the average of the sample and duplicate results is less than 5x the RDL, the Relative Percent Difference (RPD) will be indicated as Not Applicable (NA).

Certified By:





Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140150

SAMPLING SITE: 1695 Landry St.

AGAT WORK ORDER: 20Z598296

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Trace Organics Analysis			
F1 (C6 to C10)	VOL-91-5009	modified from CCME Tier 1 Method, SW846 5035	P&T GC/FID
F1 (C6 to C10) minus BTEX	VOL-91-5009	modified from CCME Tier 1 Method, SW846 5035	P&T GC/FID
F2 (C10 to C16)	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
F3 (C16 to C34)	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
F4 (C34 to C50)	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
Gravimetric Heavy Hydrocarbons	VOL-91-5009	modified from CCME Tier 1 Method	BALANCE
Moisture Content	VOL-91-5009	modified from CCME Tier 1 Method	BALANCE
Terphenyl	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
Dichlorodifluoromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Vinyl Chloride	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Bromomethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Trichlorofluoromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Acetone	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1-Dichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methylene Chloride	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Trans- 1,2-Dichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methyl tert-butyl Ether	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1-Dichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methyl Ethyl Ketone	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Cis- 1,2-Dichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Chloroform	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,2-Dichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,1-Trichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Carbon Tetrachloride	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Benzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,2-Dichloropropane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Trichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Bromodichloromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methyl Isobutyl Ketone	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,2-Trichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS



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Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140150

SAMPLING SITE: 1695 Landry St.

AGAT WORK ORDER: 20Z598296

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Toluene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Dibromochloromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Ethylene Dibromide	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Tetrachloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,1,2-Tetrachloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Chlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Ethylbenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
m & p-Xylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Bromoform	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Styrene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,2,2-Tetrachloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
o-Xylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,3-Dichlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,4-Dichlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,2-Dichlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Xylenes (Total)	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,3-Dichloropropene (Cis + Trans)	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
n-Hexane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Toluene-d8	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
4-Bromofluorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS



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(613) 592-9600
ATTENTION TO: James Doyle
PROJECT: 20140150
AGAT WORK ORDER: 20Z600725
TRACE ORGANICS REVIEWED BY: Neli Popnikolova, Senior Chemist
DATE REPORTED: May 20, 2020
PAGES (INCLUDING COVER): 10
VERSION*: 1

Should you require any information regarding this analysis please contact your client services representative at (905) 712-5100

*Notes

Disclaimer:

- All work conducted herein has been done using accepted standard protocols, and generally accepted practices and methods. AGAT test methods may incorporate modifications from the specified reference methods to improve performance.
- All samples will be disposed of within 30 days following analysis, unless expressly agreed otherwise in writing. Please contact your Client Project Manager if you require additional sample storage time.
- AGAT's liability in connection with any delay, performance or non-performance of these services is only to the Client and does not extend to any other third party. Unless expressly agreed otherwise in writing, AGAT's liability is limited to the actual cost of the specific analysis or analyses included in the services.
- This Certificate shall not be reproduced except in full, without the written approval of the laboratory.
- The test results reported herewith relate only to the samples as received by the laboratory.
- Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, warranties of merchantability, fitness for a particular purpose, or non-infringement. AGAT assumes no responsibility for any errors or omissions in the guidelines contained in this document.
- All reportable information as specified by ISO/IEC 17025:2017 is available from AGAT Laboratories upon request.



Certificate of Analysis

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)

DATE RECEIVED: 2020-05-11

DATE REPORTED: 2020-05-20

		SAMPLE DESCRIPTION:		20-1	20-2	20-3	20-4	20-5	20-6	DUP-1
		SAMPLE TYPE:		Water	Water	Water	Water	Water	Water	Water
		DATE SAMPLED:		2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05
Parameter	Unit	G / S	RDL	1123743	1123744	1123745	1123746	1123747	1123748	1123749
F1 (C6 - C10)	µg/L	750	25	<25	<25	<25	<25	900	<25	<25
F1 (C6 to C10) minus BTEX	µg/L	750	25	<25	<25	<25	<25	600	<25	<25
F2 (C10 to C16)	µg/L	150	100	<100	<100	<100	<100	<100	<100	<100
F3 (C16 to C34)	µg/L	500	100	<100	<100	<100	<100	<100	<100	<100
F4 (C34 to C50)	µg/L	500	100	<100	<100	<100	<100	<100	<100	<100
Gravimetric Heavy Hydrocarbons	µg/L		500	NA	NA	NA	NA	NA	NA	NA
Surrogate	Unit	Acceptable Limits								
Terphenyl	%	60-140		95	77	109	86	99	74	78

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 3: Full Depth Generic Site Condition Standards in a Non-Potable Ground Water Condition - Non-Potable Ground Water - All Types of Property Uses - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1123743-1123749 The C6-C10 fraction is calculated using Toluene response factor.
C6-C10 (F1 minus BTEX) is a calculated parameter. The calculated value is F1 minus BTEX.
The C10 - C16, C16 - C34, and C34 - C50 fractions are calculated using the average response factor for n-C10, n-C16, and n-C34.
Gravimetric Heavy Hydrocarbons are not included in the Total C16 - C50 and are only determined if the chromatogram of the C34 - C50 Hydrocarbons indicated that hydrocarbons >C50 are present.
The chromatogram has returned to baseline by the retention time of n-C50.
Total C6-C50 results are corrected for BTEX contribution.
This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.
n-C6 and n-C10 response factors are within 30% of Toluene response factor.
n-C10, n-C16 and n-C34 response factors are within 10% of their average.
C50 response factor is within 70% of n-C10 + n-C16 n-C34 average.
Linearity is within 15%.
Extraction and holding times were met for this sample.
Fractions 1-4 are quantified with the contribution of PAHs. Under Ontario Regulation 153, results are considered valid without determining the PAH contribution if not requested by the client.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

O. Reg. 153(511) - VOCs (Water)

DATE RECEIVED: 2020-05-11

DATE REPORTED: 2020-05-20

SAMPLE DESCRIPTION:				20-1	20-2	20-3	20-4	20-5	20-6	DUP-1
SAMPLE TYPE:				Water	Water	Water	Water	Water	Water	Water
DATE SAMPLED:				2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05
Parameter	Unit	G / S	RDL	1123743	1123744	1123745	1123746	1123747	1123748	1123749
Dichlorodifluoromethane	µg/L	4400	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Vinyl Chloride	µg/L	0.5	0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17
Bromomethane	µg/L	5.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichlorofluoromethane	µg/L	2500	0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40
Acetone	µg/L	130000	1.0	<1.0	20	<1.0	<1.0	<1.0	<1.0	19
1,1-Dichloroethylene	µg/L	1.6	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Methylene Chloride	µg/L	610	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
trans- 1,2-Dichloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methyl tert-butyl ether	µg/L	190	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1-Dichloroethane	µg/L	320	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Methyl Ethyl Ketone	µg/L	470000	1.0	4.8	1.8	<1.0	<1.0	<1.0	<1.0	1.7
cis- 1,2-Dichloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Chloroform	µg/L	2.4	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloroethane	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1,1-Trichloroethane	µg/L	640	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Carbon Tetrachloride	µg/L	0.79	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Benzene	µg/L	44	0.20	<0.20	<0.20	<0.20	<0.20	4.2	<0.20	<0.20
1,2-Dichloropropane	µg/L	16	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Bromodichloromethane	µg/L	85000	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methyl Isobutyl Ketone	µg/L	140000	1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
1,1,2-Trichloroethane	µg/L	4.7	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Toluene	µg/L	18000	0.20	<0.20	<0.20	<0.20	<0.20	6.6	<0.20	<0.20
Dibromochloromethane	µg/L	82000	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Ethylene Dibromide	µg/L	0.25	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Tetrachloroethylene	µg/L	1.6	0.20	0.29	20	<0.20	<0.20	2.2	<0.20	20
1,1,1,2-Tetrachloroethane	µg/L	3.3	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Chlorobenzene	µg/L	630	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Ethylbenzene	µg/L	2300	0.10	<0.10	<0.10	<0.10	<0.10	19	<0.10	<0.10
m & p-Xylene	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	230	<0.20	<0.20

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

5835 COOPERS AVENUE
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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

O. Reg. 153(511) - VOCs (Water)

DATE RECEIVED: 2020-05-11

DATE REPORTED: 2020-05-20

		SAMPLE DESCRIPTION:		20-1	20-2	20-3	20-4	20-5	20-6	DUP-1
		SAMPLE TYPE:		Water	Water	Water	Water	Water	Water	Water
		DATE SAMPLED:		2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05	2020-05-05
Parameter	Unit	G / S	RDL	1123743	1123744	1123745	1123746	1123747	1123748	1123749
Bromoform	µg/L	380	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Styrene	µg/L	1300	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,2,2-Tetrachloroethane	µg/L	3.2	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
o-Xylene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	42	<0.10	<0.10
1,3-Dichlorobenzene	µg/L	9600	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,4-Dichlorobenzene	µg/L	8	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,2-Dichlorobenzene	µg/L	4600	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichloropropene	µg/L	5.2	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Xylenes (Total)	µg/L	4200	0.20	<0.20	<0.20	<0.20	<0.20	270	<0.20	<0.20
n-Hexane	µg/L	51	0.20	<0.20	<0.20	<0.20	<0.20	22	<0.20	<0.20
Surrogate	Unit	Acceptable Limits								
Toluene-d8	% Recovery	50-140		103	106	104	111	100	107	105
4-Bromofluorobenzene	% Recovery	50-140		94	100	86	92	104	96	96

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 3: Full Depth Generic Site Condition Standards in a Non-Potable Ground Water Condition - Non-Potable Ground Water - All Types of Property Uses - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1123743-1123749 Xylenes total is a calculated parameter. The calculated value is the sum of m&p-Xylene and o-Xylene.

1,3-Dichloropropene total is a calculated parameter. The calculated value is the sum of Cis-1,3-Dichloropropene and Trans-1,3-Dichloropropene.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:

N Popmukolof



Guideline Violation

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

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SAMPLEID	SAMPLE TITLE	GUIDELINE	ANALYSIS PACKAGE	PARAMETER	UNIT	GUIDEVALUE	RESULT
1123744	20-2	ON T3 NPGW CT	O. Reg. 153(511) - VOCs (Water)	Tetrachloroethylene	µg/L	1.6	20
1123747	20-5	ON T3 NPGW CT	O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)	F1 (C6 - C10)	µg/L	750	900
1123747	20-5	ON T3 NPGW CT	O. Reg. 153(511) - VOCs (Water)	Tetrachloroethylene	µg/L	1.6	2.2
1123749	DUP-1	ON T3 NPGW CT	O. Reg. 153(511) - VOCs (Water)	Tetrachloroethylene	µg/L	1.6	20



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140150

SAMPLING SITE:

AGAT WORK ORDER: 20Z600725

ATTENTION TO: James Doyle

SAMPLED BY:

Trace Organics Analysis

RPT Date: May 20, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
O. Reg. 153(511) - VOCs (Water)															
Dichlorodifluoromethane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	118%	50%	140%	80%	60%	130%	85%	50%	140%
Vinyl Chloride	1123743	1123743	< 0.17	< 0.17	NA	< 0.17	91%	50%	140%	111%	60%	130%	84%	50%	140%
Bromomethane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	111%	50%	140%	96%	60%	130%	111%	50%	140%
Trichlorofluoromethane	1123743	1123743	< 0.40	< 0.40	NA	< 0.40	81%	50%	140%	87%	60%	130%	89%	50%	140%
Acetone	1123743	1123743	< 1.0	< 1.0	NA	< 1.0	101%	50%	140%	111%	60%	130%	102%	50%	140%
1,1-Dichloroethylene	1123743	1123743	< 0.30	< 0.30	NA	< 0.30	88%	50%	140%	86%	60%	130%	104%	50%	140%
Methylene Chloride	1123743	1123743	< 0.30	< 0.30	NA	< 0.30	87%	50%	140%	104%	60%	130%	109%	50%	140%
trans- 1,2-Dichloroethylene	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	92%	50%	140%	90%	60%	130%	99%	50%	140%
Methyl tert-butyl ether	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	103%	50%	140%	105%	60%	130%	90%	50%	140%
1,1-Dichloroethane	1123743	1123743	< 0.30	< 0.30	NA	< 0.30	93%	50%	140%	112%	60%	130%	92%	50%	140%
Methyl Ethyl Ketone	1123743	1123743	4.8	<1.0	NA	< 1.0	99%	50%	140%	107%	60%	130%	90%	50%	140%
cis- 1,2-Dichloroethylene	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	88%	50%	140%	102%	60%	130%	82%	50%	140%
Chloroform	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	98%	50%	140%	106%	60%	130%	105%	50%	140%
1,2-Dichloroethane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	94%	50%	140%	107%	60%	130%	82%	50%	140%
1,1,1-Trichloroethane	1123743	1123743	< 0.30	< 0.30	NA	< 0.30	108%	50%	140%	109%	60%	130%	96%	50%	140%
Carbon Tetrachloride	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	95%	50%	140%	107%	60%	130%	115%	50%	140%
Benzene	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	91%	50%	140%	100%	60%	130%	95%	50%	140%
1,2-Dichloropropane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	87%	50%	140%	101%	60%	130%	112%	50%	140%
Trichloroethylene	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	86%	50%	140%	110%	60%	130%	101%	50%	140%
Bromodichloromethane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	96%	50%	140%	114%	60%	130%	97%	50%	140%
Methyl Isobutyl Ketone	1123743	1123743	< 1.0	< 1.0	NA	< 1.0	101%	50%	140%	85%	60%	130%	95%	50%	140%
1,1,2-Trichloroethane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	87%	50%	140%	100%	60%	130%	99%	50%	140%
Toluene	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	88%	50%	140%	91%	60%	130%	81%	50%	140%
Dibromochloromethane	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	94%	50%	140%	110%	60%	130%	114%	50%	140%
Ethylene Dibromide	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	84%	50%	140%	98%	60%	130%	98%	50%	140%
Tetrachloroethylene	1123743	1123743	0.29	0.30	NA	< 0.20	95%	50%	140%	86%	60%	130%	109%	50%	140%
1,1,1,2-Tetrachloroethane	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	113%	50%	140%	101%	60%	130%	108%	50%	140%
Chlorobenzene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	88%	50%	140%	98%	60%	130%	81%	50%	140%
Ethylbenzene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	102%	50%	140%	86%	60%	130%	103%	50%	140%
m & p-Xylene	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	109%	50%	140%	89%	60%	130%	108%	50%	140%
Bromoform	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	112%	50%	140%	101%	60%	130%	84%	50%	140%
Styrene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	85%	50%	140%	93%	60%	130%	109%	50%	140%
1,1,2,2-Tetrachloroethane	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	104%	50%	140%	99%	60%	130%	110%	50%	140%
o-Xylene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	109%	50%	140%	95%	60%	130%	98%	50%	140%
1,3-Dichlorobenzene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	106%	50%	140%	95%	60%	130%	87%	50%	140%
1,4-Dichlorobenzene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	109%	50%	140%	105%	60%	130%	92%	50%	140%
1,2-Dichlorobenzene	1123743	1123743	< 0.10	< 0.10	NA	< 0.10	104%	50%	140%	106%	60%	130%	84%	50%	140%
1,3-Dichloropropene	1123743	1123743	< 0.30	< 0.30	NA	< 0.30	105%	50%	140%	96%	60%	130%	99%	50%	140%
n-Hexane	1123743	1123743	< 0.20	< 0.20	NA	< 0.20	94%	50%	140%	97%	60%	130%	104%	50%	140%



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

Trace Organics Analysis (Continued)

RPT Date: May 20, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL		METHOD BLANK SPIKE		MATRIX SPIKE	
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)

F1 (C6 - C10)	1100111	< 25	< 25	NA	< 25	89%	60%	140%	102%	60%	140%	100%	60%	140%
F2 (C10 to C16)	1114553	< 100	< 100	NA	< 100	118%	60%	140%	107%	60%	140%	87%	60%	140%
F3 (C16 to C34)	1114553	< 100	< 100	NA	< 100	110%	60%	140%	128%	60%	140%	111%	60%	140%
F4 (C34 to C50)	1114553	< 100	< 100	NA	< 100	95%	60%	140%	96%	60%	140%	95%	60%	140%

Comments: When the average of the sample and duplicate results is less than 5x the RDL, the Relative Percent Difference (RPD) will be indicated as Not Applicable (NA).

Certified By:





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Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Trace Organics Analysis			
F1 (C6 - C10)	VOL-91- 5010	modified from MOE PHC E3421	(P&T)GC/FID
F1 (C6 to C10) minus BTEX	VOL-91-5010	modified from MOE PHC E3421	(P&T)GC/FID
F2 (C10 to C16)	VOL-91-5010	modified from MOE PHC E3421	GC / FID
F3 (C16 to C34)	VOL-91-5010	modified from MOE PHC E3421	GC / FID
F4 (C34 to C50)	VOL-91-5010	modified from MOE PHC E3421	GC / FID
Gravimetric Heavy Hydrocarbons	VOL-91-5010	modified from MOE PHC E3421	BALANCE
Terphenyl	VOL-91-5010	modified from MOE PHC E3421	GC/FID
Dichlorodifluoromethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Vinyl Chloride	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Bromomethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Trichlorofluoromethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Acetone	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,1-Dichloroethylene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Methylene Chloride	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
trans- 1,2-Dichloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Methyl tert-butyl ether	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1-Dichloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Methyl Ethyl Ketone	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
cis- 1,2-Dichloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Chloroform	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,2-Dichloroethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,1-Trichloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Carbon Tetrachloride	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Benzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,2-Dichloropropane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Trichloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Bromodichloromethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Methyl Isobutyl Ketone	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,2-Trichloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Toluene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS



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Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600725

PROJECT: 20140150

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Dibromochloromethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Ethylene Dibromide	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Tetrachloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,1,2-Tetrachloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Chlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Ethylbenzene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
m & p-Xylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Bromoform	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Styrene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,2,2-Tetrachloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
o-Xylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,3-Dichlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,4-Dichlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,2-Dichlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,3-Dichloropropene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Xylenes (Total)	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
n-Hexane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Toluene-d8	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
4-Bromofluorobenzene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS



AGAT

Laboratories

1/13/10

5835 Coopers Avenue
Mississauga, Ontario L4Z 1Y2
Ph: 905.712.5100 Fax: 905.712.5122
webearth.agatlabs.com

Chain of Custody Record

If this is a Drinking Water sample, please use Drinking Water Chain of Custody Form (potable water consumed by humans)

Report Information:

Company: Golder
Contact: James Doyle
Address: 1931 Robertson Rd.
613 592 9000 Fax: _____
Reports to be sent to: _____
1. Email: james.doyle@golder.com
2. Email: _____

Project Information:

Project: 20140150
Site Location: Laundry St.
Sampled By: ALB
AGAT Quote #: _____ PO: _____
Please note: If quotation number is not provided, client will be billed full price for analysis

Invoice Information:

Bill To Same: Yes ☐ No ☐
Company: _____
Contact: _____
Address: _____
Email: _____

Regulatory Requirements:

☐ No Regulatory Requirement

(Please check all applicable boxes)

☒ Regulation 153/04

☐ Sewer Use

☐ Regulation 558

Table 3

☒ Ind/Com

☐ Sanitary

☐ CCME

☐ Res/Park

☐ Storm

☐ Prov. Water Quality Objectives (PWQO)

☐ Agriculture

Region _____

☐ Other

Soil Texture (Check One)

Indicate One

☐ Coarse

☐ MISA

☐ Fine

Indicate One

Is this submission for a
Record of Site Condition?

☐ Yes

☒ No

Report Guideline on
Certificate of Analysis

☒ Yes

☐ No

Sample Matrix Legend

B Biota
GW Ground Water
O Oil
P Paint
S Soil
SD Sediment
SW Surface Water

Field Filtered - Metals, Hg, CrVI

0. Reg 153

Metals and Inorganics

☐ All Metals ☐ 153 Metals (excl. Hydrides)
☐ Hydride Metals ☐ 153 Metals (incl. Hydrides)

ORPs: ☐ B-HWS ☐ Cl ☐ CN
☐ Cr⁶⁺ ☐ EC ☐ FOC ☐ Hg
☐ pH ☐ SAR

Full Metals Scan

Regulation/Custom Metals

Nutrients: ☐ TP ☐ NH₄ ☐ TKN
☐ NO₃ ☐ NO₂ ☐ NO₃+NO₂

Volatiles: ☒ VOC ☒ BTEX ☐ THM

PHCs F1 - F4

ABNs

PAHs

PCBs: ☐ Total ☐ Aroclors

Organochlorine Pesticides

TOLP: ☐ M&I ☐ VOCs ☐ ABNs ☐ B&P ☐ PCBs

Sewer Use

Potentially Hazardous or High Concentration (Y/N)

Sample Identification	Date Sampled	Time Sampled	# of Containers	Sample Matrix	Comments/ Special Instructions	Y / N	Field Filtered - Metals, Hg, CrVI	Metals and Inorganics	ORPs	Nutrients	Volatiles	PHCs F1 - F4	ABNs	PAHs	PCBs	Organochlorine Pesticides	TOLP	Sewer Use	Potentially Hazardous or High Concentration (Y/N)
20-1	20/05/05	9:30	7	GW		✓													
20-2		10:30	7			✓													
20-3		11:30	7			✓													
20-4		12:30	7			✓													
20-5		13:30	7			✓													
20-6		14:30	7			✓													
DUP-1		10:30	7			✓													

Samples Relinquished By (Print Name and Sign): <u>Aron Bradshaw</u>	Date: <u>20/05/11</u>	Time: <u>15:00</u>	Samples Received By (Print Name and Sign): <u>Uber the left DM</u>	Date: <u>20/05/11</u>	Time: <u>16:00</u>
Samples Relinquished By (Print Name and Sign): <u>UBD to FedEx</u>	Date: <u>20/05/12</u>	Time: <u>16:00</u>	Samples Received By (Print Name and Sign): <u>Jim RAN</u>	Date: <u>May 13/20</u>	Time: <u>9:50am</u>
Samples Relinquished By (Print Name and Sign):	Date:	Time:	Samples Received By (Print Name and Sign):	Date:	Time:

Laboratory Use Only

Work Order #: 202600735
Cooler Quantity: One - One
Arrival Temperatures: 3.7 | 4.3 | 3.9
LT - 3.8 | 4.0 | 4.3
Custody Seal Intact: ☐ Yes ☐ No ☐ N/A
Notes: ON ICE

Turnaround Time (TAT) Required:

Regular TAT ☒ 5 to 7 Business Days

Rush TAT (Rush Surcharges Apply)

☐ 3 Business Days ☐ 2 Business Days ☐ Next Business Day

OR Date Required (Rush Surcharges May Apply):

Please provide prior notification for rush TAT
*TAT is exclusive of weekends and statutory holidays

For 'Same Day' analysis, please contact your AGAT CPM



golder.com

**FINAL REPORT****Phase II Environmental Site Assessment**

2767 St Pascal Road, St. Pascal, Ontario

Submitted to:

Mr. Alain Beaulieu

City of Clarence-Rockland
1560 Laurier Street
Rockland, ON K4K 1P7

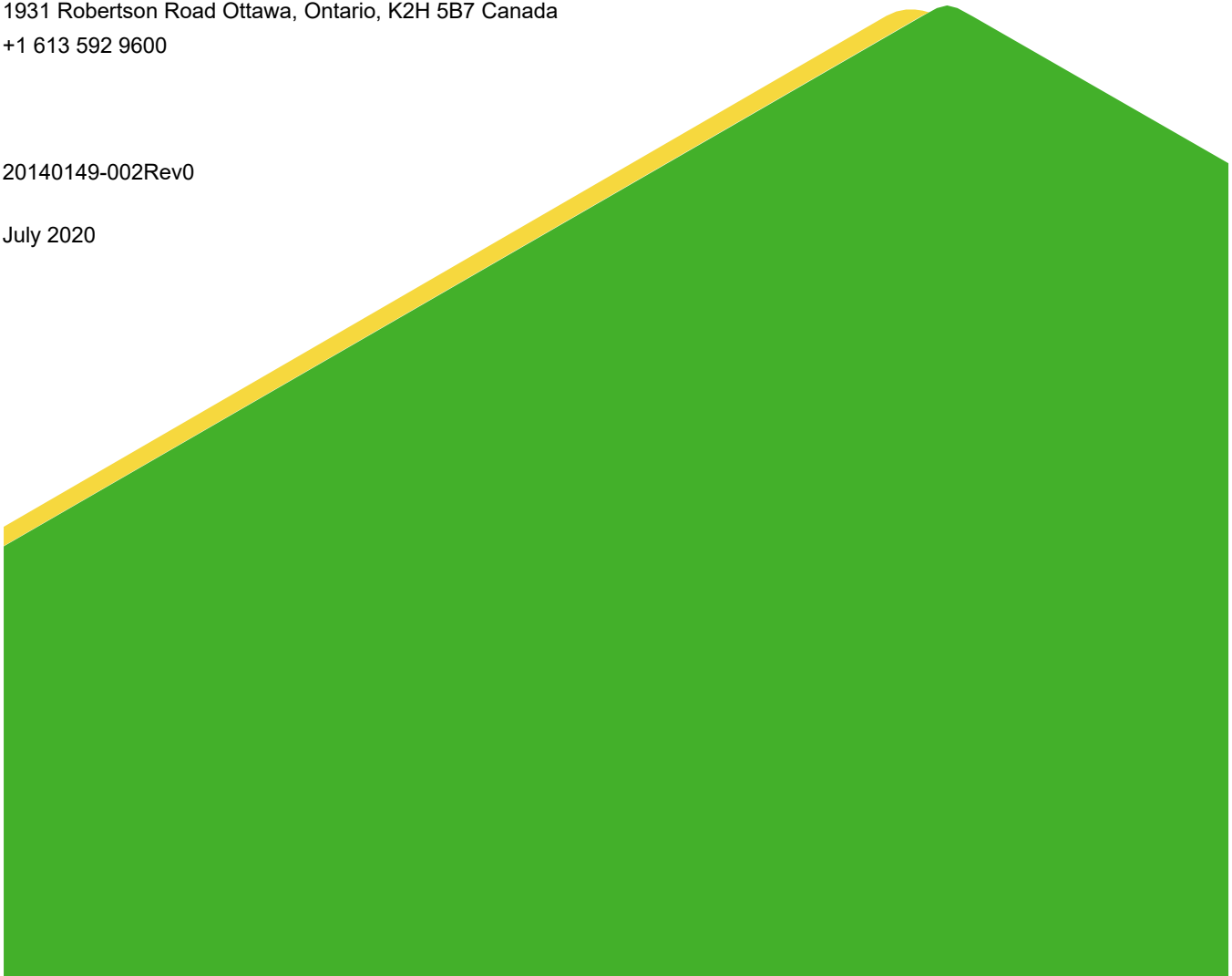
Submitted by:

Golder Associates Ltd.

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20140149-002Rev0

July 2020



Distribution List

1 e-copy - City of Clarence-Rockland

1 e-copy - Golder Associates Ltd.

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FIGURES

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Figure 2: Site Plan

Figure 3: Groundwater Elevations and Interpreted Groundwater Flow Direction

APPENDICES**APPENDIX A**

Record of Borehole Sheets

APPENDIX B

Certificates of Analysis

1.0 INTRODUCTION

Golder Associates Ltd. (Golder) was retained by the City of Clarence-Rockland (the “City”) to conduct a Phase II Environmental Site Assessment (Phase II ESA) of the property located at 2767 St Pascal Road, St. Pascal, Ontario (the “Site”). The Site location and plan are provided in Figure 1.

The Site consists of an irregularly shaped parcel of land approximately 0.38 hectares (0.94 acres) in size that is located at 2767 St. Pascal Road, approximately 9 km south of the Ottawa River in Saint Pascal-Baylon, Ontario. The Site is located within a primarily agricultural and residential area. The Site is developed with one single storey building that is currently vacant with a total area of 275 m² (2,960 ft²) that was formerly used as an automobile repair shop and retail fuel outlet.

The objective of the Phase II ESA was to investigate one or more specific issues of potential environmental concern to assess whether contaminants of potential concern are present in soil and groundwater at concentrations that exceed the relevant regulatory criteria. The Phase II ESA was conducted in general accordance with Canadian Standards Association (“CSA”) Standard Z769-00, *Phase II Environmental Site Assessment* (reaffirmed 2018). Golder understands that this assessment is required for due diligence purposes and that there is no intention to file a Record of Site Condition as described in Ontario Regulation (“O.Reg.”) 153/04, as amended.

This Phase II ESA report has been prepared for the use of the City and may not be relied upon by others without prior written consent from Golder.

1.1 Background

A Phase I Environmental Site Assessment (“Phase I ESA”) report was prepared by Golder for the City, dated June 2020. Based on the findings of the Phase I ESA, the following issues of potential environmental concern were to be addressed as part of the Phase II ESA:

- 1) **Former Autobody Shop & Retail Fuel Outlet:** The Site previously operated as an autobody shop and retail fuel outlet. Underground storage tanks and associated infrastructure were present on Site and appeared to be removed at the time of the Phase I ESA. Furthermore, an above ground storage tank (AST), an in-ground hoist, and floor staining were all observed in the northwest corner of the Site building.
- 2) **Importation of Fill of Unknown Quality:** The neighbouring property owner indicated that underground fuel tanks were previously removed from the southern portion of the property and fill was imported and placed on Site to fill the excavation. Given that no documentation was available describing the quality of the fill, the imported fill is considered an issue of potential environmental concern.

1.2 Scope of Work

To achieve the objectives of the Phase II ESA, the scope of work included:

- The advancement of six boreholes and the collection of soil samples;
- The installation of groundwater monitoring wells at all six borehole locations and collection of groundwater samples from each well;
- The submission of select soil and groundwater samples for laboratory analysis of specific contaminants of potential concern;

- Conducting an elevation survey of the new monitoring wells; and,
- Preparing a report summarizing the work conducted at the Site and presenting the findings of the investigation.

The rationale for the investigation locations and the contaminants of potential concern are presented in Table 1.

Table 1: Investigation Rationale and Contaminants of Potential Concern

Issue of Potential Environmental Concern	Sample Location	Rationale	Summary of Analyses	
			Soil	Groundwater
1. Former Autobody Shop & Retail Fuel Outlet	20-01 20-02 20-03 20-04 20-05 20-06	Evaluate soil and groundwater quality in the area of the former retail fuel outlet infrastructure and UST(s) (20-03 to 20-06), the on-Site AST (20-01), and the former autobody shop and in-ground hoist (20-02).	PHCs F1-F4 + BTEX, VOCs	PHCs F1-F4 + BTEX, VOCs
2. Importation of Fill of Unknown Quality	20-06	Evaluate fill quality in the backfilled area of the former USTs.	PHCs F1-F4 + BTEX, VOCs, metals, PAHs	N/A

Notes

AST	aboveground storage tank
UST	underground storage tank
PAHs	polycyclic aromatic hydrocarbons
PHCs F1-F4	petroleum hydrocarbon fractions F1-F4
BTEX	benzene, toluene, ethylbenzene, and xylenes
VOCs	volatile organic compounds

2.0 INVESTIGATION METHODOLOGY

The following sections describe the field investigation methodology employed for the Phase II ESA. The fieldwork was carried out between April 30, 2020 and June 18, 2020. Prior to drilling, Golder arranged for the completion of public and private utility clearances. A private utility location contractor (USL-1) was retained to identify private and public utilities within the work area, to mark the locations of the utilities and clear the proposed drilling locations. Golder retained Strata Drilling Corp. ("Strata") of Carleton Place, Ontario, for borehole drilling and monitoring well installation. Strata is licensed as a well contractor by the Ontario Ministry of the Environment, Conservation, and Parks ("MECP"). All field activities were carried out by or under the supervision of an experienced Golder field technician. The borehole and monitoring well locations are presented in Figure 2.

2.1 Borehole Drilling and Monitoring Well Installation

Borehole drilling and monitoring well installation were completed on April 30, 2020 by Strata using a Geoprobe 7822T track mounted direct push drill. Six boreholes were advanced within the overburden to depths ranging from 3.05 metres below ground surface ("mbgs") to 3.66 mbgs.

Monitoring wells were installed in all six boreholes and were constructed of 32 mm inside diameter (ID) Schedule 40 polyvinyl chloride (PVC) casing and 32 mm ID Schedule 40 PVC well screens (1.52 metres in length, #10 slot size). The sand pack surrounding the screen was constructed using silica sand. A bentonite seal consisting of bentonite solids (e.g., Holeplug™) was placed above the filter pack with a minimum thickness of 0.6 m. Each monitoring well was completed at ground surface with a flush-mount protective casing and the casing was sealed with a PVC j-plug. Well construction details are provided in the respective Record of Borehole sheets provided in Appendix A. Monitoring wells were developed on May 4, 2020 by removing up to ten well volumes or by removing groundwater until the well was purged dry three times, using dedicated Waterra® inertial pumps (polyethylene tubing with foot valves).

At each drilling location, continuous soil cores were collected using a dual tube sampler for field screening (including visual inspection and field measurement of headspace concentration), soil sample collection and stratigraphic logging by a Golder field supervisor. A portion of each soil sample was placed in a sealed plastic bag, as well as pre-cleaned laboratory-supplied sample containers for potential laboratory analysis. Soil headspace concentrations of bagged samples were measured using a photoionization detector ("PID") and a combustible gas detector, calibrated using isobutylene and hexane, respectively, to determine total organic vapour and combustible gas concentrations. Headspace readings were taken after sample collection.

Soil samples were stored on ice in a cooler until delivery to AGAT Laboratories ("AGAT") for analysis. Selection of soil samples for laboratory analysis was based on the results of headspace screening and conditions encountered in each borehole, including visual observations of potential impact (if any) and soil type. A summary of soil samples submitted for laboratory analysis is provided in Table 2.

Table 2: Summary of Soil Samples Submitted for Laboratory Analysis

Issue	Sample Locations	Sample ID	Sample Depth (mbgs)	Soil Sample Description	Headspace Readings	
					Organic Vapour (ppm)	Combustible Gases (ppm)
1	20-01	20-01 SA5	2.44 – 3.05	brown silty sand	0	45
	20-02	20-02 SA5 + DUP-1	2.44 – 3.05	brown silty sand	0	25
	20-03	20-03 SA1	0 – 0.61	brown silty sand	0	45
	20-04	20-04 SA4	1.83 – 2.44	brown silty sand	0	25
	20-05	20-05 SA3	1.22 – 1.83	brown silty sand	0	5
1 and 2	20-06	20-06 SA3	1.22 – 1.83	brown silty sand	0	25
	20-06	20-06 SA2	1.61 – 1.22	brown silty sand	0	0

Notes

ppm parts per million by volume

2.2 Groundwater Monitoring

Groundwater samples were collected from all new monitoring wells on May 8, 2020. Depths to water were determined using an electric water level meter. The groundwater sampling was conducted using a dedicated peristaltic pump and Horiba U-52 flow through meter (low flow groundwater sampling) and collecting groundwater samples into pre-cleaned laboratory-supplied sample containers. Field parameters (temperature, pH, conductivity, oxidation-reduction potential, turbidity, and dissolved oxygen concentration) for each groundwater sample were measured at the time of sample collection. Groundwater samples were stored on ice in a cooler until delivery to AGAT for analysis. A summary of groundwater samples submitted for laboratory analysis is provided in Table 3.

Table 3: Summary of Groundwater Samples Submitted for Laboratory Analysis

Issue	Sample Locations	Sample ID	Well Depth (mbgs)	Soil Description of Screened Interval	Evidence of Petroleum Hydrocarbon Product
1	20-01	20-1 + DUP-1	2.95	brown silty sand	No Visual/Olfactory Evidence
	20-02	20-2	3.14	brown silty sand	No Visual/Olfactory Evidence
	20-03	20-3	3.15	brown/grey silty sand	No Visual/Olfactory Evidence
	20-04	20-4	3.23	brown/grey silty sand	No Visual/Olfactory Evidence
	20-05	20-5	3.01	brown/grey silty sand	No Visual/Olfactory Evidence
	20-06	20-6	3.16	brown/grey silty sand	No Visual/Olfactory Evidence

2.3 Surveying

The newly installed monitoring wells (20-01 to 20-06) were surveyed on June 18, 2020. The elevation survey was completed using a Trimble R10 Integrated GNSS System unit with accuracy of less than 0.020 m horizontal and 0.030 m vertical.

Available borehole elevations and GPS coordinates are indicated on the Borehole Logs in Appendix A.

2.4 Investigation-Derived Wastes

Soil cuttings generated from the borehole drilling were collected for sampling. Wastewater generated during well development and groundwater monitoring were contained in labelled drums and left on-Site. After receipt of the groundwater analytical results, in the absence of any exceedances of applicable criteria in the groundwater samples, the water drum was discharged to ground, on-Site.

2.5 Quality Assurance Program

Golder's quality assurance program for environmental investigations was implemented to ensure that analytical data obtained by the investigation were valid and representative. The quality assurance program included the following measures:

- The use of standard operating procedures for all field investigation activities;
- All monitoring wells were developed following installation to remove fine particles from the filter pack and any fluids introduced during drilling;
- Monitoring wells were appropriately purged prior to groundwater sample collection to remove stagnant water from the well bore and improve sample representativeness, minimizing sample agitation and aeration to the extent practicable;
- The collection of field duplicate samples at a minimum frequency of one duplicate for every ten samples;
- Initial calibration of field equipment was performed at the start of each field day, with a daily check of calibration using a standard of known concentration;

- Soil and groundwater samples were handled and stored in accordance with the sample collection and preservation requirement of the Ministry of the Environment, Conservation and Parks (“MECP”) *Protocol for Analytical Methods Used in the Assessment of Properties Under Part XV.I of the Environmental Protection Act*, July 1, 2011. Samples were collected directly into pre-cleaned laboratory-supplied sample containers with the appropriate preservative for the analyte group. Upon collection, samples were placed in insulated coolers with ice for storage and transport to the analytical laboratory;
- Dedicated sampling equipment (tubing and footvalves) and clean disposable Nitrile™ gloves were used at each sampling location to prevent cross-contamination. All non-dedicated sampling equipment (e.g., water level meters, split spoons) was decontaminated between sampling locations. Sampling equipment in contact with soil, groundwater, soil vapour, or sediment was: cleaned by mechanical means; washed with a laboratory-grade detergent (e.g., phosphate-free LiquiNox or AlcoNox) and, if necessary, an appropriate desorbing wash solution; and thoroughly rinsed with analyte-free water;
- Detailed field records documenting the methods and circumstances of collection for each field sample were prepared at the time of sample collection. Each sample was assigned a unique sample identification number recorded in the field notes, along with the date and time of sample collection, the sample matrix, and the requested analyses; and,
- The submission of samples to the analytical laboratory in accordance with standard chain of custody procedures.

Laboratory analyses were completed by an analytical laboratory accredited in accordance with the International Standard ISO/IEC 17025 *General Requirement for the Competence of Testing and Calibration Laboratories*, dated May 5, 2005 (as amended), and accredited in accordance with the applicable standards for proficiency testing developed by the Standards Council of Canada or the Canadian Association for Laboratory Accreditation.

3.0 SUBSURFACE CONDITIONS

3.1 Site Geology

Details of the subsurface conditions encountered during the drilling program are presented on the Record of Borehole sheets provided in Appendix A. It should be noted that the logs presented have been inferred from discontinuous samples and that geologic contacts noted on the logs represent a transition from one soil type to another rather than an exact plane of geologic change. Further, it should be noted that subsurface conditions encountered will vary between and beyond borehole sampling locations.

In general, the subsurface soil conditions encountered in the boreholes consisted of a layer of brown silty sand underlain by grey silty sand. It was unclear whether the material was fill or native material. No evidence of debris (e.g. wood, brick, building materials, etc.) were found in any of the boreholes to suggest the presence of imported fill.

Headspace readings obtained as part of the borehole drilling program ranged from 0 to 45 ppm for total combustible gases and were non-detect for total organic vapours. During drilling, no obvious visual or olfactory evidence of environmental impact was noted.

3.2 Site Hydrogeology

Water level measurements were obtained from the on-Site monitoring wells on May 4, 2020 using a Solinst water level meter. The depth to groundwater ranged from 1.33 mbgs (20-05) to 1.89 mbgs (20-02).

Figure 3 shows water elevation data and interpolated water level contours. Groundwater flow was determined to be towards the west.

3.3 Regulatory Criteria

The selection of the relevant site conditions standards was based upon the following considerations:

- The Site is not an environmentally sensitive site as defined by section 41, Part IX, O.Reg. 153/04;
- The nearest permanent water body is located on Site (the creek running along the western border of the Site);
- The depth of overburden soil is greater than 2 mbgs;
- In the absence of a grain-size distribution test, the Site is assumed to have coarse-textured soil.
- Based on the fact that municipal water services the Site, groundwater is assumed to be non-potable; and,
- The intended land use of the Site is commercial.

Accordingly, the soil and groundwater analytical results were compared to the Generic Site Condition Standards for Use within 30 m of a Water Body in a Non-Potable Groundwater Condition for commercial land use and coarse texture soil that are listed in Table 9 of the MECP document *“Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act”*, April 2011 (the “MECP Table 9 standards”).

3.4 Soil Analytical Results

The laboratory certificates of analysis are provided in Appendix B. Soil analytical results compared to the MECP Table 9 standards can be found in Table 5, following the text of this report. The reported concentrations of analysed parameters in each of the soil samples were below the MECP Table 9 standards, and generally less than analytical detection limits.

3.5 Groundwater Analytical Results

The laboratory certificates of analysis are provided in Appendix B. Groundwater analytical results compared to the MECP Table 9 standards can be found in Table 6, following the text of this report. The reported concentrations of analysed parameters in each of the groundwater samples were below the MECP Table 9 standards and generally less than analytical detection limits.

3.6 Non-Numerical Standards

In addition to numerical standards, the MECP specifies non-numerical groundwater standards for petroleum hydrocarbons. Specifically, a property does not meet the applicable site condition standards if there is evidence of free product, including, but not limited to: 1) any visible petroleum hydrocarbon film or sheen present in the groundwater or surface water; and 2) an objectionable petroleum hydrocarbon taste or odour in groundwater.

At the time of groundwater sampling petroleum hydrocarbon odours or sheen were not observed in any of the purged groundwater or groundwater collected as samples.

3.7 Data Quality Review

Golder's data quality review included the analytical results of field and laboratory quality assurance samples. Relative percent differences for the duplicate sample sets were unable to be calculated as analyzed parameters were all below the laboratory detection limits. The analytical results for the laboratory quality assurance samples indicate that the results of the internal quality control program were within the laboratory's specified control limits.

Accordingly, the analytical data generated during the investigation are valid and representative and may be used in this Phase II ESA without further qualification.

4.0 SUMMARY OF ENVIRONMENTAL CONDITIONS

The soil and groundwater sample analytical results were compared to the MECP Table 9 standards. The reported concentrations of analysed parameters in each of the soil and groundwater samples were less than the MECP Table 9 standards. Soil and groundwater quality at the Site do not appear to have been impacted by the issues of potential environmental concern noted for the Site by the Phase I ESA.

5.0 LIMITATIONS

This report was prepared for the exclusive use of the City of Clarence-Rockland for the property located at 2767 St Pascal Road, St. Pascal, Ontario. No third parties may rely upon this report. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, is the sole responsibility of such third party. This report is based on data and information collected during this Phase II Environmental Site Assessment conducted by Golder Associates Ltd. in accordance with our proposal and is based solely on site conditions encountered at the time of the field investigation. In preparing this site assessment, Golder evaluated only conditions on the Site and did not evaluate the operations on adjacent properties. Only limited chemical analyses of soil and groundwater samples were carried out. Regulatory criteria are used for comparison purposes only and are not necessarily enforceable on the Site owner. It should be noted that the results of an investigation of this nature should, in no way, be construed as a warranty that the site is free from any and all contamination from past or current practices.

The activities described and conclusions drawn within this report address only the geo-environmental (chemical) aspects of the subsurface conditions at the subject property. The geotechnical (physical) aspects, including, without limitation, the engineering recommendations for the design and construction of building foundations, pavements, underground servicing and the like are outside the terms of reference for this report and have not been investigated or addressed herein.

In evaluating the property, Golder Associates Ltd. has relied in good faith on information provided by others. We accept no responsibility for any deficiency, misstatements or inaccuracies contained in this report as a result of omission, errors, misinterpretations or fraudulent acts of the persons interviewed. Golder Associates Ltd. accepts no responsibility for any reduction in property value, either real or perceived, or for decisions made as a result of the reporting of factual information herein.

If additional information is obtained during future work at the Site, including excavations, borings, or other studies, and/or if conditions exposed during construction are different from those encountered in this assessment, Golder should be requested to re-evaluate the conclusions presented in this report and provide amendments as required.

The monitoring wells installed as part of this project have been constructed using licensed drilling/well contractors employing licensed well technicians. It is the owner's responsibility to have a licensed well technician properly abandon all monitoring wells, if required.

It is our understanding that the work associated with this Phase II ESA was not intended to support the submission of a Record of Site Condition (RSC). If a RSC is required, additional field work and reporting may be necessary.

6.0 CLOSING

We trust that this report meets your immediate requirements. If you have any questions regarding this report, please do not hesitate to contact this office.

Golder Associates Ltd.



James Doyle, B.Eng., M.A.Sc.
Environmental Consultant



Eric Wilson, P.Eng., PMP
Associate, Senior Project Manager

JD/EDW/ha

[https://golderassociates.sharepoint.com/sites/123804/project files/6 deliverables/phase ii/20140149 2767 st pascal phase ii esa.docx](https://golderassociates.sharepoint.com/sites/123804/project%20files/6%20deliverables/phase%20ii/20140149%202767%20st%20pascal%20phase%20ii%20esa.docx)

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Tables

Table 4: Groundwater Monitoring Well Construction Details
2767 St Pascal Road, St.Pascal, ON

Monitoring Well ID	Ground Surface Elevation (masl)	Top of Pipe Elevation (masl)	Monitoring Well Depth (mbTOP)	Monitoring Well Depth Elevation (masl)	Screen Interval (mbgs)	Screen Interval Elevation (masl)	Depth to Groundwater (mbTOP) (May 4, 2020)	Groundwater Elevation (masl) (May 4, 2020)	Screened Media	Date of well Completion
20-01	60.855	60.774	2.87	57.904	1.43 - 2.95	57.9 - 59.42	1.55	59.22	Silty Sand	30-Apr-20
20-02	60.977	60.823	2.99	57.833	1.62 - 3.14	57.83 - 59.35	1.74	59.08	Silty Sand	30-Apr-20
20-03	60.608	60.532	3.07	57.462	1.63 - 3.15	57.46 - 58.98	1.81	58.72	Silty Sand	30-Apr-20
20-04	60.677	60.530	3.08	57.450	1.71 - 3.23	57.45 - 58.97	1.72	58.81	Silty Sand	30-Apr-20
20-05	60.803	60.675	2.88	57.795	1.49 - 3.01	57.8 - 59.32	1.20	59.48	Silty Sand	30-Apr-20
20-06	60.596	60.508	3.07	57.438	1.64 - 3.16	57.44 - 58.96	1.42	59.09	Silty Sand	30-Apr-20

Notes:

mbgs-metres below ground surface

masl: metres above sea level

mbTOP: metres below top of (well) pipe

Table 5A: Soil Analytical Results - PHCs and VOCs
2767 St Pascal Road, St.Pascal, ON

Parameter	Unit	REG153 (11) T9- I/C/C SOIL COARSE ⁽¹⁾	20-01	20-02		20-03	20-04	20-05	20-06
			30-Apr-2020	30-Apr-2020	30-Apr-2020	30-Apr-2020	30-Apr-2020	30-Apr-2020	30-Apr-2020
Sample Depth	m		20-01 SA5 2.44 - 3.05	20-02 SA5 2.44 - 3.05	DUP-1 2.44 - 3.05	20-03 SA1 0 - 0.61	20-04 SA4 1.83 - 2.44	20-05 SA3 1.22 - 1.83	20-06 SA3 1.22 - 1.83
Petroleum Hydrocarbons									
Benzene	ug/g	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Ethylbenzene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
m & p-Xylene	ug/g	--	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
o-Xylene	ug/g	--	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Petroleum Hydrocarbons - F1 (C6-C10)	ug/g	25	<5	<5	<5	<5	<5	<5	<5
Petroleum Hydrocarbons - F1 (C6-C10)-BTEX	ug/g	25	<5	<5	<5	<5	<5	<5	<5
Petroleum Hydrocarbons - F2 (C10-C16)	ug/g	10	<10	<10	<10	<10	<10	<10	<10
Petroleum Hydrocarbons - F3 (C16-C34)	ug/g	240	<50	<50	<50	<50	<50	<50	<50
Petroleum Hydrocarbons - F4 (C34-C50)	ug/g	120	<50	<50	<50	<50	<50	<50	<50
Toluene	ug/g	0.2	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Xylenes (Total)	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
VOCs									
1,1,1,2-Tetrachloroethane	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,1,1-Trichloroethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,2,2-Tetrachloroethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,2-Trichloroethane	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,1-Dichloroethane	ug/g	0.05	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
1,1-Dichloroethylene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,2-Dichlorobenzene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,2-Dichloroethane	ug/g	0.05	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
1,2-Dichloropropane	ug/g	0.05	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
1,3-Dichlorobenzene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,3-Dichloropropene (Cis + Trans)	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,4-Dichlorobenzene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Acetone	ug/g	0.5	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Bromodichloromethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Bromoform	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Bromomethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Carbon Tetrachloride	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Chlorobenzene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Chloroform	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Cis- 1,2-Dichloroethylene	ug/g	0.05	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Dibromochloromethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Dichlorodifluoromethane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Ethylene Dibromide	ug/g	0.05	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Methyl Ethyl Ketone	ug/g	0.5	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Methyl Isobutyl Ketone	ug/g	0.5	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Methyl tert-butyl Ether	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methylene Chloride	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
n-Hexane	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Styrene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Tetrachloroethylene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Trans- 1,2-Dichloroethylene	ug/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Trichloroethylene	ug/g	0.05	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Trichlorofluoromethane	ug/g	0.25	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Vinyl Chloride	ug/g	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02

July 2020

Table 5B: Soil Analytical Results - Metals and PAHs
2767 St Pascal Road, St.Pascal, ON

20140149

Parameter	Unit	REG153 (11) T9- I/C/C SOIL COARSE ⁽¹⁾	20-06 30-Apr-2020 20-06 SA2 0.61 - 1.22
Sample Depth	m		
Metals			
Antimony	µg/g	1.3	<0.8
Arsenic	µg/g	18	<1
Barium	µg/g	220	35
Beryllium	µg/g	2.5	<0.5
Boron	µg/g	36	<5
Cadmium	µg/g	1.2	<0.5
Chromium	µg/g	70	20
Cobalt	µg/g	22	3.9
Copper	µg/g	92	15
Lead	µg/g	120	2
Molybdenum	µg/g	2	<0.5
Nickel	µg/g	82	10
Selenium	µg/g	1.5	<0.4
Silver	µg/g	0.5	<0.2
Thallium	µg/g	1	<0.4
Uranium	µg/g	2.5	0.5
Vanadium	µg/g	86	18
Zinc	µg/g	290	19
PAHs			
2-and 1-methyl Naphthalene	ug/g	0.59	<0.05
Acenaphthene	ug/g	0.072	<0.05
Acenaphthylene	ug/g	0.093	<0.05
Anthracene	ug/g	0.22	<0.05
Benz(a)anthracene	ug/g	0.36	<0.05
Benzo(a)pyrene	ug/g	0.3	<0.05
Benzo(b)fluoranthene	ug/g	0.47	<0.05
Benzo(g,h,i)perylene	ug/g	0.68	<0.05
Benzo(k)fluoranthene	ug/g	0.48	<0.05
Chrysene	ug/g	2.8	<0.05
Dibenz(a,h)anthracene	ug/g	0.1	<0.05
Fluoranthene	ug/g	0.69	<0.05
Fluorene	ug/g	0.19	<0.05
Indeno(1,2,3-cd)pyrene	ug/g	0.23	<0.05
Naphthalene	ug/g	0.09	<0.05
Phenanthrene	ug/g	0.69	<0.05
Pyrene	ug/g	1	<0.05

Footnotes:

Tables should be read in conjunction with the accompanying document.

< Indicates parameter not detected above laboratory method detection limit.

> Indicates parameter detected above equipment analytical range.

-- Chemical not analyzed or criteria not defined.

Value Parameter is greater than REG153 (11) T9-I/C/C SOIL COARSE

(1) O.Reg 153 (2011) Generic Site Condition Standards for Use within 30 m of a Water Body in a Non-Potable Groundwater Condition described in Table 9 of the 2011 Soil, Groundwater and Sediment Standards for coarse textured soil and Industrial/Commercial/Community Property Use

Table 6: Groundwater Analytical Results
2767 St Pascal Road, St.Pascal, ON

Parameter	Unit	REG153 (11) T9-GW COARSE ⁽¹⁾	20-01		20-02	20-03	20-04	20-05	20-06
			8-May-2020 20-1	8-May-2020 DUP-1	8-May-2020 20-2	8-May-2020 20-3	8-May-2020 20-4	8-May-2020 20-5	8-May-2020 20-6
Petroleum Hydrocarbons									
Benzene	ug/l	44	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Ethylbenzene	ug/l	1800	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
m,p-Xylenes	ug/l	--	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
o-Xylene	ug/l	--	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Petroleum Hydrocarbons - F1 (C6-C10)	ug/l	420	<25	<25	<25	<25	<25	<25	<25
Petroleum Hydrocarbons - F1 (C6-C10)-BTEx	ug/l	420	<25	<25	<25	<25	<25	<25	<25
Petroleum Hydrocarbons - F2 (C10-C16)	ug/l	150	<100	<100	<100	<100	<100	<100	<100
Petroleum Hydrocarbons - F3 (C16-C34)	ug/l	500	<100	<100	<100	<100	<100	<100	<100
Petroleum Hydrocarbons - F4 (C34-C50)	ug/l	500	<100	<100	<100	<100	<100	<100	<100
Toluene	ug/l	14000	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Xylenes, Total	ug/l	3300	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
VOCs									
1,1,1,2-Tetrachloroethane	µg/L	3.3	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,1-Trichloroethane	µg/L	640	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,1,2,2-Tetrachloroethane	µg/L	3.2	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,2-Trichloroethane	µg/L	4.7	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1-Dichloroethane	µg/L	320	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,1-Dichloroethylene	µg/L	1.6	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,2-Dichlorobenzene	µg/L	4600	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,2-Dichloroethane	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloropropane	µg/L	16	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,3-Dichlorobenzene	µg/L	7600	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichloropropene	µg/L	5.2	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
1,4-Dichlorobenzene	µg/L	8	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Acetone	µg/L	100000	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Bromodichloromethane	µg/L	67000	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Bromoform	µg/L	380	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Bromomethane	µg/L	5.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Carbon Tetrachloride	µg/L	0.79	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Chlorobenzene	µg/L	500	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Chloroform	µg/L	2.4	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
cis- 1,2-Dichloroethylene	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Dibromochloromethane	µg/L	65000	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Dichlorodifluoromethane	µg/L	3500	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Ethylene Dibromide	µg/L	0.25	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Methyl Ethyl Ketone	µg/L	470000	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Methyl Isobutyl Ketone	µg/L	140000	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Methyl tert-butyl ether	µg/L	190	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methylene Chloride	µg/L	610	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
n-Hexane	µg/L	51	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Styrene	µg/L	1300	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Tetrachloroethylene	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
trans- 1,2-Dichloroethylene	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichloroethylene	µg/L	1.6	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichlorofluoromethane	µg/L	2000	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40
Vinyl Chloride	µg/L	0.5	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17

Footnotes:

Tables should be read in conjunction with the accompanying document.

< Indicates parameter not detected above laboratory method detection limit.

> Indicates parameter detected above equipment analytical range.

-- Chemical not analyzed or criteria not defined.

Value Parameter is greater than REG153 (11) T9-GW COARSE

(1) O.Reg 153 (2011) Table 9 Standards for all types of property use for groundwater in coarse textured soil in full depth generic site condition in a non-potable ground water condition within 30 m of a water body

Figures

IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN THE SHEET SIZE HAS BEEN MODIFIED FROM:

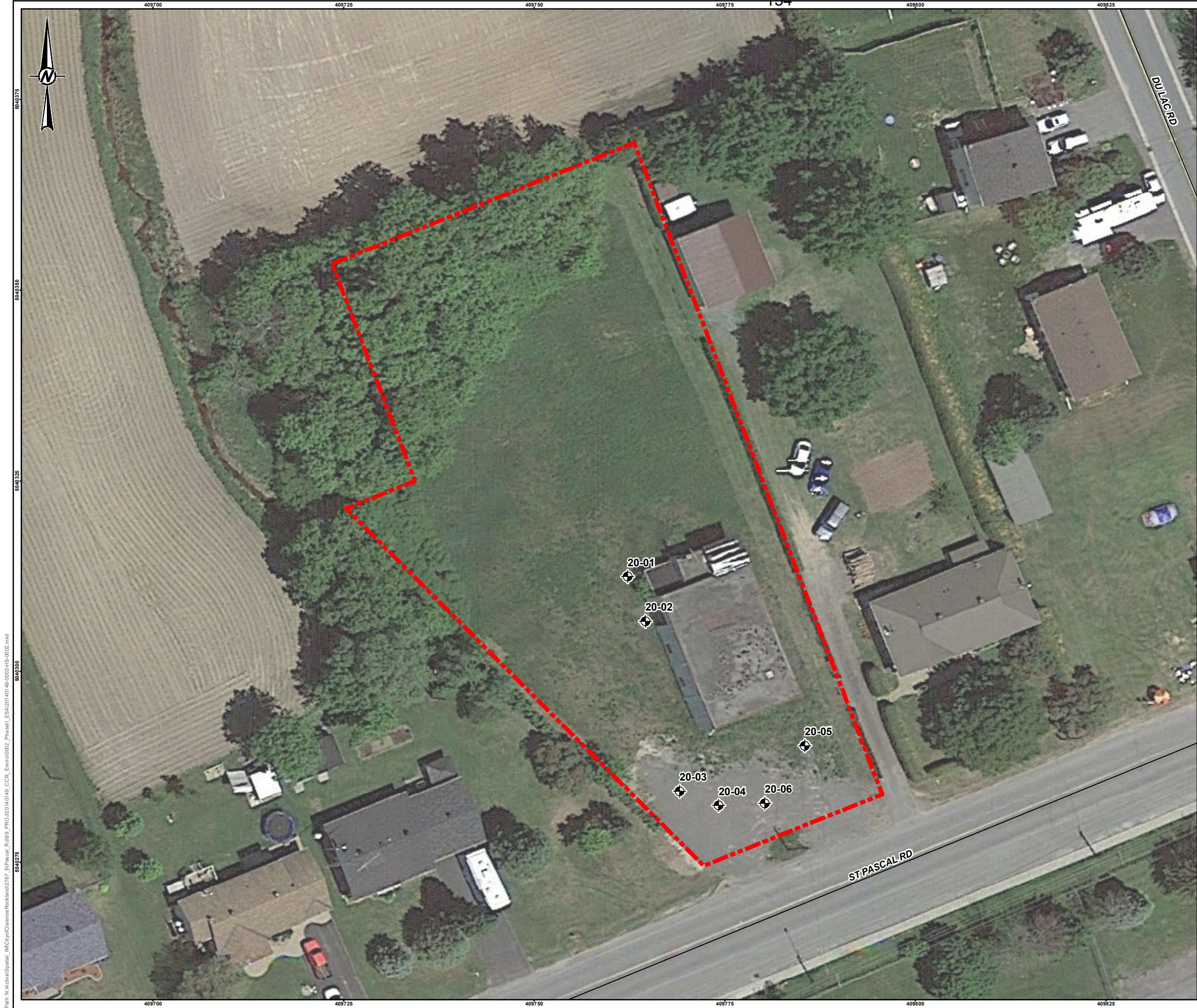
APPROXIMATE SITE BOUNDARY

NOTE(S)
1. ALL LOCATIONS ARE APPROXIMATE

1. PROJECTION: TRANSVERSE MERCATOR DATUM: NAD 83
COORDINATE SYSTEM: MTM ZONE 9 VERTICAL DATUM: CGVD28

DESIGNED	---
PREPARED	JEM
REVIEWED	JD
APPROVED	EDW

FIGURE
1



LEGEND

- APPROXIMATE BOREHOLE/MONITORING WELL LOCATION
- ROADWAY
- APPROXIMATE SITE BOUNDARY

NOTE(S)

1. ALL LOCATIONS ARE APPROXIMATE

REFERENCE(S)

1. LAND INFORMATION ONTARIO (LIO) DATA PRODUCED BY GOLDER ASSOCIATES LTD. UNDER LICENCE FROM ONTARIO MINISTRY OF NATURAL RESOURCES, © QUEENS PRINTER 2014
2. PROJECTION: TRANSVERSE MERCATOR, DATUM: NAD 83, COORDINATE SYSTEM: MTM ZONE 9, VERTICAL DATUM: CGVD28

CLIENT
CITY OF CLARENCE-ROCKLAND

PROJECT
PHASE II ENVIRONMENTAL SITE ASSESSMENT
2767 ST. PASCAL ROAD, ST. PASCAL, ONTARIO

TITLE
SITE PLAN

CONSULTANT	YYYY-MM-DD	2020-06-25
DESIGNED	---	
PREPARED	JEM	
REVIEWED	JD	
APPROVED	EDW	

PROJECT NO.
20140149

CONTROL
0002

REV.
0

FIGURE
2

IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: 28mm



LEGEND

- APPROXIMATE BOREHOLE/MONITORING WELL LOCATION
- ROADWAY
- APPROXIMATE SITE BOUNDARY
- 9999 GROUNDWATER ELEVATION, mASL (MAY 4, 2020)
- GROUNDWATER ELEVATION CONTOUR, mASL
- INTERPRETED GROUNDWATER FLOW DIRECTION

NOTE(S)

1. ALL LOCATIONS ARE APPROXIMATE

REFERENCE(S)

1. LAND INFORMATION ONTARIO (LIO) DATA PRODUCED BY GOLDER ASSOCIATES LTD. UNDER LICENCE FROM ONTARIO MINISTRY OF NATURAL RESOURCES, © QUEENS PRINTER 2014
2. PROJECTION: TRANSVERSE MERCATOR, DATUM: NAD 83, COORDINATE SYSTEM: MTM ZONE 9, VERTICAL DATUM: CGVD28

CLIENT

CITY OF CLARENCE-ROCKLAND

PROJECT

PHASE II ENVIRONMENTAL SITE ASSESSMENT
2767 ST. PASCAL ROAD, ST. PASCAL, ONTARIO

TITLE

**GROUNDWATER ELEVATIONS AND INTERPRETED
GROUNDWATER FLOW DIRECTION**

CONSULTANT	YYYY-MM-DD	2020-06-25
DESIGNED	---	
PREPARED	JEM	
REVIEWED	JD	
APPROVED	EDW	

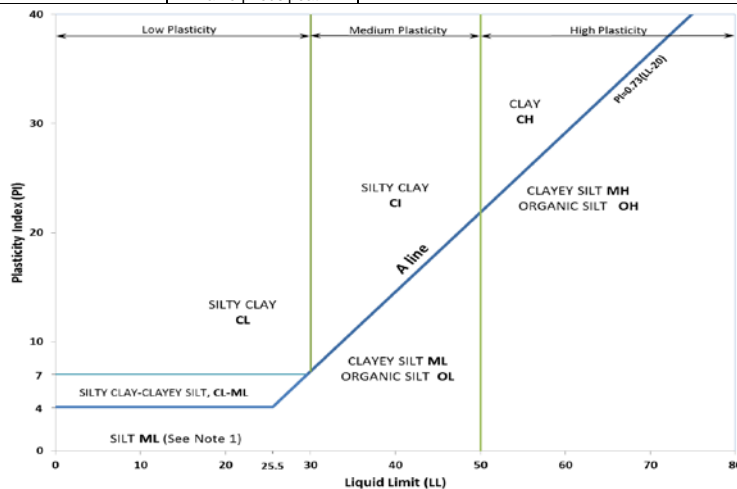
PROJECT NO. 20140149	CONTROL 0002	REV. 0	FIGURE 3
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APPENDIX A**Record of Borehole Sheets**

157
METHOD OF SOIL CLASSIFICATION

The Golder Associates Ltd. Soil Classification System is based on the Unified Soil Classification System (USCS)

Organic or Inorganic	Soil Group	Type of Soil		Gradation or Plasticity	$Cu = \frac{D_{60}}{D_{10}}$		$Cc = \frac{(D_{30})^2}{D_{10} \times D_{60}}$			Organic Content	USCS Group Symbol	Group Name	
INORGANIC (Organic Content ≤30% by mass)	COARSE-GRAINED SOILS (>50% by mass is larger than 0.075 mm)	GRAVELS (>50% by mass of coarse fraction is larger than 4.75 mm)	Gravels with ≤12% fines (by mass)	Poorly Graded	<4		≤1 or ≥3			≤30%	GP	GRAVEL	
				Well Graded	≥4		1 to 3				GW	GRAVEL	
			Gravels with >12% fines (by mass)	Below A Line	n/a						GM	SILTY GRAVEL	
				Above A Line	n/a						GC	CLAYEY GRAVEL	
		SANDS (≥50% by mass of coarse fraction is smaller than 4.75 mm)	Sands with ≤12% fines (by mass)	Poorly Graded	<6		≤1 or ≥3				SP	SAND	
				Well Graded	≥6		1 to 3				SW	SAND	
			Sands with >12% fines (by mass)	Below A Line	n/a						SM	SILTY SAND	
				Above A Line	n/a						SC	CLAYEY SAND	
Organic or Inorganic	Soil Group	Type of Soil	Laboratory Tests	Field Indicators					Organic Content	USCS Group Symbol	Primary Name		
				Dilatancy	Dry Strength	Shine Test	Thread Diameter	Toughness (of 3 mm thread)					
INORGANIC (Organic Content ≤30% by mass)	FINE-GRAINED SOILS (≥50% by mass is smaller than 0.075 mm)	SILTS (Non-Plastic or Pl and LL plot below A-Line on Plasticity Chart below)	Liquid Limit <50	Rapid	None	None	>6 mm	N/A (can't roll 3 mm thread)	<5%	ML	SILT		
				Slow	None to Low	Dull	3mm to 6 mm	None to low	<5%	ML	CLAYEY SILT		
			Liquid Limit ≥50	Slow to very slow	Low to medium	Dull to slight	3mm to 6 mm	Low	5% to 30%	OL	ORGANIC SILT		
				Slow to very slow	Low to medium	Slight	3mm to 6 mm	Low to medium	<5%	MH	CLAYEY SILT		
		CLAYS (Pl and LL plot above A-Line on Plasticity Chart below)	Liquid Limit <30	None	Low to medium	Slight to shiny	~ 3 mm	Low to medium	0% to 30%	CL	SILTY CLAY		
			Liquid Limit 30 to 50	None	Medium to high	Slight to shiny	1 mm to 3 mm	Medium	(see Note 2)	CI	SILTY CLAY		
			Liquid Limit ≥50	None	High	Shiny	<1 mm	High		CH	CLAY		
			HIGHLY ORGANIC SOILS (Organic Content >30% by mass)		Peat and mineral soil mixtures							30% to 75%	PT
Predominantly peat, may contain some mineral soil, fibrous or amorphous peat							75% to 100%	PEAT					



Dual Symbol — A dual symbol is two symbols separated by a hyphen, for example, GP-GM, SW-SC and CL-ML.

For non-cohesive soils, the dual symbols must be used when the soil has between 5% and 12% fines (i.e. to identify transitional material between “clean” and “dirty” sand or gravel.

For cohesive soils, the dual symbol must be used when the liquid limit and plasticity index values plot in the CL-ML area of the plasticity chart (see Plasticity Chart at left).

Borderline Symbol — A borderline symbol is two symbols separated by a slash, for example, CL/CI, GM/SM, CL/ML.

A borderline symbol should be used to indicate that the soil has been identified as having properties that are on the transition between similar materials. In addition, a borderline symbol may be used to indicate a range of similar soil types within a stratum.

ABBREVIATIONS AND TERMS USED ON RECORDS OF BOREHOLES AND TEST PITS

PARTICLE SIZES OF CONSTITUENTS

Soil Constituent	Particle Size Description	Millimetres	Inches (US Std. Sieve Size)
BOULDERS	Not Applicable	>300	>12
COBBLES	Not Applicable	75 to 300	3 to 12
GRAVEL	Coarse Fine	19 to 75 4.75 to 19	0.75 to 3 (4) to 0.75
SAND	Coarse Medium Fine	2.00 to 4.75 0.425 to 2.00 0.075 to 0.425	(10) to (4) (40) to (10) (200) to (40)
SILT/CLAY	Classified by plasticity	<0.075	< (200)

MODIFIERS FOR SECONDARY AND MINOR CONSTITUENTS

Percentage by Mass	Modifier
>35	Use 'and' to combine major constituents (i.e., SAND and GRAVEL)
> 12 to 35	Primary soil name prefixed with "gravelly, sandy, SILTY, CLAYEY" as applicable
> 5 to 12	some
≤ 5	trace

PENETRATION RESISTANCE

Standard Penetration Resistance (SPT), N:

The number of blows by a 63.5 kg (140 lb) hammer dropped 760 mm (30 in.) required to drive a 50 mm (2 in.) split-spoon sampler for a distance of 300 mm (12 in.). Values reported are as recorded in the field and are uncorrected.

Cone Penetration Test (CPT)

An electronic cone penetrometer with a 60° conical tip and a project end area of 10 cm² pushed through ground at a penetration rate of 2 cm/s. Measurements of tip resistance (q_t), porewater pressure (u) and sleeve frictions are recorded electronically at 25 mm penetration intervals.

Dynamic Cone Penetration Resistance (DCPT); N_d :

The number of blows by a 63.5 kg (140 lb) hammer dropped 760 mm (30 in.) to drive uncased a 50 mm (2 in.) diameter, 60° cone attached to "A" size drill rods for a distance of 300 mm (12 in.).

PH: Sampler advanced by hydraulic pressure

PM: Sampler advanced by manual pressure

WH: Sampler advanced by static weight of hammer

WR: Sampler advanced by weight of sampler and rod

SAMPLES

AS	Auger sample
BS	Block sample
CS	Chunk sample
DD	Diamond Drilling
DO or DP	Seamless open ended, driven or pushed tube sampler – note size
DS	Denison type sample
GS	Grab Sample
MC	Modified California Samples
MS	Modified Shelby (for frozen soil)
RC	Rock core
SC	Soil core
SS	Split spoon sampler – note size
ST	Slotted tube
TO	Thin-walled, open – note size (Shelby tube)
TP	Thin-walled, piston – note size (Shelby tube)
WS	Wash sample

SOIL TESTS

w	water content
PL, w_p	plastic limit
LL, w_L	liquid limit
C	consolidation (oedometer) test
CHEM	chemical analysis (refer to text)
CID	consolidated isotropically drained triaxial test ¹
CIU	consolidated isotropically undrained triaxial test with porewater pressure measurement ¹
D_R	relative density (specific gravity, G_s)
DS	direct shear test
GS	specific gravity
M	sieve analysis for particle size
MH	combined sieve and hydrometer (H) analysis
MPC	Modified Proctor compaction test
SPC	Standard Proctor compaction test
OC	organic content test
SO ₄	concentration of water-soluble sulphates
UC	unconfined compression test
UU	unconsolidated undrained triaxial test
V (FV)	field vane (LV-laboratory vane test)
γ	unit weight

1. Tests anisotropically consolidated prior to shear are shown as CAD, CAU.

NON-COHESIVE (COHESIONLESS) SOILS

Compactness²

Term	SPT 'N' (blows/0.3m) ¹
Very Loose	0 to 4
Loose	4 to 10
Compact	10 to 30
Dense	30 to 50
Very Dense	>50

- SPT 'N' in accordance with ASTM D1586, uncorrected for the effects of overburden pressure.
- Definition of compactness terms are based on SPT 'N' ranges as provided in Terzaghi, Peck and Mesri (1996). Many factors affect the recorded SPT 'N' value, including hammer efficiency (which may be greater than 60% in automatic trip hammers), overburden pressure, groundwater conditions, and grain size. As such, the recorded SPT 'N' value(s) should be considered only an approximate guide to the soil compactness. These factors need to be considered when evaluating the results, and the stated compactness terms should not be relied upon for design or construction.

Field Moisture Condition

Term	Description
Dry	Soil flows freely through fingers.
Moist	Soils are darker than in the dry condition and may feel cool.
Wet	As moist, but with free water forming on hands when handled.

COHESIVE SOILS

Consistency

Term	Undrained Shear Strength (kPa)	SPT 'N' ^{1,2} (blows/0.3m)
Very Soft	<12	0 to 2
Soft	12 to 25	2 to 4
Firm	25 to 50	4 to 8
Stiff	50 to 100	8 to 15
Very Stiff	100 to 200	15 to 30
Hard	>200	>30

- SPT 'N' in accordance with ASTM D1586, uncorrected for overburden pressure effects; approximate only.
- SPT 'N' values should be considered ONLY an approximate guide to consistency; for sensitive clays (e.g., Champlain Sea clays), the N-value approximation for consistency terms does NOT apply. Rely on direct measurement of undrained shear strength or other manual observations.

Water Content

Term	Description
$w < PL$	Material is estimated to be drier than the Plastic Limit.
$w \sim PL$	Material is estimated to be close to the Plastic Limit.
$w > PL$	Material is estimated to be wetter than the Plastic Limit.

LIST OF SYMBOLS

Unless otherwise stated, the symbols employed in the report are as follows:

I. GENERAL

π	3.1416
$\ln x$	natural logarithm of x
\log_{10}	x or log x, logarithm of x to base 10
g	acceleration due to gravity
t	time

II. STRESS AND STRAIN

γ	shear strain
Δ	change in, e.g. in stress: $\Delta \sigma$
ε	linear strain
ε_v	volumetric strain
η	coefficient of viscosity
ν	Poisson's ratio
σ	total stress
σ'	effective stress ($\sigma' = \sigma - u$)
σ'_{vo}	initial effective overburden stress
$\sigma_1, \sigma_2, \sigma_3$	principal stress (major, intermediate, minor)
σ_{oct}	mean stress or octahedral stress $= (\sigma_1 + \sigma_2 + \sigma_3)/3$
τ	shear stress
u	porewater pressure
E	modulus of deformation
G	shear modulus of deformation
K	bulk modulus of compressibility

III. SOIL PROPERTIES**(a) Index Properties**

$\rho(\gamma)$	bulk density (bulk unit weight)*
$\rho_d(\gamma_d)$	dry density (dry unit weight)
$\rho_w(\gamma_w)$	density (unit weight) of water
$\rho_s(\gamma_s)$	density (unit weight) of solid particles
γ'	unit weight of submerged soil ($\gamma' = \gamma - \gamma_w$)
D_R	relative density (specific gravity) of solid particles ($D_R = \rho_s / \rho_w$) (formerly G_s)
e	void ratio
n	porosity
S	degree of saturation

* Density symbol is ρ . Unit weight symbol is γ where $\gamma = \rho g$ (i.e. mass density multiplied by acceleration due to gravity)

(a) Index Properties (continued)

w	water content
w_l or LL	liquid limit
w_p or PL	plastic limit
I_p or PI	plasticity index = $(w_l - w_p)$
NP	non-plastic
w_s	shrinkage limit
I_L	liquidity index = $(w - w_p) / I_p$
I_C	consistency index = $(w_l - w) / I_p$
e_{max}	void ratio in loosest state
e_{min}	void ratio in densest state
I_D	density index = $(e_{max} - e) / (e_{max} - e_{min})$ (formerly relative density)

(b) Hydraulic Properties

h	hydraulic head or potential
q	rate of flow
v	velocity of flow
i	hydraulic gradient
k	hydraulic conductivity (coefficient of permeability)
j	seepage force per unit volume

(c) Consolidation (one-dimensional)

C_c	compression index (normally consolidated range)
C_r	recompression index (over-consolidated range)
C_s	swelling index
C_α	secondary compression index
m_v	coefficient of volume change
C_v	coefficient of consolidation (vertical direction)
C_h	coefficient of consolidation (horizontal direction)
T_v	time factor (vertical direction)
U	degree of consolidation
σ'_p	pre-consolidation stress
OCR	over-consolidation ratio = σ'_p / σ'_{vo}

(d) Shear Strength

τ_p, τ_r	peak and residual shear strength
ϕ'	effective angle of internal friction
δ	angle of interface friction
μ	coefficient of friction = $\tan \delta$
c'	effective cohesion
c_u, s_u	undrained shear strength ($\phi = 0$ analysis)
p	mean total stress $(\sigma_1 + \sigma_3)/2$
p'	mean effective stress $(\sigma'_1 + \sigma'_3)/2$
q	$(\sigma_1 - \sigma_3)/2$ or $(\sigma'_1 - \sigma'_3)/2$
q_u	compressive strength $(\sigma_1 - \sigma_3)$
S_t	sensitivity

Notes: 1
2

$$\tau = c' + \sigma' \tan \phi'$$

$$\text{shear strength} = (\text{compressive strength})/2$$

PROJECT: 20140149

RECORD OF BOREHOLE: 20-01

SHEET 1 OF 1

LOCATION: N 5037935.1 ;E 487730.0

BORING DATE: April 30, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE			SAMPLES			HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕ <i>ND = Not Detected</i>				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □ <i>ND = Not Detected</i>				WATER CONTENT PERCENT					
								20 40 60 80				10 ⁻⁶ 10 ⁻⁵ 10 ⁻⁴ 10 ⁻³ Wp -----○W----- WI					
0	Geoprobe Direct Push	GROUND SURFACE		60.86												<div>Flush Mount Casing</div> <div>Bentonite Seal</div> <div>Silica Sand</div> <div>32 mm Diam. PVC #10 Slot Screen</div> <div>WL in Screen at Elev. 59.22 m on May 4, 2020</div>	
		(SM) SILTY SAND with clay; brown; dry		0.00													
		(SM) SILTY SAND; brown; moist to wet		60.56	1	SS	-	ND	⊕								
1				0.30	2	SS	-										
					3	SS	-	ND	⊕								
2				4	SS	-											
				5	SS	-	ND	⊕									
3		End of Borehole		57.81													
				3.05													
4																	
5																	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

PROJECT: 20140149

RECORD OF BOREHOLE: 20-02

SHEET 1 OF 1


LOCATION: N 5037929.2 ;E 487732.2

BORING DATE: April 30, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE			SAMPLES		HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION				
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □				WATER CONTENT PERCENT								
								ND = Not Detected				Wp ——— W ——— WI								
								ND = Not Detected				20 ——— 40 ——— 60 ——— 80								
0	Geoprobe Direct Push	GROUND SURFACE		60.98																
		(SM) SILTY SAND with clay; brown; dry		0.00												1	SS	-	⊕	ND
1																2	SS	-		
		(SM) SILTY SAND; brown; moist to wet		59.76												3	SS	-	⊕	ND
2				1.22												4	SS	-	⊕	ND
																5	SS	-	⊕	ND
3			6	SS	-	⊕	ND													
4		End of Borehole		57.32										WL in Screen at Elev. 59.08 m on May 4, 2020						
5				3.66																
6																				
7																				
8																				
9																				
10																				

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

MIS-BHS 001 20140149.GPJ GAL-MIS.GDT 7/9/20 JEM

PROJECT: 20140149

RECORD OF BOREHOLE: 20-03

SHEET 1 OF 1

LOCATION: N 5037906.9 ;E 487736.3

BORING DATE: April 30, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE		SAMPLES		HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕ <i>ND = Not Detected</i>				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION		
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □ <i>ND = Not Detected</i>				WATER CONTENT PERCENT					
								20 40 60 80				10 ⁻⁶ 10 ⁻⁵ 10 ⁻⁴ 10 ⁻³ Wp ——— W ——— WI					
0	Geoprobe Direct Push	GROUND SURFACE		60.61											<div>Flush Mount Casing</div> <div>Bentonite Seal</div> <div>Silica Sand</div> <div>32 mm Diam. PVC #10 Slot Screen</div> <div>WL in Screen at Elev. 58.72 m on May 4, 2020</div>		
		(SM) SILTY SAND; brown; dry		0.00	1	SS	- □	ND	⊕								
1					2	SS	- ⊕	ND									
		(SM) SILTY SAND; grey; wet		59.39	3	SS	- ⊕	ND									
				1.22	4	SS	- ⊕	ND									
2				5	SS	-											
3		End of Borehole		57.56													
				3.05													
4																	
5																	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

PROJECT: 20140149

RECORD OF BOREHOLE: 20-04

SHEET 1 OF 1

LOCATION: N 5037904.9 ;E 487741.4

BORING DATE: April 30, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE			SAMPLES			HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □				WATER CONTENT PERCENT					
								ND = Not Detected				Wp ——— W ——— WI					
								ND = Not Detected				20 40 60 80					
0	Geoprobe Direct Push	GROUND SURFACE		60.68													
		(GP) GRAVEL; grey		0.00												Flush Mount Casing	
		(SM) SILTY SAND; brown; moist		0.15	1	SS	-	⊕	ND								
1						2	SS	-	⊕	ND							
						3	SS	-	⊕	ND							
2					4	SS	-	□	ND	⊕							
		(SM) SILTY SAND; grey; wet		58.24													32 mm Diam. PVC #10 Slot Screen
				2.44	5	SS	-	□	ND	⊕							
3		End of Borehole		57.63													WL in Screen at Elev. 58.81 m on May 4, 2020
				3.05													
4																	
5																	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

RECORD OF BOREHOLE: 20-05

PROJECT: 20140149

SHEET 1 OF 1

LOCATION: N 5037912.5 ;E 487752.8

BORING DATE: April 30, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

[illegible]

MIS-BHS 001 20140149.GPJ GAL-MIS.GDT 7/9/20 JEM

DEPTH SCALE



GOLDER

LOGGED: ALB

CHECKED: JD

1 : 50

PROJECT: 20140149

RECORD OF BOREHOLE: 20-06

SHEET 1 OF 1

LOCATION: N 5037905.1 ;E 487747.4

BORING DATE: April 30, 2020

DATUM: Geodetic

SAMPLER HAMMER, 64kg; DROP, 760mm

PENETRATION TEST HAMMER, 64kg; DROP, 760mm

DEPTH SCALE METRES	BORING METHOD	SOIL PROFILE			SAMPLES			HEADSPACE COMBUSTIBLE VAPOUR CONCENTRATIONS [PPM] ⊕				HYDRAULIC CONDUCTIVITY, k, cm/s				ADDITIONAL LAB. TESTING	PIEZOMETER OR STANDPIPE INSTALLATION
		DESCRIPTION	STRATA PLOT	ELEV. DEPTH (m)	NUMBER	TYPE	BLOWS/0.30m	HEADSPACE ORGANIC VAPOUR CONCENTRATIONS [PPM] □				WATER CONTENT PERCENT					
								ND = Not Detected				Wp ———— W ———— WI					
								20 40 60 80				10 ⁻⁶ 10 ⁻⁵ 10 ⁻⁴ 10 ⁻³					
0	Geoprobe Direct Push	GROUND SURFACE		60.60											Flush Mount Casing		
		(GP) GRAVEL; grey		0.00													
		SILTY SAND; brown; moist to wet		0.15	1	SS	- □ ⊕	ND									
1					2	SS	- ⊕	ND									
					3	SS	- □ ⊕	ND									
2																	
		SILTY SAND; grey; wet		58.47 2.13	4	SS	- ⊕	ND							32 mm Diam. PVC #10 Slot Screen		
					5	SS	- ⊕	ND									
3		End of Borehole		57.55 3.05											WL in Screen at Elev. 59.09 m on May 4, 2020		
4																	
5																	
6																	
7																	
8																	
9																	
10																	

DEPTH SCALE

1 : 50

**GOLDER**

LOGGED: ALB

CHECKED: JD

MIS-BHS 001 20140149.GPJ GAL-MIS.GDT 7/9/20 JEM

APPENDIX B

Certificates of Analysis



5835 COOPERS AVENUE
MISSISSAUGA, ONTARIO
CANADA L4Z 1Y2
TEL (905)712-5100
FAX (905)712-5122
<http://www.agatlabs.com>

CLIENT NAME: GOLDER ASSOCIATES LTD
1931 ROBERTSON ROAD
OTTAWA, ON K2H5B7
(613) 592-9600

ATTENTION TO: James Doyle

PROJECT: 20140149

AGAT WORK ORDER: 20Z598318

SOIL ANALYSIS REVIEWED BY: Nivine Basily, Inorganics Report Writer

TRACE ORGANICS REVIEWED BY: Neli Popnikolova, Senior Chemist

DATE REPORTED: May 22, 2020

PAGES (INCLUDING COVER): 14

VERSION*: 1

Should you require any information regarding this analysis please contact your client services representative at (905) 712-5100

*Notes

Disclaimer:

- All work conducted herein has been done using accepted standard protocols, and generally accepted practices and methods. AGAT test methods may incorporate modifications from the specified reference methods to improve performance.
- All samples will be disposed of within 30 days following analysis, unless expressly agreed otherwise in writing. Please contact your Client Project Manager if you require additional sample storage time.
- AGAT's liability in connection with any delay, performance or non-performance of these services is only to the Client and does not extend to any other third party. Unless expressly agreed otherwise in writing, AGAT's liability is limited to the actual cost of the specific analysis or analyses included in the services.
- This Certificate shall not be reproduced except in full, without the written approval of the laboratory.
- The test results reported herewith relate only to the samples as received by the laboratory.
- Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, warranties of merchantability, fitness for a particular purpose, or non-infringement. AGAT assumes no responsibility for any errors or omissions in the guidelines contained in this document.
- All reportable information as specified by ISO/IEC 17025:2017 is available from AGAT Laboratories upon request.



Certificate of Analysis

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

5835 COOPERS AVENUE
MISSISSAUGA, ONTARIO
CANADA L4Z 1Y2
TEL (905)712-5100
FAX (905)712-5122
<http://www.agatlabs.com>

CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE: 2767 St. Pascal

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - Metals (Including Hydrides) (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-22

		SAMPLE DESCRIPTION: 20-06 SA2		
		SAMPLE TYPE: Soil		
		DATE SAMPLED: 2020-04-29		
Parameter	Unit	G / S	RDL	1130318
Antimony	µg/g	40	0.8	<0.8
Arsenic	µg/g	18	1	<1
Barium	µg/g	670	2	35
Beryllium	µg/g	8	0.5	<0.5
Boron	µg/g	120	5	<5
Cadmium	µg/g	1.9	0.5	<0.5
Chromium	µg/g	160	5	20
Cobalt	µg/g	80	0.5	3.9
Copper	µg/g	230	1	15
Lead	µg/g	120	1	2
Molybdenum	µg/g	40	0.5	<0.5
Nickel	µg/g	270	1	10
Selenium	µg/g	5.5	0.4	<0.4
Silver	µg/g	40	0.2	<0.2
Thallium	µg/g	3.3	0.4	<0.4
Uranium	µg/g	33	0.5	0.5
Vanadium	µg/g	86	1	18
Zinc	µg/g	340	5	19

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition - Soil - Industrial/Commercial/Community Property Use - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.
Analysis performed at AGAT Toronto (unless marked by *)

Certified By:

Divine Basily


AGAT Laboratories

Certificate of Analysis

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

 5835 COOPERS AVENUE
 MISSISSAUGA, ONTARIO
 CANADA L4Z 1Y2
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<http://www.agatlabs.com>

CLIENT NAME: GOLDER ASSOCIATES LTD

SAMPLING SITE: 2767 St. Pascal

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - PAHs (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-22

		SAMPLE DESCRIPTION:		20-06 SA2
		SAMPLE TYPE:		Soil
		DATE SAMPLED:		2020-04-29
Parameter	Unit	G / S	RDL	1130318
Naphthalene	µg/g	9.6	0.05	<0.05
Acenaphthylene	µg/g	0.15	0.05	<0.05
Acenaphthene	µg/g	21	0.05	<0.05
Fluorene	µg/g	62	0.05	<0.05
Phenanthrene	µg/g	12	0.05	<0.05
Anthracene	µg/g	0.67	0.05	<0.05
Fluoranthene	µg/g	9.6	0.05	<0.05
Pyrene	µg/g	96	0.05	<0.05
Benz(a)anthracene	µg/g	0.96	0.05	<0.05
Chrysene	µg/g	9.6	0.05	<0.05
Benzo(b)fluoranthene	µg/g	0.96	0.05	<0.05
Benzo(k)fluoranthene	µg/g	0.96	0.05	<0.05
Benzo(a)pyrene	µg/g	0.3	0.05	<0.05
Indeno(1,2,3-cd)pyrene	µg/g	0.76	0.05	<0.05
Dibenz(a,h)anthracene	µg/g	0.1	0.05	<0.05
Benzo(g,h,i)perylene	µg/g	9.6	0.05	<0.05
2-and 1-methyl Naphthalene	µg/g	30	0.05	<0.05
Moisture Content	%		0.1	18.2
Surrogate	Unit	Acceptable Limits		
Naphthalene-d8	%	50-140		90
Acenaphthene-d10	%	50-140		78
Chrysene-d12	%	50-140		92

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition - Soil - Industrial/Commercial/Community Property Use - Coarse Textured Soils
 Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1130318 Results are based on the dry weight of the soil.
 Note: The result for Benzo(b)Fluoranthene is the total of the Benzo(b)&j)Fluoranthene isomers because the isomers co-elute on the GC column.
 2- and 1-Methyl Naphthalene is a calculated parameter. The calculated value is the sum of 2-Methyl Naphthalene and 1-Methyl Naphthalene.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

5835 COOPERS AVENUE
MISSISSAUGA, ONTARIO
CANADA L4Z 1Y2
TEL (905)712-5100
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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE: 2767 St. Pascal

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-22

		SAMPLE DESCRIPTION:		20-01 SA5	20-02 SA5	DUP-1	20-03 SA1	20-04 SA4	20-05 SA3	20-06 SA3
		SAMPLE TYPE:		Soil	Soil	Soil	Soil	Soil	Soil	Soil
		DATE SAMPLED:		2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30
Parameter	Unit	G / S	RDL	1107420	1107429	1107430	1107431	1107432	1107433	1107434
F1 (C6 to C10)	µg/g	55	5	<5	<5	<5	<5	<5	<5	<5
F1 (C6 to C10) minus BTEX	µg/g	55	5	<5	<5	<5	<5	<5	<5	<5
F2 (C10 to C16)	µg/g	230	10	<10	<10	<10	<10	<10	<10	<10
F3 (C16 to C34)	µg/g	1700	50	<50	<50	<50	<50	<50	<50	<50
F4 (C34 to C50)	µg/g	3300	50	<50	<50	<50	<50	<50	<50	<50
Gravimetric Heavy Hydrocarbons	µg/g	3300	50	NA	NA	NA	NA	NA	NA	NA
Moisture Content	%		0.1	21.9	20.3	20.6	8.4	20.6	15.4	15.5
Surrogate	Unit	Acceptable Limits								
Terphenyl	%	60-140		88	82	66	75	113	87	97

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition - Soil - Industrial/Commercial/Community Property Use - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1107420-1107434 Results are based on sample dry weight.
The C6-C10 fraction is calculated using toluene response factor.
C6-C10 (F1 minus BTEX) is a calculated parameter. The calculated value is F1 minus BTEX.
The C10 - C16, C16 - C34, and C34 - C50 fractions are calculated using the average response factor for n-C10, n-C16, and n-C34.
Gravimetric Heavy Hydrocarbons are not included in the Total C16-C50 and are only determined if the chromatogram of the C34 - C50 hydrocarbons indicates that hydrocarbons >C50 are present.
The chromatogram has returned to baseline by the retention time of nC50.
Total C6 - C50 results are corrected for BTEX contribution.
This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.
nC6 and nC10 response factors are within 30% of Toluene response factor.
nC10, nC16 and nC34 response factors are within 10% of their average.
C50 response factor is within 70% of nC10 + nC16 + nC34 average.
Linearity is within 15%.
Extraction and holding times were met for this sample.
Fractions 1-4 are quantified without the contribution of PAHs. Under Ontario Regulation 153, results are considered valid without determining the PAH contribution if not requested by the client.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE: 2767 St. Pascal

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - VOCs (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-22

		SAMPLE DESCRIPTION:		20-01 SA5	20-02 SA5	DUP-1	20-03 SA1	20-04 SA4	20-05 SA3	20-06 SA3
		SAMPLE TYPE:		Soil	Soil	Soil	Soil	Soil	Soil	Soil
		DATE SAMPLED:		2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30
Parameter	Unit	G / S	RDL	1107420	1107429	1107430	1107431	1107432	1107433	1107434
Dichlorodifluoromethane	µg/g	16	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Vinyl Chloride	ug/g	0.032	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Bromomethane	ug/g	0.05	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Trichlorofluoromethane	ug/g	4	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Acetone	ug/g	16	0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
1,1-Dichloroethylene	ug/g	0.064	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methylene Chloride	ug/g	1.6	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Trans- 1,2-Dichloroethylene	ug/g	1.3	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methyl tert-butyl Ether	ug/g	1.6	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1-Dichloroethane	ug/g	0.47	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Methyl Ethyl Ketone	ug/g	70	0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
Cis- 1,2-Dichloroethylene	ug/g	1.9	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Chloroform	ug/g	0.47	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
1,2-Dichloroethane	ug/g	0.05	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
1,1,1-Trichloroethane	ug/g	6.1	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Carbon Tetrachloride	ug/g	0.21	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Benzene	ug/g	0.32	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
1,2-Dichloropropane	ug/g	0.16	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Trichloroethylene	ug/g	0.55	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Bromodichloromethane	ug/g	1.5	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Methyl Isobutyl Ketone	ug/g	31	0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50	<0.50
1,1,2-Trichloroethane	ug/g	0.05	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Toluene	ug/g	6.4	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Dibromochloromethane	ug/g	2.3	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Ethylene Dibromide	ug/g	0.05	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Tetrachloroethylene	ug/g	1.9	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,1,2-Tetrachloroethane	ug/g	0.087	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
Chlorobenzene	ug/g	2.4	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Ethylbenzene	ug/g	1.1	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
m & p-Xylene	ug/g		0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE: 2767 St. Pascal

SAMPLED BY: A. Bradshaw

O. Reg. 153(511) - VOCs (Soil)

DATE RECEIVED: 2020-05-05

DATE REPORTED: 2020-05-22

		SAMPLE DESCRIPTION:		20-01 SA5	20-02 SA5	DUP-1	20-03 SA1	20-04 SA4	20-05 SA3	20-06 SA3
		SAMPLE TYPE:		Soil	Soil	Soil	Soil	Soil	Soil	Soil
		DATE SAMPLED:		2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30	2020-04-30
Parameter	Unit	G / S	RDL	1107420	1107429	1107430	1107431	1107432	1107433	1107434
Bromoform	ug/g	0.61	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Styrene	ug/g	34	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,1,2,2-Tetrachloroethane	ug/g	0.05	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
o-Xylene	ug/g		0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,3-Dichlorobenzene	ug/g	9.6	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,4-Dichlorobenzene	ug/g	0.2	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,2-Dichlorobenzene	ug/g	1.2	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Xylenes (Total)	ug/g	26	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
1,3-Dichloropropene (Cis + Trans)	µg/g	0.059	0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04	<0.04
n-Hexane	µg/g	46	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Surrogate	Unit	Acceptable Limits								
Toluene-d8	% Recovery	50-140		101	97	99	101	95	95	97
4-Bromofluorobenzene	% Recovery	50-140		92	86	85	86	82	84	83

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 2: Full Depth Generic Site Condition Standards in a Potable Ground Water Condition - Soil -

Industrial/Commercial/Community Property Use - Coarse Textured Soils

Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1107420-1107434 The sample was analyzed using the high level technique. The sample was extracted using methanol, a small amount of the methanol extract was diluted in water and the purge & trap GC/MS analysis was performed. Results are based on the dry weight of the soil.

Xylenes total is a calculated parameter. The calculated value is the sum of m&p-Xylene + o-Xylene.

1,3-Dichloropropene total is a calculated parameter. The calculated value is the sum of Cis-1,3-Dichloropropene and Trans-1,3-Dichloropropene.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:

N Popmukolof



Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140149

SAMPLING SITE: 2767 St. Pascal

AGAT WORK ORDER: 20Z598318

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

Soil Analysis

RPT Date: May 22, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
O. Reg. 153(511) - Metals (Including Hydrides) (Soil)															
Antimony	1127292		<0.8	<0.8	NA	< 0.8	126%	70%	130%	107%	80%	120%	93%	70%	130%
Arsenic	1127292		1	1	NA	< 1	103%	70%	130%	103%	80%	120%	104%	70%	130%
Barium	1127292		15	18	18.2%	< 2	104%	70%	130%	105%	80%	120%	112%	70%	130%
Beryllium	1127292		<0.5	<0.5	NA	< 0.5	106%	70%	130%	109%	80%	120%	107%	70%	130%
Boron	1127292		<5	<5	NA	< 5	99%	70%	130%	102%	80%	120%	90%	70%	130%
Cadmium	1127292		<0.5	<0.5	NA	< 0.5	100%	70%	130%	103%	80%	120%	104%	70%	130%
Chromium	1127292		6	6	NA	< 5	103%	70%	130%	111%	80%	120%	114%	70%	130%
Cobalt	1127292		2.2	2.3	NA	< 0.5	98%	70%	130%	102%	80%	120%	100%	70%	130%
Copper	1127292		6	6	0.0%	< 1	106%	70%	130%	112%	80%	120%	107%	70%	130%
Lead	1127292		9	10	10.5%	< 1	104%	70%	130%	108%	80%	120%	108%	70%	130%
Molybdenum	1127292		<0.5	<0.5	NA	< 0.5	93%	70%	130%	95%	80%	120%	95%	70%	130%
Nickel	1127292		5	5	0.0%	< 1	97%	70%	130%	101%	80%	120%	99%	70%	130%
Selenium	1127292		<0.4	<0.4	NA	< 0.4	93%	70%	130%	98%	80%	120%	98%	70%	130%
Silver	1127292		<0.2	<0.2	NA	< 0.2	110%	70%	130%	116%	80%	120%	100%	70%	130%
Thallium	1127292		<0.4	<0.4	NA	< 0.4	98%	70%	130%	102%	80%	120%	102%	70%	130%
Uranium	1127292		<0.5	<0.5	NA	< 0.5	116%	70%	130%	105%	80%	120%	107%	70%	130%
Vanadium	1127292		14	14	0.0%	< 1	102%	70%	130%	103%	80%	120%	111%	70%	130%
Zinc	1127292		21	22	NA	< 5	105%	70%	130%	113%	80%	120%	123%	70%	130%

Comments: If the RPD value is NA, the results of the duplicates are under 5X the RDL and will not be calculated.

Certified By:

Divine Basily



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140149

SAMPLING SITE: 2767 St. Pascal

AGAT WORK ORDER: 20Z598318

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

Trace Organics Analysis

RPT Date: May 22, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
O. Reg. 153(511) - VOCs (Soil)															
Dichlorodifluoromethane	1107280		< 0.05	< 0.05	NA	< 0.05	107%	50%	140%	97%	50%	140%	95%	50%	140%
Vinyl Chloride	1107280		< 0.02	< 0.02	NA	< 0.02	105%	50%	140%	81%	50%	140%	90%	50%	140%
Bromomethane	1107280		< 0.05	< 0.05	NA	< 0.05	96%	50%	140%	91%	50%	140%	100%	50%	140%
Trichlorofluoromethane	1107280		< 0.05	< 0.05	NA	< 0.05	95%	50%	140%	87%	50%	140%	101%	50%	140%
Acetone	1107280		< 0.50	< 0.50	NA	< 0.50	103%	50%	140%	101%	50%	140%	84%	50%	140%
1,1-Dichloroethylene	1107280		< 0.05	< 0.05	NA	< 0.05	89%	50%	140%	82%	60%	130%	103%	50%	140%
Methylene Chloride	1107280		< 0.05	< 0.05	NA	< 0.05	89%	50%	140%	82%	60%	130%	106%	50%	140%
Trans- 1,2-Dichloroethylene	1107280		< 0.05	< 0.05	NA	< 0.05	109%	50%	140%	75%	60%	130%	107%	50%	140%
Methyl tert-butyl Ether	1107280		< 0.05	< 0.05	NA	< 0.05	89%	50%	140%	89%	60%	130%	91%	50%	140%
1,1-Dichloroethane	1107280		< 0.02	< 0.02	NA	< 0.02	108%	50%	140%	99%	60%	130%	105%	50%	140%
Methyl Ethyl Ketone	1107280		< 0.50	< 0.50	NA	< 0.50	103%	50%	140%	101%	50%	140%	101%	50%	140%
Cis- 1,2-Dichloroethylene	1107280		< 0.02	< 0.02	NA	< 0.02	89%	50%	140%	93%	60%	130%	104%	50%	140%
Chloroform	1107280		< 0.04	< 0.04	NA	< 0.04	85%	50%	140%	93%	60%	130%	106%	50%	140%
1,2-Dichloroethane	1107280		< 0.03	< 0.03	NA	< 0.03	109%	50%	140%	83%	60%	130%	102%	50%	140%
1,1,1-Trichloroethane	1107280		< 0.05	< 0.05	NA	< 0.05	86%	50%	140%	103%	60%	130%	99%	50%	140%
Carbon Tetrachloride	1107280		< 0.05	< 0.05	NA	< 0.05	98%	50%	140%	82%	60%	130%	87%	50%	140%
Benzene	1107280		< 0.02	< 0.02	NA	< 0.02	111%	50%	140%	77%	60%	130%	112%	50%	140%
1,2-Dichloropropane	1107280		< 0.03	< 0.03	NA	< 0.03	89%	50%	140%	84%	60%	130%	104%	50%	140%
Trichloroethylene	1107280		< 0.03	< 0.03	NA	< 0.03	103%	50%	140%	76%	60%	130%	109%	50%	140%
Bromodichloromethane	1107280		< 0.05	< 0.05	NA	< 0.05	83%	50%	140%	87%	60%	130%	95%	50%	140%
Methyl Isobutyl Ketone	1107280		< 0.50	< 0.50	NA	< 0.50	82%	50%	140%	80%	50%	140%	104%	50%	140%
1,1,2-Trichloroethane	1107280		< 0.04	< 0.04	NA	< 0.04	96%	50%	140%	92%	60%	130%	121%	50%	140%
Toluene	1107280		< 0.05	< 0.05	NA	< 0.05	82%	50%	140%	86%	60%	130%	99%	50%	140%
Dibromochloromethane	1107280		< 0.05	< 0.05	NA	< 0.05	106%	50%	140%	102%	60%	130%	98%	50%	140%
Ethylene Dibromide	1107280		< 0.04	< 0.04	NA	< 0.04	92%	50%	140%	91%	60%	130%	113%	50%	140%
Tetrachloroethylene	1107280		< 0.05	< 0.05	NA	< 0.05	85%	50%	140%	91%	60%	130%	93%	50%	140%
1,1,1,2-Tetrachloroethane	1107280		< 0.04	< 0.04	NA	< 0.04	93%	50%	140%	93%	60%	130%	112%	50%	140%
Chlorobenzene	1107280		< 0.05	< 0.05	NA	< 0.05	86%	50%	140%	85%	60%	130%	111%	50%	140%
Ethylbenzene	1107280		< 0.05	< 0.05	NA	< 0.05	89%	50%	140%	78%	60%	130%	115%	50%	140%
m & p-Xylene	1107280		< 0.05	< 0.05	NA	< 0.05	81%	50%	140%	83%	60%	130%	124%	50%	140%
Bromoform	1107280		< 0.05	< 0.05	NA	< 0.05	109%	50%	140%	111%	60%	130%	92%	50%	140%
Styrene	1107280		< 0.05	< 0.05	NA	< 0.05	77%	50%	140%	89%	60%	130%	117%	50%	140%
1,1,2,2-Tetrachloroethane	1107280		< 0.05	< 0.05	NA	< 0.05	111%	50%	140%	94%	60%	130%	89%	50%	140%
o-Xylene	1107280		< 0.05	< 0.05	NA	< 0.05	85%	50%	140%	84%	60%	130%	110%	50%	140%
1,3-Dichlorobenzene	1107280		< 0.05	< 0.05	NA	< 0.05	88%	50%	140%	81%	60%	130%	101%	50%	140%
1,4-Dichlorobenzene	1107280		< 0.05	< 0.05	NA	< 0.05	92%	50%	140%	85%	60%	130%	90%	50%	140%
1,2-Dichlorobenzene	1107280		< 0.05	< 0.05	NA	< 0.05	93%	50%	140%	81%	60%	130%	110%	50%	140%
1,3-Dichloropropene (Cis + Trans)	1107280		< 0.04	< 0.04	NA	< 0.04	94%	50%	140%	92%	60%	130%	96%	50%	140%
n-Hexane	1107280		< 0.05	< 0.05	NA	< 0.05	109%	50%	140%	103%	60%	130%	96%	50%	140%



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140149

SAMPLING SITE: 2767 St. Pascal

AGAT WORK ORDER: 20Z598318

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

Trace Organics Analysis (Continued)

RPT Date: May 22, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL		METHOD BLANK SPIKE		MATRIX SPIKE				
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Soil)

F1 (C6 to C10)	1107951		< 5	< 5	NA	< 5	98%	60%	140%	111%	60%	140%	110%	60%	140%
F2 (C10 to C16)	1108831		< 10	< 10	NA	< 10	118%	60%	140%	95%	60%	140%	78%	60%	140%
F3 (C16 to C34)	1108831		< 50	< 50	NA	< 50	121%	60%	140%	92%	60%	140%	80%	60%	140%
F4 (C34 to C50)	1108831		< 50	< 50	NA	< 50	102%	60%	140%	99%	60%	140%	89%	60%	140%

Comments: When the average of the sample and duplicate results is less than 5x the RDL, the Relative Percent Difference (RPD) will be indicated as Not Applicable (NA).

O. Reg. 153(511) - PAHs (Soil)

Naphthalene	1129078		< 0.05	< 0.05	NA	< 0.05	78%	50%	140%	98%	50%	140%	84%	50%	140%
Acenaphthylene	1129078		< 0.05	< 0.05	NA	< 0.05	84%	50%	140%	85%	50%	140%	75%	50%	140%
Acenaphthene	1129078		< 0.05	< 0.05	NA	< 0.05	75%	50%	140%	75%	50%	140%	86%	50%	140%
Fluorene	1129078		< 0.05	< 0.05	NA	< 0.05	85%	50%	140%	76%	50%	140%	84%	50%	140%
Phenanthrene	1129078		< 0.05	< 0.05	NA	< 0.05	95%	50%	140%	84%	50%	140%	85%	50%	140%
Anthracene	1129078		< 0.05	< 0.05	NA	< 0.05	84%	50%	140%	82%	50%	140%	83%	50%	140%
Fluoranthene	1129078		< 0.05	< 0.05	NA	< 0.05	105%	50%	140%	86%	50%	140%	94%	50%	140%
Pyrene	1129078		< 0.05	< 0.05	NA	< 0.05	106%	50%	140%	108%	50%	140%	102%	50%	140%
Benz(a)anthracene	1129078		< 0.05	< 0.05	NA	< 0.05	84%	50%	140%	84%	50%	140%	85%	50%	140%
Chrysene	1129078		< 0.05	< 0.05	NA	< 0.05	95%	50%	140%	85%	50%	140%	96%	50%	140%
Benzo(b)fluoranthene	1129078		< 0.05	< 0.05	NA	< 0.05	108%	50%	140%	85%	50%	140%	75%	50%	140%
Benzo(k)fluoranthene	1129078		< 0.05	< 0.05	NA	< 0.05	119%	50%	140%	96%	50%	140%	82%	50%	140%
Benzo(a)pyrene	1129078		< 0.05	< 0.05	NA	< 0.05	111%	50%	140%	87%	50%	140%	94%	50%	140%
Indeno(1,2,3-cd)pyrene	1129078		< 0.05	< 0.05	NA	< 0.05	85%	50%	140%	86%	50%	140%	64%	50%	140%
Dibenz(a,h)anthracene	1129078		< 0.05	< 0.05	NA	< 0.05	64%	50%	140%	90%	50%	140%	64%	50%	140%
Benzo(g,h,i)perylene	1129078		< 0.05	< 0.05	NA	< 0.05	85%	50%	140%	88%	50%	140%	67%	50%	140%

Certified By:

N Popmukohof



Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

ATTENTION TO: James Doyle

SAMPLING SITE: 2767 St. Pascal

SAMPLED BY: A. Bradshaw

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Soil Analysis			
Antimony	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Arsenic	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Barium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Beryllium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Boron	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Cadmium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Chromium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Cobalt	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Copper	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Lead	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Molybdenum	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Nickel	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Selenium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Silver	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Thallium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Uranium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Vanadium	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS
Zinc	MET-93-6103	modified from EPA 3050B and EPA 6020B and ON MOECC	ICP-MS



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Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z598318

PROJECT: 20140149

ATTENTION TO: James Doyle

SAMPLING SITE: 2767 St. Pascal

SAMPLED BY: A. Bradshaw

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Trace Organics Analysis			
Naphthalene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Acenaphthylene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Acenaphthene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Fluorene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Phenanthrene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Anthracene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Fluoranthene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Pyrene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Benz(a)anthracene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Chrysene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Benzo(b)fluoranthene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Benzo(k)fluoranthene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Benzo(a)pyrene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Indeno(1,2,3-cd)pyrene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Dibenz(a,h)anthracene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Benzo(g,h,i)perylene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
2-and 1-methyl Naphthalene	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Moisture Content	ORG-91-5106	Tier 1 Method	BALANCE
Naphthalene-d8	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Acenaphthene-d10	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
Chrysene-d12	ORG-91-5106	modified from EPA SW-846 3541 & 8270E	GC/MS
F1 (C6 to C10)	VOL-91-5009	modified from CCME Tier 1 Method, SW846 5035	P&T GC/FID
F1 (C6 to C10) minus BTEX	VOL-91-5009	modified from CCME Tier 1 Method, SW846 5035	P&T GC/FID
F2 (C10 to C16)	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
F3 (C16 to C34)	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
F4 (C34 to C50)	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
Gravimetric Heavy Hydrocarbons	VOL-91-5009	modified from CCME Tier 1 Method	BALANCE
Moisture Content	VOL-91-5009	modified from CCME Tier 1 Method	BALANCE
Terphenyl	VOL-91-5009	modified from CCME Tier 1 Method	GC/FID
Dichlorodifluoromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS



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Method Summary

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PROJECT: 20140149

SAMPLING SITE: 2767 St. Pascal

AGAT WORK ORDER: 20Z598318

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Vinyl Chloride	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Bromomethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Trichlorofluoromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Acetone	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1-Dichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methylene Chloride	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Trans- 1,2-Dichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methyl tert-butyl Ether	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1-Dichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methyl Ethyl Ketone	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Cis- 1,2-Dichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Chloroform	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,2-Dichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,1-Trichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Carbon Tetrachloride	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Benzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,2-Dichloropropane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Trichloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Bromodichloromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Methyl Isobutyl Ketone	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,2-Trichloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Toluene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Dibromochloromethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Ethylene Dibromide	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Tetrachloroethylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,1,2-Tetrachloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Chlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Ethylbenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS



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Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

PROJECT: 20140149

SAMPLING SITE: 2767 St. Pascal

AGAT WORK ORDER: 20Z598318

ATTENTION TO: James Doyle

SAMPLED BY: A. Bradshaw

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
m & p-Xylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Bromoform	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Styrene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,1,2,2-Tetrachloroethane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
o-Xylene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,3-Dichlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,4-Dichlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,2-Dichlorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Xylenes (Total)	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
1,3-Dichloropropene (Cis + Trans)	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
n-Hexane	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
Toluene-d8	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS
4-Bromofluorobenzene	VOL-91-5002	modified from EPA 5035C and EPA 8260D	(P&T)GC/MS



Chain of Custody Record

If this is a Drinking Water sample, please use Drinking Water Chain of Custody Form (potable water consumed by humans)

Report Information:

Company: Golder
Contact: J. Doyle
Address: 1471 Robertson
Phone: _____ Fax: _____
Reports to be sent to:
1. Email: jame.doyle@golder.com
2. Email: _____

Project Information:

Project: 20140149
Site Location: 2267 St. Patrick
Sampled By: A. Bradshaw
AGAT Quote #: _____ PO: _____
Please note: If quotation number is not provided, client will be billed full price for analysis.

Invoice Information:

Bill To Same: Yes ☐ No ☐
Company: _____
Contact: _____
Address: _____
Email: _____

Regulatory Requirements:

(Please check all applicable boxes)

☒ Regulation 153/04

Table 2
☒ Ind/Com
☐ Res/Park
☐ Agriculture

Soil Texture (Check One)

☐ Coarse
☐ Fine

☐ Sewer Use

☐ Sanitary

☐ Storm

Region _____

☐ MISA

☐ Regulation 558

☐ CCME

☐ Prov. Water Quality
Objectives (PWQO)

☐ Other

Indicate One

Is this submission for a
Record of Site Condition?

☐ Yes ☐ No

Report Guideline on
Certificate of Analysis

☐ Yes ☐ No

Sample Matrix Legend

B Biota
GW Ground Water
O Oil
P Paint
S Soil
SD Sediment
SW Surface Water

Field Filtered - Metals, Hg, CrVI

O. Reg 153

Metals and Inorganics
☐ All Metals ☐ 153 Metals (excl. Hydrides)
☐ Hydride Metals ☐ 153 Metals (incl. Hydrides)

ORPs: ☐ B-HWS ☐ Cl ☐ CN
☐ Cr⁶⁺ ☐ EC ☐ FOC ☐ Hg
☐ pH ☐ SAR

Full Metals Scan

Regulation/Custom Metals

Nutrients: ☐ TP ☐ NH₄ ☐ TKN
☐ NO₃ ☐ NO₂ ☐ NO₂ + NO₃

Volatiles: ☒ VOC ☐ BTEX ☐ THM

PHCs F1 - F4

ABNs

PAHs

POBs: ☐ Total ☐ Aroclors

Organochlorine Pesticides

TCLP: ☐ M&I ☐ VOCs ☐ ABNs ☐ B(a)P ☐ PCBs

Sewer Use

Potentially Hazardous or High Concentration (Y/N)

Laboratory Use Only

Work Order #: 207598318
Cooler Quantity: one-on-ice
Arrival Temperatures: 2.4 2.4 2.0
LT(ice) 4.1 4.2 4.3
Custody Seal Intact: ☐ Yes ☐ No ☐ N/A
Notes: 1L Black

Turnaround Time (TAT) Required:

Regular TAT ☒ 5 to 7 Business Days

Rush TAT (Rush Surcharges Apply)

☐ 3 Business Days ☐ 2 Business Days ☐ Next Business Day

OR Date Required (Rush Surcharges May Apply):

Please provide prior notification for rush TAT
*TAT is exclusive of weekends and statutory holidays

For 'Same Day' analysis, please contact your AGAT CPM

Sample Identification	Date Sampled	Time Sampled	# of Containers	Sample Matrix	Comments/ Special Instructions	Y / N	Metals and Inorganics	ORPs	pH	Full Metals Scan	Regulation/Custom Metals	Nutrients	Volatiles	PHCs F1 - F4	ABNs	PAHs	POBs	Organochlorine Pesticides	TCLP	Sewer Use	Potentially Hazardous or High Concentration (Y/N)
20-01 SAS	Apr 30/20	12:00	2	S																	
20-02 SAS																					
DUP-1																					
20-03 SA1																					
20-04 SA4																					
20-05 SA3																					
20-06 SA3																					

Samples Relinquished By (Print Name and Sign): <u>James Doyle</u>	Date: <u>May 4/20</u>	Time: <u>16:30</u>	Samples Received By (Print Name and Sign): <u>U. Bernier</u>	Date: <u>2020-05-08</u>	Time: <u>8:21</u>
Samples Relinquished By (Print Name and Sign): <u>James Doyle</u>	Date: <u>May 4/20</u>	Time: <u>16:30</u>	Samples Received By (Print Name and Sign): <u>Simran</u>	Date: <u>May 6/20</u>	Time: <u>10:00 am</u>
Samples Relinquished By (Print Name and Sign): <u>James Doyle</u>	Date: <u>May 4/20</u>	Time: <u>16:30</u>	Samples Received By (Print Name and Sign): <u>Simran</u>	Date: <u>May 6/20</u>	Time: <u>10:00 am</u>

Nº: **T101215**



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CLIENT NAME: GOLDER ASSOCIATES LTD
1931 ROBERTSON ROAD
OTTAWA, ON K2H5B7
(613) 592-9600

ATTENTION TO: James Doyle

PROJECT: 20140149

AGAT WORK ORDER: 20Z600731

TRACE ORGANICS REVIEWED BY: Neli Popnikolova, Senior Chemist

DATE REPORTED: May 20, 2020

PAGES (INCLUDING COVER): 9

VERSION*: 1

Should you require any information regarding this analysis please contact your client services representative at (905) 712-5100

*Notes

Disclaimer:

- All work conducted herein has been done using accepted standard protocols, and generally accepted practices and methods. AGAT test methods may incorporate modifications from the specified reference methods to improve performance.
- All samples will be disposed of within 30 days following analysis, unless expressly agreed otherwise in writing. Please contact your Client Project Manager if you require additional sample storage time.
- AGAT's liability in connection with any delay, performance or non-performance of these services is only to the Client and does not extend to any other third party. Unless expressly agreed otherwise in writing, AGAT's liability is limited to the actual cost of the specific analysis or analyses included in the services.
- This Certificate shall not be reproduced except in full, without the written approval of the laboratory.
- The test results reported herewith relate only to the samples as received by the laboratory.
- Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, warranties of merchantability, fitness for a particular purpose, or non-infringement. AGAT assumes no responsibility for any errors or omissions in the guidelines contained in this document.
- All reportable information as specified by ISO/IEC 17025:2017 is available from AGAT Laboratories upon request.



Certificate of Analysis

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

5835 COOPERS AVENUE
MISSISSAUGA, ONTARIO
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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)

DATE RECEIVED: 2020-05-11

DATE REPORTED: 2020-05-20

		SAMPLE DESCRIPTION:		20-1	20-2	20-3	20-4	20-5	20-6	DUP-1
		SAMPLE TYPE:		Water	Water	Water	Water	Water	Water	Water
		DATE SAMPLED:		2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08
Parameter	Unit	G / S	RDL	1123663	1123664	1123665	1123666	1123667	1123668	1123669
F1 (C6 - C10)	µg/L	750	25	<25	<25	<25	<25	<25	<25	<25
F1 (C6 to C10) minus BTEX	µg/L	750	25	<25	<25	<25	<25	<25	<25	<25
F2 (C10 to C16)	µg/L	150	100	<100	<100	<100	<100	<100	<100	<100
F3 (C16 to C34)	µg/L	500	100	<100	<100	<100	<100	<100	<100	<100
F4 (C34 to C50)	µg/L	500	100	<100	<100	<100	<100	<100	<100	<100
Gravimetric Heavy Hydrocarbons	µg/L		500	NA	NA	NA	NA	NA	NA	NA
Surrogate	Unit	Acceptable Limits								
Terphenyl	%	60-140		84	72	69	93	75	91	74

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 3: Full Depth Generic Site Condition Standards in a Non-Potable Ground Water Condition - Non-Potable Ground Water - All Types of Property Uses - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1123663-1123669 The C6-C10 fraction is calculated using Toluene response factor.
C6-C10 (F1 minus BTEX) is a calculated parameter. The calculated value is F1 minus BTEX.
The C10 - C16, C16 - C34, and C34 - C50 fractions are calculated using the average response factor for n-C10, n-C16, and n-C34.
Gravimetric Heavy Hydrocarbons are not included in the Total C16 - C50 and are only determined if the chromatogram of the C34 - C50 Hydrocarbons indicated that hydrocarbons >C50 are present.
The chromatogram has returned to baseline by the retention time of n-C50.
Total C6-C50 results are corrected for BTEX contribution.
This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.
n-C6 and n-C10 response factors are within 30% of Toluene response factor.
n-C10, n-C16 and n-C34 response factors are within 10% of their average.
C50 response factor is within 70% of n-C10 + n-C16 n-C34 average.
Linearity is within 15%.
Extraction and holding times were met for this sample.
Fractions 1-4 are quantified with the contribution of PAHs. Under Ontario Regulation 153, results are considered valid without determining the PAH contribution if not requested by the client.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

O. Reg. 153(511) - VOCs (Water)

DATE RECEIVED: 2020-05-11

DATE REPORTED: 2020-05-20

SAMPLE DESCRIPTION:				20-1	20-2	20-3	20-4	20-5	20-6	DUP-1
SAMPLE TYPE:				Water	Water	Water	Water	Water	Water	Water
DATE SAMPLED:				2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08
Parameter	Unit	G / S	RDL	1123663	1123664	1123665	1123666	1123667	1123668	1123669
Dichlorodifluoromethane	µg/L	4400	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Vinyl Chloride	µg/L	0.5	0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17
Bromomethane	µg/L	5.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichlorofluoromethane	µg/L	2500	0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40
Acetone	µg/L	130000	1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
1,1-Dichloroethylene	µg/L	1.6	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Methylene Chloride	µg/L	610	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
trans- 1,2-Dichloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methyl tert-butyl ether	µg/L	190	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1-Dichloroethane	µg/L	320	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Methyl Ethyl Ketone	µg/L	470000	1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
cis- 1,2-Dichloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Chloroform	µg/L	2.4	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloroethane	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1,1-Trichloroethane	µg/L	640	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Carbon Tetrachloride	µg/L	0.79	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Benzene	µg/L	44	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloropropane	µg/L	16	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Bromodichloromethane	µg/L	85000	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methyl Isobutyl Ketone	µg/L	140000	1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
1,1,2-Trichloroethane	µg/L	4.7	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Toluene	µg/L	18000	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Dibromochloromethane	µg/L	82000	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Ethylene Dibromide	µg/L	0.25	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Tetrachloroethylene	µg/L	1.6	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1,1,2-Tetrachloroethane	µg/L	3.3	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Chlorobenzene	µg/L	630	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Ethylbenzene	µg/L	2300	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
m & p-Xylene	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20

Certified By:



Certificate of Analysis

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

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CLIENT NAME: GOLDER ASSOCIATES LTD

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

O. Reg. 153(511) - VOCs (Water)

DATE RECEIVED: 2020-05-11

DATE REPORTED: 2020-05-20

		SAMPLE DESCRIPTION:		20-1	20-2	20-3	20-4	20-5	20-6	DUP-1
		SAMPLE TYPE:		Water	Water	Water	Water	Water	Water	Water
		DATE SAMPLED:		2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08	2020-05-08
Parameter	Unit	G / S	RDL	1123663	1123664	1123665	1123666	1123667	1123668	1123669
Bromoform	µg/L	380	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Styrene	µg/L	1300	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,2,2-Tetrachloroethane	µg/L	3.2	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
o-Xylene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichlorobenzene	µg/L	9600	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,4-Dichlorobenzene	µg/L	8	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,2-Dichlorobenzene	µg/L	4600	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichloropropene	µg/L	5.2	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Xylenes (Total)	µg/L	4200	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
n-Hexane	µg/L	51	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Surrogate	Unit	Acceptable Limits								
Toluene-d8	% Recovery	50-140		107	109	108	109	111	108	108
4-Bromofluorobenzene	% Recovery	50-140		101	90	92	92	92	89	96

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to Table 3: Full Depth Generic Site Condition Standards in a Non-Potable Ground Water Condition - Non-Potable Ground Water - All Types of Property Uses - Coarse Textured Soils
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

1123663-1123669 Xylenes total is a calculated parameter. The calculated value is the sum of m&p-Xylene and o-Xylene.

1,3-Dichloropropene total is a calculated parameter. The calculated value is the sum of Cis-1,3-Dichloropropene and Trans-1,3-Dichloropropene.

Analysis performed at AGAT Toronto (unless marked by *)

Certified By:

N Popmukolof



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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

Trace Organics Analysis

RPT Date: May 20, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
O. Reg. 153(511) - VOCs (Water)															
Dichlorodifluoromethane	1119730		<0.20	<0.20	NA	< 0.20	118%	50%	140%	80%	60%	130%	91%	50%	140%
Vinyl Chloride	1119730		<0.17	<0.17	NA	< 0.17	91%	50%	140%	111%	60%	130%	105%	50%	140%
Bromomethane	1119730		<0.20	<0.20	NA	< 0.20	111%	50%	140%	96%	60%	130%	109%	50%	140%
Trichlorofluoromethane	1119730		<0.40	<0.40	NA	< 0.40	81%	50%	140%	87%	60%	130%	96%	50%	140%
Acetone	1119730		<1.0	<1.0	NA	< 1.0	101%	50%	140%	111%	60%	130%	88%	50%	140%
1,1-Dichloroethylene	1119730		<0.30	<0.30	NA	< 0.30	88%	50%	140%	86%	60%	130%	98%	50%	140%
Methylene Chloride	1119730		<0.30	<0.30	NA	< 0.30	87%	50%	140%	104%	60%	130%	103%	50%	140%
trans- 1,2-Dichloroethylene	1119730		<0.20	<0.20	NA	< 0.20	92%	50%	140%	90%	60%	130%	103%	50%	140%
Methyl tert-butyl ether	1119730		<0.20	<0.20	NA	< 0.20	103%	50%	140%	105%	60%	130%	92%	50%	140%
1,1-Dichloroethane	1119730		<0.30	<0.30	NA	< 0.30	93%	50%	140%	112%	60%	130%	112%	50%	140%
Methyl Ethyl Ketone	1119730		<1.0	<1.0	NA	< 1.0	99%	50%	140%	107%	60%	130%	98%	50%	140%
cis- 1,2-Dichloroethylene	1119730		<0.20	<0.20	NA	< 0.20	88%	50%	140%	102%	60%	130%	86%	50%	140%
Chloroform	1119730		<0.20	<0.20	NA	< 0.20	98%	50%	140%	106%	60%	130%	107%	50%	140%
1,2-Dichloroethane	1119730		<0.20	<0.20	NA	< 0.20	94%	50%	140%	107%	60%	130%	95%	50%	140%
1,1,1-Trichloroethane	1119730		<0.30	<0.30	NA	< 0.30	108%	50%	140%	109%	60%	130%	105%	50%	140%
Carbon Tetrachloride	1119730		<0.20	<0.20	NA	< 0.20	95%	50%	140%	107%	60%	130%	102%	50%	140%
Benzene	1119730		<0.20	<0.20	NA	< 0.20	91%	50%	140%	100%	60%	130%	109%	50%	140%
1,2-Dichloropropane	1119730		<0.20	<0.20	NA	< 0.20	87%	50%	140%	101%	60%	130%	102%	50%	140%
Trichloroethylene	1119730		<0.20	<0.20	NA	< 0.20	86%	50%	140%	110%	60%	130%	98%	50%	140%
Bromodichloromethane	1119730		<0.20	<0.20	NA	< 0.20	96%	50%	140%	114%	60%	130%	91%	50%	140%
Methyl Isobutyl Ketone	1119730		<1.0	<1.0	NA	< 1.0	101%	50%	140%	85%	60%	130%	91%	50%	140%
1,1,2-Trichloroethane	1119730		<0.20	<0.20	NA	< 0.20	87%	50%	140%	100%	60%	130%	97%	50%	140%
Toluene	1119730		<0.20	<0.20	NA	< 0.20	88%	50%	140%	91%	60%	130%	107%	50%	140%
Dibromochloromethane	1119730		<0.10	<0.10	NA	< 0.10	94%	50%	140%	110%	60%	130%	92%	50%	140%
Ethylene Dibromide	1119730		<0.10	<0.10	NA	< 0.10	84%	50%	140%	98%	60%	130%	109%	50%	140%
Tetrachloroethylene	1119730		<0.20	<0.20	NA	< 0.20	95%	50%	140%	86%	60%	130%	106%	50%	140%
1,1,1,2-Tetrachloroethane	1119730		<0.10	<0.10	NA	< 0.10	113%	50%	140%	101%	60%	130%	104%	50%	140%
Chlorobenzene	1119730		<0.10	<0.10	NA	< 0.10	88%	50%	140%	98%	60%	130%	112%	50%	140%
Ethylbenzene	1119730		<0.10	<0.10	NA	< 0.10	102%	50%	140%	86%	60%	130%	108%	50%	140%
m & p-Xylene	1119730		<0.20	<0.20	NA	< 0.20	109%	50%	140%	89%	60%	130%	115%	50%	140%
Bromoform	1119730		<0.10	<0.10	NA	< 0.10	112%	50%	140%	101%	60%	130%	105%	50%	140%
Styrene	1119730		<0.10	<0.10	NA	< 0.10	85%	50%	140%	93%	60%	130%	108%	50%	140%
1,1,2,2-Tetrachloroethane	1119730		<0.10	<0.10	NA	< 0.10	104%	50%	140%	99%	60%	130%	101%	50%	140%
o-Xylene	1119730		<0.10	<0.10	NA	< 0.10	109%	50%	140%	95%	60%	130%	104%	50%	140%
1,3-Dichlorobenzene	1119730		<0.10	<0.10	NA	< 0.10	106%	50%	140%	95%	60%	130%	112%	50%	140%
1,4-Dichlorobenzene	1119730		<0.10	<0.10	NA	< 0.10	109%	50%	140%	105%	60%	130%	106%	50%	140%
1,2-Dichlorobenzene	1119730		<0.10	<0.10	NA	< 0.10	104%	50%	140%	106%	60%	130%	105%	50%	140%
1,3-Dichloropropene	1119730		< 0.30	< 0.30	NA	< 0.30	105%	50%	140%	105%	60%	130%	109%	50%	140%
n-Hexane	1119730		<0.20	<0.20	NA	< 0.20	94%	50%	140%	97%	60%	130%	99%	50%	140%


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Quality Assurance

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

Trace Organics Analysis (Continued)

RPT Date: May 20, 2020			DUPLICATE			Method Blank	REFERENCE MATERIAL		METHOD BLANK SPIKE			MATRIX SPIKE			
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)

F1 (C6 - C10)	1123669	1123669	< 25	< 25	NA	< 25	89%	60%	140%	102%	60%	140%	100%	60%	140%
F2 (C10 to C16)	1114553		< 100	< 100	NA	< 100	118%	60%	140%	107%	60%	140%	87%	60%	140%
F3 (C16 to C34)	1114553		< 100	< 100	NA	< 100	110%	60%	140%	128%	60%	140%	111%	60%	140%
F4 (C34 to C50)	1114553		< 100	< 100	NA	< 100	95%	60%	140%	96%	60%	140%	95%	60%	140%

Comments: When the average of the sample and duplicate results is less than 5x the RDL, the Relative Percent Difference (RPD) will be indicated as Not Applicable (NA).

Certified By:



Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Trace Organics Analysis			
F1 (C6 - C10)	VOL-91- 5010	modified from MOE PHC E3421	(P&T)GC/FID
F1 (C6 to C10) minus BTEX	VOL-91-5010	modified from MOE PHC E3421	(P&T)GC/FID
F2 (C10 to C16)	VOL-91-5010	modified from MOE PHC E3421	GC / FID
F3 (C16 to C34)	VOL-91-5010	modified from MOE PHC E3421	GC / FID
F4 (C34 to C50)	VOL-91-5010	modified from MOE PHC E3421	GC / FID
Gravimetric Heavy Hydrocarbons	VOL-91-5010	modified from MOE PHC E3421	BALANCE
Terphenyl	VOL-91-5010	modified from MOE PHC E3421	GC/FID
Dichlorodifluoromethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Vinyl Chloride	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Bromomethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Trichlorofluoromethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Acetone	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,1-Dichloroethylene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Methylene Chloride	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
trans- 1,2-Dichloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Methyl tert-butyl ether	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1-Dichloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Methyl Ethyl Ketone	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
cis- 1,2-Dichloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Chloroform	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,2-Dichloroethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,1-Trichloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Carbon Tetrachloride	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Benzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,2-Dichloropropane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Trichloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Bromodichloromethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Methyl Isobutyl Ketone	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,2-Trichloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Toluene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS



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Method Summary

CLIENT NAME: GOLDER ASSOCIATES LTD

AGAT WORK ORDER: 20Z600731

PROJECT: 20140149

ATTENTION TO: James Doyle

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Dibromochloromethane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Ethylene Dibromide	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Tetrachloroethylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,1,2-Tetrachloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Chlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Ethylbenzene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
m & p-Xylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Bromoform	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Styrene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,1,2,2-Tetrachloroethane	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
o-Xylene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
1,3-Dichlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,4-Dichlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,2-Dichlorobenzene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
1,3-Dichloropropene	VOL-91-5001	modified from EPA 5030B & EPA 8260D	(P&T)GC/MS
Xylenes (Total)	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
n-Hexane	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
Toluene-d8	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS
4-Bromofluorobenzene	VOL-91-5001	modified from EPA SW-846 5030C & 8260D	(P&T)GC/MS



AGAT

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Mississauga, Ontario L4Z 1Y2
Ph: 905.712.5100 Fax: 905.712.5122
web@earth.agatlabs.com

Chain of Custody Record

If this is a Drinking Water sample, please use Drinking Water Chain of Custody Form (potable water consumed by humans)

Report Information:

Company: Golder
Contact: James Doyle
Address: 1931 Robertson Rd.
Phone: 613 592 9600 Fax: _____
Reports to be sent to:
1. Email: james-doyle@golder.com
2. Email: _____

Project Information:

Project: 20140149
Site Location: St. Pascal
Sampled By: ALB
AGAT Quote #: _____ PO: _____
Please note: If quotation number is not provided, client will be billed full price for analysis.

Invoice Information:

Company: _____
Contact: _____
Address: _____
Email: _____
Bill To Same: Yes ☒ No ☐

Regulatory Requirements:

☐ No Regulatory Requirement

(Please check all applicable boxes)

☒ Regulation 153/04

☐ Sewer Use

☐ Regulation 558

Table 3

Indicate One

☒ Ind/Com

☐ Sanitary

☐ CCME

☐ Res/Park

☐ Storm

☐ Prov. Water Quality

☐ Agriculture

Objectives (PWQO)

☐ Other

Soil Texture (Check One)

Region _____

Indicate One

☐ Coarse

Indicate One

☐ Fine

☐ MISA

Is this submission for a
Record of Site Condition?

☐ Yes

☒ No

Report Guideline on
Certificate of Analysis

☒ Yes

☐ No

Sample Matrix Legend

B Biota
GW Ground Water
O Oil
P Paint
S Soil
SD Sediment
SW Surface Water

Field Filtered - Metals, Hg, CrVI

O. Reg 153

Metals and Inorganics

☐ All Metals ☐ 153 Metals (excl. Hydrides)

☐ Hydride Metals ☐ 153 Metals (incl. Hydrides)

ORPs: ☐ B-HWS ☐ Cl ☐ CN

☐ Cr⁶⁺ ☐ EC ☐ FOC ☐ Hg

☐ pH ☐ SAR

Full Metals Scan

Regulation/Custom Metals

Nutrients: ☐ TP ☐ NH₃ ☐ TKN

☐ NO₃ ☐ NO₂ ☐ NO₂+NO₃

Volatiles: ☒ VOC ☒ BTEX ☐ THM

PHCs F1 - F4

ABNs

PAHs

PCBs: ☐ Total ☐ Aroclors

Organochlorine Pesticides

TCLP: ☐ M&I ☐ VOCs ☐ ABNs ☐ Bi(a)P ☐ PCBs

Sewer Use

Potentially Hazardous or High Concentration (Y/N)

Sample Identification	Date Sampled	Time Sampled	# of Containers	Sample Matrix	Comments/ Special Instructions	Y / N	Metals	ORPs	Nutrients	Volatiles	PHCs F1-F4	ABNs	PAHs	PCBs	Organoc	TCLP	Sewer Us	Potential	
20-1	20/05/08	8:35	7	GW		✓	<input type="checkbox"/> All Metals <input type="checkbox"/> Hydride	<input type="checkbox"/> ORPs <input type="checkbox"/> Cr6+ <input type="checkbox"/> pH	<input type="checkbox"/> Full Metals <input type="checkbox"/> Regulation	<input type="checkbox"/> Nutrients <input type="checkbox"/> NO3	<input checked="" type="checkbox"/> Volatiles	<input checked="" type="checkbox"/> PHCs F1	<input type="checkbox"/> ABNs	<input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs	<input type="checkbox"/> Organoc	<input type="checkbox"/> TCLP	<input type="checkbox"/> Sewer Us	<input type="checkbox"/> Potential
20-2	↓	9:30	↓	↓		✓					<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X							
20-3	↓	10:30	↓	↓		✓					<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X							
20-4	↓	11:30	↓	↓		✓					<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X							
20-5	↓	12:30	↓	↓		✓					<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X							
20-6	↓	13:30	↓	↓		✓					<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X							
DUP-1	↓	8:35	↓	↓		✓					<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X							

Samples Relinquished By (Print Name and Sign): <u>Laron Bradshaw</u>	Date: <u>20/05/11</u>	Time: <u>15:00</u>	Samples Received By (Print Name and Sign): <u>Ubertinelet</u>	Date: <u>2020/05/11</u>	Time: <u>16h00</u>
Samples Relinquished By (Print Name and Sign): <u>CPD to Fed Ex</u>	Date: <u>2020/05/12</u>	Time: <u>6:00</u>	Samples Received By (Print Name and Sign): <u>SIMRAN</u>	Date: <u>May/3/20</u>	Time: <u>10:05 am</u>

Page 1 of 1
Nº: **T101212**



golder.com



Maison de courtage, Franchisé indépendant et autonome • Brokerage, Independently Owned & Operated

July 31st, 2020

Mr. Frederic Desnoyers
Treasurer
City of Clarence-Rockland
1560 Laurier Street,
Rockland, ON
K4K 1P7

Dear Mr. Desnoyers,

RE: Letter of Opinion of market value for 1695 Landry Road, Clarence Creek, ON

The purpose of this letter is to render an opinion of market value of the subject property as of July 27th, 2020. A Letter of Opinion is a brief document in which the Realtor, upon a client's specific request sets out an approximate value based on acquired knowledge of the local Real Estate Market. Under no circumstances is a Letter of Opinion to be constructed as either an Appraisal or an Appraisal Letter.

The subject property is registered under Maurice Gaston St-Denis and consists of an older commercial building and a former gas station and was purchased on August 24th, 2000 for \$87,000. As per our discussion, soil tests were recently conducted by professionals and it has been confirmed that the subject property is contaminated.

The term of "Market Value" as used herein, is defined as being the highest price expressed in terms of money, which a Buyer would be warranted in paying and a Seller justified in accepting for a property, provide that both parties are fully informed, that they are acting intelligently and voluntarily, and further that all of the rights and benefits inherent in or attributable to the property are known to both parties.

After conducting an analysis of applicable data and relevant factors, my finding based on these facts plus my familiarity with the market, in my opinion, the property's market value as of July 27th, 2020 is estimated to be \$65,000.00. Please find attached comparable in the same general area. I would recommend listing the subject property at \$99,900.00 which would allow room to negotiate.

Sincerely,

A handwritten signature in black ink, appearing to read "Michel Auger".

Michel Auger
Sales Representative

30-Jul-2020

1695 LANDRY RD, Clarence Creek, K0A 1N0

MLS® # 1168034



Dist/Neigh: 607- Clarence-Rockland Twp
Municipality: Clarence-Rockland
Neigh Name: Clarence Creek
Lot Size/Acres: 0.48
Irregular Lot: Yes
Fronting On: East
Zoning Code: Commercial
Possession: TBA
Title:
Board: Ottawa

Status: Commercial Sale
List Price: \$104,925
Original LP: \$104,925
List Date: 03-Sep-2019
Trans Type: Sale
First Refusal:
Occupancy: Vacant
DOM: 44
CDOM: 44

DIRECTIONS/PUBLIC REMARKS

Directions: Village of Clarence Creek. Northeast corner of Landry Road and Labonte Road. No sign.
Public Remarks: TAX SALE. This is a sale of land by public tender and the deadline for submitting tenders and deposits is 3 PM local time on October 17th, 2019. The property is for sale by the Corporation of the City of Clarence-Rockland. Property is sold "as is - where is" with no warranties from the Seller. HST is in addition to the purchase price. The minimum tender bid must be \$104,924.54. FORM 6 SALE OF LANDS BY PUBLIC TENDER Municipal Act, 2001 is attached and must be part of any offers as Schedule B. No access to the building and property.

COMMERCIAL LAND INFORMATION

Lot Front Feet: East
Fronting On: East
Power Phase:
Subdivision Plan:
Sewer:
Water Supply:
Soil Type:
MOE Restrictions:
Exists Imprvmnts: Older abandoned building
Special Condition: FORM 6 - SALE OF LAND BY PUBLIC TENDER Municipal Act, 201 must be acknowledged by all buyers and attached to all tenders
Unit Of Measure: Square Feet
Site Area: 20763.56
Add Prop Use: Commercial Land
Exist Imprv LND: Older abandoned building
Srvcs Prov. LND: Municipal water and Natural gas

Lot Depth Feet:
Occupancy: Vacant
Power # of Volts:

of Acres: 0.48
Dev Permit:
Power # of Amps:

Site Area Sqft: 20,763
Bldg Permit Avail:
of Outbuildings:

FINANCIAL INFORMATION

List Price: \$104,925

TAX INFORMATION

Roll #: 0316016031033000000
Taxes/Yr: \$4,580/2019
Legal Description: Pt Lot 5 Conc 5, Clarence AS IN RR171289, Clarence-Rockland

PIN #: 690460234
Assmt/Yr:
Survey/Yr:

REALTOR® INFORMATION

Rep Remarks: Sale of land by public tender. See attached Form 6 for information and instructions. Note to Cooperating Broker: if you are representing a buyer, please submit his tender and deposit in person by 3 PM local time on October 17th, 2019, at City Hall, 1560 Laurier Street, Rockland, Ontario, K4K 1P7 and obtain written acknowledgment by Tax Department Official. Buyers to verify taxes, zoning and title before submitting his tender.

Commission to SO: \$2500 flat fee
Commission Type:
List Conditions: Yes
List Cond Remarks: Tenders and deposits are to be received by the Municipality by 3PM on October 17th, 2019.
Opt In CREA DDF: Yes

Contact After Expiry: No
Sellers Rights Reserved: No
Lockbox:
Display Property Address: Yes

Mere Posting: No
Sign On Property:
First Refusal:
Distribute to Internet: Yes

BROKERAGE/OFFICE INFORMATION

List Office 1: RE/MAX DELTA REALTY (RDEL01), Brokerage / Ph: 613-446-6031 / Fax: 613-446-7100
List Rep 1: Michel Auger (AUGERMI) - Salesperson / Direct: 613-229-2606
List Rep 1 Email: michel@michelauger.ca

List Rep 1 Web:

CONDITIONAL/SOLD INFORMATION

Conditional SD:
Sold Date:
Expiry Date: 03-Nov-2019

Conditional SP:
Sold Price:

Closing Date:
Sale Report Date:
Cancel Date: 17-Oct-2019

Final Date:
Interboard: No
Last Modified: 17-Oct-2019

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31-Jul-2020

2160 LAVAL ST, Bourget KOA 1EO

ML#:1060053



LB: **RDEL01** LB2: Status: Expired
 ID: **AUGERMI** ID2: ID3:
 Dist/Neigh: **607- Clarence-Rockland Twp** LP: **\$140,000.00**
 Munic: OLP: **\$140,000.00**
 Roll#: **0316016032141000000** Lease Rate:
 PIN: **690340270** Trans Type: **Sale**
 NeighNm: **Bourget** Sub Type: **Retail**
 Site Area: **40170.91** Lease Type:
 Lot Size: **214.43' x 199.98'** LD: **2017-05-23**
 Zoning: Zoning Desc: **Commercial** Fronting: **South**
 Poss Info: **TBA/IMMEDIATE** # Acres:
 Ind Type: Bldg Sqft:
 Occupancy: **Vacant** Total Sqft:
 Title: **Freehold** Year Built: **Old**

Seller1:

Seller2:

Legal: **Pt Lot 21, Conc 5, Clarence, Pt 23 & 33, 50R3580, Clarence-Rockland**

Directions/Remarks

Directions: **From Ottawa, Russell Road east to village of Bourget. Property is on right side as you enter village. Sign on.**
 Public Remarks: **Former gas station and auto mechanic 2 bay garage located in Bourget (approximately 30 minutes east of Ottawa). Garage doors are approximately 10 feet high. Two hoists (not working). The building consists of two bays, office, large storage area, mechanical room and a vacant two bedroom apartment on the second floor. The lot is almost one acre. The property is connected to municipal water and has a septic system. Equipment, inventory and tools are negotiable. HST is in addition to the purchase price.**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr: \$0	Oth Cost Yr:
RentSqft:	MS: Square Feet	M/C:	
UsableSqft:	OfficeSqft:	Warehs Sqft:	Retail Sqft:
Tenancy:	OtherSqft:	VacSqft:	Sign:
Power:	Parking:	Add Cost:	Esc/Yr%:
Lease Option: not applicable	Ceiling Height:	Loading:	
Ten Ind:	Existing Improv: FORMER GAS STATION & AUTO MECHANIC		
Fire Retrofit:	Enviro Assess:	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: \$3,931.00/2015	Assmt/Yr:	Survey/Yr:
Board: Ottawa	CREA DDF: Yes	

Representative Information

Rep Remarks: **24 hour irrevocable on all offers. HST is in addition to the purchase price. Buyer to assume existing water levy. The taxes for 2015 were \$3930.66. The land was found to be contaminated as per report dating back to 4 years ago. Said report was done by Levac Robichaud Leclerc Associates Ltd. Current owner stopped pumping gas approximately 9 years ago. All equipment, tools and inventory are negotiable.**

CtoSO: 2.5%	First Refusal: No	SRR: No	MP: No
Cont Aft Exp: No	Lockbox: Mechanical		SignOn: Yes
Oth Lst Cond: Yes	Cond Remarks: 24 hr irrevocable on all offers		

Office Information

List Broker #1: **RE/MAX DELTA REALTY, Brokerage / Ph: 613-446-6031 / Fax: 613-446-7100**List Rep #1: **MICHEL AUGER - Salesperson/ Direct: 613-229-2606**List Rep #1 Email: **michel@michelauger.ca**List Rep #1 Web: **<http://www.michelauger.ca>**

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*Sold \$60,000.00
Jan 31, 2018*

31-Jul-2020

4617 GREGOIRE RD, Russell K4R 1E5

ML#:1043962



LB: **POWM01** LB2:
 ID: **RIAHIHA** ID2:
 Dist/Neigh: **603- Russell Twp**
 Munic:
 Roll#: **000000000000000000**
 PIN: **690040137**
 NeighNm: **Marionville**
 Site Area:
 Lot Size:
 Zoning:
 Zoning Desc: **Commercial**
 Poss Info: **TBD**
 Ind Type:
 Occupancy:
 Title:

Status: **Sold**
 ID3:
 LP: **\$99,000.00**
 OLP: **\$99,000.00**
 Lease Rate:
 Trans Type: **Sale**
 Sub Type: **Retail**
 Lease Type:
 LD: **2017-02-11**
 Fronting: **East**
 # Acres:
 Bldg Sqft:
 Total Sqft:
 Year Built:

Seller1:
 Seller2:

Legal: **PT LT B CON 1 RUSSELL PT 1-4 50R1191; RUSSELL**

Directions/Remarks

Directions: **HWY 417 East, exit 96 Metcalfe/Russell, right (south) on Boundary Rd, property on the left before Marionville.**
 Public Remarks: **Approx 1900 SQFT great garage/body shop with one hoist, air compressor and tire machine, 3pc washroom, office. South side roof is newer (2 years). Approx 30,000 SQFT lot. Great for your commercial business! The price is for the property, not the business. No financial statements provided. Make sure to call today!**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr: M/C:	Oth Cost Yr:
RentSqft:	MS:	Warehs Sqft:	Retail Sqft:
UsableSqft:	OfficeSqft:	VacSqft:	Sign:
Tenancy:	OtherSqft:	Add Cost:	Esc/Yr%:
Power:	Parking:	Loading:	
Lease Option:	Ceiling Height:		
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess:	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: **\$3,000.00/2016** Assmt/Yr:
 Board: **Ottawa** CREA DDF: **Yes** Survey/Yr:

Representative Information

Rep Remarks: **24 hours irrevocable on all offers. The business is not operating due to owner's illness. The price is for the property, not the business. No financial statements provided. Being sold "As is"**

CtoSO: 2.5%	First Refusal: No	SRR: No	MP: No
Cont Aft Exp: No	Lockbox:		SignOn: No
Oth Lst Cond: Yes	Cond Remarks: 24 hours irrevocable		

Office Information

List Broker #1: **POWER MARKETING REAL ESTATE INC., Brokerage / Ph: 613-860-7355 / Fax: 613-745-7976**
 List Rep #1: **HAMID RIAHI - Broker/ Direct: 613-860-7355**
 List Rep #1 Email: hamid@hamidriahi.com List Rep #1 Web: <http://www.weguaranteehomesales.ca>
 Sell Office #1: **POWM01** Sell Office #1: **POWER MARKETING REAL ESTATE INC., Brokerage**
 Sell Rep #1: **RIAHIHA** Sell Rep #1: **HAMID RIAHI - Broker**
 S Rep #1 Email: hamid@hamidriahi.com
 Sell Rep #2: **NEHLAJO** Sell Rep #2: **JOSETTE NEHLAWI - Salesperson**
 S Rep #2 Email: joesette@hamidriahi.com

Sold Information

Sold Date: **2017-02-28** Sold Price: **\$80,000.00** Closing Date: **2017-05-11** DOM: **17**
 Sale Report Date: **2017-03-06** Last Mod: **2017-03-06** Expiry Date: Interboard: **No**

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31-Jul-2020

21911 MAIN ST, Glen Robertson K0B 1H0

ML#:1162074



LB: **15367** LB2: Status: **Sold**
 ID: **555** ID2: ID3: LP: **\$85,000.00**
 Dist/Neigh: **721- N Glengarry (Lochiel) Twp** OLP: **\$85,000.00**
 Munic: **North Glengarry Twp** Lease Rate:
 Roll#: **0111016001164020000** Trans Type: **Sale**
 PIN: **671520108** Sub Type: **Retail**
 NeighNm: **Glen Robertson** Lease Type:
 Site Area: Lot Size: **122.6 ' x 105 ' Irregular** LD: **2019-07-24**
 Zoning: Zoning Desc: **Highway Commercial** Fronting: **North**
 Poss Info: **T.B.A.** # Acres:
 Ind Type: Occupancy: **Tenant** Bldg Sqft: **3,568**
 Title: Year Built: **1984/Approx**
 Seller1:
 Seller2:
 Legal: **PT LT 1-2 BLK I PL 27 AS IN AR58290; NORTH GLENGARRY**

Directions/Remarks

Directions: **Just West of County Road 23 on Main Street in Glen Robertson**

Public Remarks: **Affordable property for all your storage needs! This building offers over 3,500 sqft of storage. There are 4 overhead doors, huge insulated shop area, office and display room, storage area and a bathroom. Formerly used as a tire shop, the potential is unlimited. Perfect for a mechanic garage, home base business, storage... Come have a look at what this building has to offer!**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr:	Oth Cost Yr:
RentSqft:	MS: Square Feet	M/C:	
UsableSqft:	OfficeSqft:	Warehs Sqft:	Retail Sqft:
Tenancy:	OtherSqft:	VacSqft:	Sign:
Power:	Parking:	Add Cost:	Esc/Yr%:
Lease Option:	Ceiling Height: 16	Loading:	
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess: No	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: \$6,000.00/2019	Assmt/Yr: \$201,000/2020	Survey/Yr:
Board: Cornwall	CREA DDF: Yes	

Representative Information

CtoSO: 2.5%	First Refusal:	SRR: No	MP: No
Cont Aft Exp: No	Lockbox: None		SignOn: Yes
Oth Lst Cond: No	Cond Remarks:		

Office Information

List Broker #1: **DECOSTE REALTY INC., Brokerage / Ph: 613-525-0325 / Fax: 613-525-0862**
 List Rep #1: **Richard Decoste - Broker Of Record/ Direct: 613-872-3335**
 List Rep #1 Email: **richard.decoste@gmail.com** List Rep #1 Web: **http://decosterealty.com**
 Sell Office #1: **15367** Sell Office #1: **DECOSTE REALTY INC., Brokerage**
 Sell Rep #1: **555** Sell Rep #1: **Richard Decoste - Broker Of Record**
 S Rep #1 Email: **richard.decoste@gmail.com**

Sold Information

Sold Date: 2019-09-10	Sold Price: \$80,000.00	Closing Date: 2019-10-15	DOM: 48
Sale Report Date: 2019-09-10	Last Mod: 2019-09-10	Expiry Date:	Interboard: No

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31-Jul-2020

18249 HIGHWAY 43 HY, Monkland KOC 1B0

ML#:1171261



LB: [6724](#) LB2: Status: **Sold**
 ID: [240](#) ID2: LP: **\$79,900.00**
 Dist/Neigh: **720- N Glengarry (Kenyon) Twp** OLP: **\$83,900.00**
 Munic: Roll#: **0111011014811000000** Lease Rate:
 PIN: **671110120** Trans Type: **Sale**
 NeighNm: **Highland Road** Sub Type: **Retail**
 Site Area: Lease Type:
 Lot Size: **121.59 ' x 315 ' Irregular** LD: **2019-09-30**
 Zoning: Fronting: **North**
 Zoning Desc: **Commercial** # Acres:
 Poss Info: **T.B.A.** Bldg Sqft:
 Ind Type: Total Sqft:
 Occupancy: **Vacant** Year Built: **Unknown**
 Title: **Freehold**

Seller1:

Seller2:

Legal: **PT LT 8 CON 13 INDIAN LANDS KENYON PT 1, 2, 14R2873; S/T & T/W AR72060; NORTH GLENGARRY**

Directions/Remarks

Directions: **Hwy 138 to Monkland turn right (east) on Hwy 43 and proceed to civic number 18249. Property located on the corner of Hwy 43 & Highland Rd (Cty RD 20)**

Public Remarks: **Formally known as AJK Corner Gas and was operated as a gas bar and corner store. Building vacant and has many possible uses. Gas tanks are still in ground and possibility of continuing use as a gas bar. Formally used as a mechanics garage and could be converted back to that use as well (used to have two 10' overhead doors in front as seen in photo). Building has water supply from drilled well and has water softener & UV light. There is also a two piece bathroom and septic is unknown but still working. Building heated with forced air oil furnace. Property is being sold "as is".**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr: M/C:	Oth Cost Yr:
RentSqft:	MS:	Warehs Sqft:	Retail Sqft:
UsableSqft:	OfficeSqft:	VacSqft:	Sign:
Tenancy:	OtherSqft:	Add Cost:	Esc/Yr%:
Power:	Parking:	Loading:	
Lease Option:	Ceiling Height:	Fire Protection:	
Ten Ind:	Existing Improv:	NOI:	
Fire Retrofit:	Enviro Assess:		
Advertising Exp:			

Other Information

Taxes/Yr: \$4,217.00/2019	Assmt/Yr: Yes	Survey/Yr:
Board: Cornwall	CREA DDF: Yes	

Representative Information

Rep Remarks: Property is being sold "as is"			
CtoSO: 2.5%	First Refusal:	SRR: No	MP: No
Cont Aft Exp: No	Lockbox: Mechanical		SignOn:
Oth Lst Cond: No	Cond Remarks:		

Office Information

List Broker #1: CENTURY 21 SHIELD REALTY LTD., Brokerage / Ph: 613-938-2121 / Fax: 613-938-7729	
List Rep #1: Michael Vander Meer - Broker/ Direct: 613-936-3611	List Rep #1 Web: http://www.century21.ca/michael.va
List Rep #1 Email: michael.vandermeer@century21.ca	
Sell Office #1: 6724	Sell Office #1: CENTURY 21 SHIELD REALTY LTD., Brokerage
Sell Rep #1: 240	Sell Rep #1: Michael Vander Meer - Broker
S Rep #1 Email: michael.vandermeer@century21.ca	

Sold Information

Sold Date: 2020-02-26	Sold Price: \$47,500.00	Closing Date: 2020-05-15	DOM: 149
Sale Report Date: 2020-02-27	Last Mod: 2020-02-27	Expiry Date:	Interboard: No

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31-Jul-2020

**7979 COUNTY ROAD 14 RD, Ste Anne De Prescott K0B
1M0**

ML#:1079562



LB: **GENT01** LB2:
ID: **CROUCFR** ID2:
Dist/Neigh: **615- East Hawkesbury Twp**
Munic:
Roll#: **0201000033004000000**
PIN: **541930078**
NeighNm: **Ste Anne De Prescott**
Site Area:
Lot Size: **304' x 57.5'**
Zoning:
Zoning Desc: **Highway Commercial**
Poss Info: **Immediate**
Ind Type: **Light Industrial**
Occupancy: **Vacant**
Title: **Freehold**

Status: **Sold**
ID3:
LP: **\$189,000.00**
OLP: **\$199,000.00**
Lease Rate:
Trans Type: **Sale**
Sub Type: **Industrial**
Lease Type:
LD: **2017-09-22**
Fronting: **East**
Acres:
Bldg Sqft:
Total Sqft:
Year Built:

Seller1:
Seller2:

Legal: **PT LOT 6 CON7 EAST HAWKESBURY PT 1, 46R3755; EAST HAWKESBURY**

Directions/Remarks

Directions: **Property situated at the corner of County Roads 14 & 18 in the Village of Ste-Anne-de-Prescott approximately 15 minutes from Vankleek Hill.**

Public Remarks: **Three Service Bay Garage with Office, Customer Waiting Area, and Parts Area/Storage. Separate free standing Light Industrial metal building with concrete floor and overhead door. Property also includes a detached 1,200 square foot 2 + 2 Bedroom, one and a half bath Bungalow, complete with carport. A unique opportunity to build your own business and put down roots within the community of Ste-Anne.**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr:	Oth Cost Yr:
RentSqft:	MS:	M/C:	
UsableSqft:	OfficeSqft:	Warehs Sqft:	Retail Sqft:
Tenancy: Single	OtherSqft:	VacSqft:	Sign:
Power:	Parking:	Add Cost:	Esc/Yr%:
Lease Option:	Ceiling Height:	Loading:	
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess:	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: \$2,993.00/2015	Assmt/Yr: \$230,000/2016	Survey/Yr:
Board: Ottawa	CREA DDF: Yes	

Representative Information

Rep Remarks: Easy to Show - Property is Vacant.				
CtoSO: 2.5	First Refusal: No	SRR: No	MP: No	
Cont Aft Exp: No	Lockbox: Mechanical		SignOn: Yes	
Oth Lst Cond: No	Cond Remarks:			

Office Information

List Broker #1: GENTRY REAL ESTATE SERVICES LIMITED, Brokerage	Ph: 613-230-6050	Fax: 613-230-4418
List Rep #1: FREDERICK CROUCH - Broker Of Record	Direct: 613-230-6050	
List Rep #1 Email: fred@gentryres.com	List Rep #1 Web:	
Sell Office #1: GENT01	Sell Office #1: GENTRY REAL ESTATE SERVICES LIMITED, Brokerage	
Sell Rep #1: CROUCFR	Sell Rep #1: Frederick Crouch - Broker Of Record	
S Rep #1 Email: fred@gentryres.com		

Sold Information

Sold Date: 2018-06-18	Sold Price: \$175,000.00	Closing Date: 2018-06-29	DOM: 269
Sale Report Date: 2018-06-18	Last Mod: 2018-06-18	Expiry Date:	Interboard: No

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31-Jul-2020

3204 COUNTY 15 RD, Avonmore K0C 1C0

ML#:1034707



LB: **13891** LB2: **507** Status: **Sold**
 ID: **507** ID2: **507** ID3: **507**
 Dist/Neigh: **712- N Stormont (Rxbrgh) Twp** LP: **\$58,000.00**
 Munic: **Avonmore** OL: **\$58,000.00**
 Roll#: **0411016006170000000** Lease Rate:
 PIN: **601280176** Trans Type: **Sale**
 NeighNm: **Avonmore** Sub Type: **Industrial**
 Site Area: **223.5 ' x 222.5 '** Lease Type:
 Lot Size: **223.5 ' x 222.5 '** LD: **2016-11-01**
 Zoning: **Commercial Highway 6** Fronting: **West**
 Zoning Desc: **Commercial Highway 6** # Acres:
 Poss Info: **TBA** Bldg Sqft:
 Ind Type: **Light Industrial** Total Sqft:
 Occupancy: **Vacant** Year Built:
 Title:

Seller1:
 Seller2:

Legal: **PT LOT 31 CON 3 ROXBOROUGH AS IN S339311; S/T TR15454**

Directions/Remarks

Directions: **From Hwy 43 go North on Main St. in Avonmore over the Railway tracks, property on the West side.**

Public Remarks: **5800 sq.ft just inside the first 2 buildings! This property is Zoned Highway Commercial (CH-6). First building (new shingles 2014) measures 48ftx49ft, att. by a breezeway is a second building measuring 57ftx601/2ft. The second building has a dock height concrete loading ramp. There is a third separate blue building on the property that measures 20ftx30ft. All buildings have electricity. There is an electrical room housing several panels. All buildings have concrete floors. Great warehousing property. Some of the uses permitted under the zoning-Commercial garage, flea market, greenhouse, vehicle sales & service & storage, accessory dwelling unit. Please contact your Realtor for a complete list of potential uses for this property. All interested parties are advised to verify with the appropriate governing authorities that they can develop or use this property for their desired use. All info. and measurements provided may not be accurate and should be verified by all interested Buyers.**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr:	Oth Cost Yr:
RentSqft:	MS:	M/C:	
UsableSqft:	OfficeSqft:	Warehs Sqft:	Retail Sqft:
Tenancy:	OtherSqft:	VacSqft:	Sign:
Power:	Parking:	Add Cost:	Esc/Yr%:
Lease Option:	Ceiling Height:	Loading:	
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess: No	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: \$1,743.00/2015	Assmt/Yr: \$67,000/2016	Survey/Yr:
Board: Cornwall	CREA DDF: Yes	

Representative Information

Rep Remarks: **Please call Listing Sales Representative, Aaron Fortier, 613-330-9162.**

CtoSO: 2.5% + HST	First Refusal:	SRR: No	MP: No
Cont Aft Exp: No	Lockbox:		SignOn: Yes
Oth Lst Cond: No	Cond Remarks:		

Office Information

List Broker #1: STORM REALTY, Brokerage / Ph: 613-932-4663 / Fax: 613-932-3600	
List Rep #1: AARON FORTIER - Salesperson / Direct: 613-330-9162	
List Rep #1 Email: aaron.fortier@gmail.com	List Rep #1 Web:
Sell Office #1: 13891	Sell Office #1: STORM REALTY, Brokerage
Sell Rep #1: 507	Sell Rep #1: AARON FORTIER - Salesperson
S Rep #1 Email: aaron.fortier@gmail.com	

Sold Information

Sold Date: 2017-01-28	Sold Price: \$62,000.00	Closing Date: 2017-02-21	DOM: 88
Sale Report Date: 2017-01-30	Last Mod: 2017-01-30	Expiry Date:	Interboard: No

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Maison de courtage, Franchisé indépendant et autonome • Brokerage, Independently Owned & Operated

July 31st, 2020

Mr. Frederic Desnoyers
Treasurer
City of Clarence-Rockland
1560 Laurier Street,
Rockland, ON
K4K 1P7

Dear Mr. Desnoyers,

RE: Letter of Opinion of market value for 2767 St-Pascal Road, St-Pascal Baylon, ON

The purpose of this letter is to render an opinion of market value of the subject property as of July 27th, 2020. A Letter of Opinion is a brief document in which the Realtor, upon a client's specific request sets out an approximate value based on acquired knowledge of the local Real Estate Market. Under no circumstances is a Letter of Opinion to be constructed as either an Appraisal or an Appraisal Letter.

The subject property is registered under Mark Maurice Lalonde and consists of an older commercial garage in poor state of repairs and was also a former gas station. The property was purchased on February 16th, 1995 for \$45,000. As per our discussion, soil tests were recently conducted by professionals and it has been confirmed that the subject property is not contaminated.

The term of "Market Value" as used herein, is defined as being the highest price expressed in terms of money, which a Buyer would be warranted in paying and a Seller justified in accepting for a property, provide that both parties are fully informed, that they are acting intelligently and voluntarily, and further that all of the rights and benefits inherent in or attributable to the property are known to both parties.

After conducting an analysis of applicable data and relevant factors, my finding based on these facts plus my familiarity with the market, in my opinion, the property's market value as of July 27th, 2020 is estimated to be \$70,000.00. Please find attached comparable in the same general area.

Sincerely,

A handwritten signature in black ink, appearing to read "Michel Auger".

Michel Auger
Sales Representative

30-Jul-2020

2767 ST-PASCAL RD, Saint-Pascal-Baylon, K0A 3N0

MLS# # 1168047



Dist/Neigh: 607- Clarence-Rockland Twp
Municipality: Clarence-Rockland
Neigh Name: Clarence Creek
Lot Size/Acres: 0.94
Irregular Lot: Yes
Fronting On: North
Zoning Code: Commercial
Possession: TBA
Title:
Board: Ottawa

Status: Commercial Sale
List Price: \$80,523
Original LP: \$80,523
List Date: 03-Sep-2019
Trans Type: Sale
First Refusal:
Occupancy: Vacant
DOM: 44
CDOM: 44

DIRECTIONS/PUBLIC REMARKS

Directions: Village of St-Pascal Baylon. North side of St-Pascal Road and just west of Du Lac Road. No sign.
Public Remarks: TAX SALE. This is a sale of land by public tender and the deadline for submitting tenders and deposits is 3 PM local time on October 17th, 2019 at City Hall, 1560 Laurier Street, Rockland, Ontario. The property is for sale by the Corporation of the City of Clarence-Rockland. Property is sold "as is - where is" with no warranties from the Seller. HST is in addition to the purchase price. The minimum tender bid must be \$80,522.08. FORM 6 SALE BY PUBLIC TENDER Municipal Act, 2001 is attached and must be part of any offers as Schedule B. No access to the building and property.

COMMERCIAL LAND INFORMATION

Lot Front Feet: North
Fronting On: North
Power Phase:
Subdivision Plan:
Sewer:
Water Supply:
Soil Type:
MOE Restrictions:
Exists Imprvmnts: Older abandoned building
Unit Of Measure: Square Feet
Site Area: 40978.17
Add Prop Use: Commercial Land
Exist Imprv LND: Older abandoned building
Srvcs Prov. LND: Municipal water

Lot Depth Feet:
Occupancy: Vacant
Power # of Volts:

of Acres: 0.94
Dev Permit:
Power # of Amps:

Site Area Sqft: 40,978
Bldg Permit Avail:
of Outbuildings:

FINANCIAL INFORMATION

List Price: \$80,523

TAX INFORMATION

Roll #: 0316016003035220000
Taxes/Yr: \$3,323/2019
Legal Description: Pt Lot 10 Conc 3, Clarence Part 1, 50R438; Clarence-Rockland

PIN #: 690480028
Assmt/Yr:
Survey/Yr:

REALTOR® INFORMATION

Rep Remarks: Sale of land by public tender. See attached Form 6 for information and instructions. Note to Cooperating Broker: if you are representing a buyer, please submit his tender and deposit in person by 3 PM local time on October 17th, 2019, at City Hall, 1560 Laurier Street, Rockland, Ontario, K4K 1P7 and obtain written acknowledgment by Tax Department Official. Buyers to verify taxes, zoning and title before submitting his tender.

Commission to SO: \$2500 flat fee
Commission Type:
List Conditions: Yes
List Cond Remarks: Tenders and deposits are to be received by the Municipality by 3PM on October 17th, 2019.
Opt In CREA DDF: Yes

Contact After Expiry: No
Sellers Rights Reserved: No
Lockbox:
Display Property Address: Yes

Mere Posting: No
Sign On Property:
First Refusal:
Distribute to Internet: Yes

BROKERAGE/OFFICE INFORMATION

List Office 1: RE/MAX DELTA REALTY (RDEL01), Brokerage / Ph: 613-446-6031 / Fax: 613-446-7100
List Rep 1: Michel Auger (AUGERMI) - Salesperson / Direct: 613-229-2606
List Rep 1 Email: michel@michelauger.ca

List Rep 1 Web:

CONDITIONAL/SOLD INFORMATION

Conditional SD:
Sold Date: 03-Nov-2019
Expiry Date:

Conditional SP:
Sold Price:

Closing Date:
Sale Report Date: 17-Oct-2019
Cancel Date:

Final Date:
Interboard: No
Last Modified: 17-Oct-2019

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31-Jul-2020

21131 COUNTY 18 RD, North Lancaster K0C 1Z0

ML#:1142892



LB: **6737** LB2: **211** Status: **Sold**
 ID: **211** ID2: **724- S Glengarry (Lancaster)** LP: **\$150,000.00**
 Dist/Neigh: **Twp**
 Munic: **0101001013180000000** OLP: **\$150,000.00**
 Roll#: **671420059** Lease Rate:
 PIN: **NORTH LANCASTER** Trans Type: **Sale**
 NeighNm: **NORTH LANCASTER** Sub Type: **Retail**
 Site Area: **126.8 ' x 210.5 '** Lease Type:
 Lot Size: **COMMERCIAL** LD: **2019-03-15**
 Zoning: **TBA** Fronting: **North**
 Zoning Desc: **TBA** # Acres:
 Poss Info: **TBA** Bldg Sqft: **3,630**
 Ind Type: **TBA** Total Sqft:
 Occupancy: **TBA** Year Built:
 Title:
 Seller1:
 Seller2:
 Legal: **PT LOT 24 CON 6 LANCASTER PT 2 14R3682**

Directions: **IN VILLAGE OF NORTH LANCASTER**

Directions/Remarks

Public Remarks: **LARGE INSULATED 55 X 66 SERVICE GARAGE AND RETAIL CENTRE, OR INDUSTRIAL. ALL TIN METAL INTERIOR WALLS & METAL EXTERIOR. CONSISTS OF SHOW ROOM, OFFICE, WORKSHOP AND SERVICE AREA. BACK DOOR 18 X 12, 2 FRONT DOORS 12 X 12 & 10 X 10 FEET & 2 BAYS. HEATED BY HOME MADE WOOD STOVE WITH HEATALATOR. ALSO A SUSPENDED ELECTRIC HEATER AND A SUSPENDED NATURAL GAS HEATER. METAL ROOF WITH NEW 2 YEAR OLD ICE & WATER MEMBRANE. TOILET & SINK DRAINS TO HOLDING TANK THEN TO PIPE IN GRAVEL BED. LARGE DETACHED 46 X 60 STEEL SHED. DUG WELL. LOCATED IN VILLAGE OF NORTH LANCASTER ON MAIN STREET.FRONT BUILT 1946.BACK ATTACHED SHOP BUILT 1960.**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr: M/C:	Oth Cost Yr:
RentSqft:	MS:	Warehs Sqft:	Retail Sqft:
UsableSqft:	OfficeSqft:	VacSqft:	Sign:
Tenancy:	OtherSqft:	Add Cost:	Esc/Yr%:
Power:	Parking:	Loading:	
Lease Option:	Ceiling Height:		
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess:	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: \$1,310.00/2019	Assmt/Yr: \$120,000/2020	Survey/Yr:
Board: Cornwall	CREA DDF: Yes	

Representative Information

CtoSO: 2.5	First Refusal:	SRR: No	MP: No
Cont Aft Exp: No	Lockbox:	SignOn: Yes	
Oth Lst Cond: No	Cond Remarks:		

Office Information

List Broker #1: SAUVE REAL ESTATE LIMITED, Brokerage / Ph: 613-525-2940 / Fax:	
List Rep #1: Maurice Sauve - Broker Of Record/ Direct: 613-360-0015	
List Rep #1 Email: mauricesauve@bellnet.ca	List Rep #1 Web: http://www.sauverealestate.ca
Sell Office #1: 6737	Sell Office #1: SAUVE REAL ESTATE LIMITED, Brokerage
Sell Rep #1: 211	Sell Rep #1: Maurice Sauve - Broker Of Record
S Rep #1 Email: mauricesauve@bellnet.ca	

Sold Information

Sold Date: 2020-04-21	Sold Price: \$150,000.00	Closing Date: 2020-05-30	DOM: 403
Sale Report Date: 2020-04-22	Last Mod: 2020-04-22	Expiry Date:	Interboard: No

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31-Jul-2020

21911 MAIN ST, Glen Robertson K0B 1H0

ML#:1162074



LB: **15367** LB2: Status: **Sold**
 ID: **555** ID2: ID3:
 Dist/Neigh: **721- N Glengarry (Lochiel) Twp** LP: **\$85,000.00**
 Munic: **North Glengarry Twp** OLP: **\$85,000.00**
 Roll#: **0111016001164020000** Lease Rate:
 PIN: **671520108** Trans Type: **Sale**
 NeighNm: **Glen Robertson** Sub Type: **Retail**
 Site Area: Lease Type:
 Lot Size: **122.6 ' x 105 ' Irregular** LD: **2019-07-24**
 Zoning: Fronting: **North**
 Zoning Desc: **Highway Commercial** # Acres:
 Poss Info: **T.B.A.** Bldg Sqft: **3,568**
 Ind Type: Occupancy: **Tenant** Total Sqft:
 Title: Year Built: **1984/Approx**
 Seller1:
 Seller2:
 Legal: **PT LT 1-2 BLK I PL 27 AS IN AR58290; NORTH GLENGARRY**

Directions/Remarks

Directions: **Just West of County Road 23 on Main Street in Glen Robertson**

Public Remarks: **Affordable property for all your storage needs! This building offers over 3,500 sqft of storage. There are 4 overhead doors, huge insulated shop area, office and display room, storage area and a bathroom. Formerly used as a tire shop, the potential is unlimited. Perfect for a mechanic garage, home base business, storage... Come have a look at what this building has to offer!**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr:	Oth Cost Yr:
RentSqft:	MS: Square Feet	M/C:	
UsableSqft:	OfficeSqft:	Warehs Sqft:	Retail Sqft:
Tenancy:	OtherSqft:	VacSqft:	Sign:
Power:	Parking:	Add Cost:	Esc/Yr%:
Lease Option:	Ceiling Height: 16	Loading:	
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess: No	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: \$6,000.00/2019	Assmt/Yr: \$201,000/2020	Survey/Yr:
Board: Cornwall	CREA DDF: Yes	

Representative Information

CtoSO: 2.5%	First Refusal:	SRR: No	MP: No
Cont Aft Exp: No	Lockbox: None		SignOn: Yes
Oth Lst Cond: No	Cond Remarks:		

Office Information

List Broker #1: **DECOSTE REALTY INC., Brokerage / Ph: 613-525-0325 / Fax: 613-525-0862**
 List Rep #1: **Richard Decoste - Broker Of Record/ Direct: 613-872-3335**
 List Rep #1 Email: richard.decoste@gmail.com List Rep #1 Web: <http://decosterealty.com>
 Sell Office #1: **15367** Sell Office #1: **DECOSTE REALTY INC., Brokerage**
 Sell Rep #1: **555** Sell Rep #1: **Richard Decoste - Broker Of Record**
 S Rep #1 Email: richard.decoste@gmail.com

Sold Information

Sold Date: 2019-09-10	Sold Price: \$80,000.00	Closing Date: 2019-10-15	DOM: 48
Sale Report Date: 2019-09-10	Last Mod: 2019-09-10	Expiry Date:	Interboard: No

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31-Jul-2020

4617 GREGOIRE RD, Russell K4R 1E5

ML#: 1043962



LB: **POWM01** LB2:
 ID: **RIAHIHA** ID2:
 Dist/Neigh: **603- Russell Twp**
 Munic:
 Roll#: **000000000000000000**
 PIN: **690040137**
 NeighNm: **Marionville**
 Site Area:
 Lot Size:
 Zoning:
 Zoning Desc: **Commercial**
 Poss Info: **TBD**
 Ind Type:
 Occupancy:
 Title:

Status: **Sold**
 ID3:
 LP: **\$99,000.00**
 OLP: **\$99,000.00**
 Lease Rate:
 Trans Type: **Sale**
 Sub Type: **Retail**
 Lease Type:
 LD: **2017-02-11**
 Fronting: **East**
 # Acres:
 Bldg Sqft:
 Total Sqft:
 Year Built:

Seller1:
 Seller2:

Legal: **PT LT B CON 1 RUSSELL PT 1-4 50R1191; RUSSELL**

Directions/Remarks

Directions: **HWY 417 East, exit 96 Metcalfe/Russell, right (south) on Boundary Rd, property on the left before Marionville.**
 Public Remarks: **Approx 1900 SQFT great garage/body shop with one hoist, air compressor and tire machine, 3pc washroom, office. South side roof is newer (2 years). Approx 30,000 SQFT lot. Great for your commercial business! The price is for the property, not the business. No financial statements provided. Make sure to call today!**

General Information

NOI: \$0	Ann Gross Inc: \$0	Op Cost/Yr: M/C:	Oth Cost Yr:
RentSqft:	MS:	Warehs Sqft:	Retail Sqft:
UsableSqft:	OfficeSqft:	VacSqft:	Sign:
Tenancy:	OtherSqft:	Add Cost:	Esc/Yr%:
Power:	Parking:	Loading:	
Lease Option:	Ceiling Height:		
Ten Ind:	Existing Improv:		
Fire Retrofit:	Enviro Assess:	Fire Protection:	
Advertising Exp:		NOI:	

Other Information

Taxes/Yr: **\$3,000.00/2016** Assmt/Yr:
 Board: **Ottawa** CREA DDF: **Yes** Survey/Yr:

Representative Information

Rep Remarks: **24 hours irrevocable on all offers. The business is not operating due to owner's illness. The price is for the property, not the business. No financial statements provided. Being sold "As is"**

CtoSO: 2.5%	First Refusal: No	SRR: No	MP: No
Cont Aft Exp: No	Lockbox:		SignOn: No
Oth Lst Cond: Yes	Cond Remarks: 24 hours irrevocable		

Office Information

List Broker #1: **POWER MARKETING REAL ESTATE INC., Brokerage / Ph: 613-860-7355 / Fax: 613-745-7976**
 List Rep #1: **HAMID RIAHI - Broker/ Direct: 613-860-7355**
 List Rep #1 Email: hamid@hamidriahi.com List Rep #1 Web: <http://www.weguaranteehomesales.com>
 Sell Office #1: **POWM01** Sell Office #1: **POWER MARKETING REAL ESTATE INC., Brokerage**
 Sell Rep #1: **RIAHIHA** Sell Rep #1: **HAMID RIAHI - Broker**
 S Rep #1 Email: hamid@hamidriahi.com
 Sell Rep #2: **NEHLAJO** Sell Rep #2: **JOSETTE NEHLAWI - Salesperson**
 S Rep #2 Email: johette@hamidriahi.com

Sold Information

Sold Date: **2017-02-28** Sold Price: **\$80,000.00** Closing Date: **2017-05-11** DOM: **17**
 Sale Report Date: **2017-03-06** Last Mod: **2017-03-06** Expiry Date: Interboard: **No**

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31-Jul-2020

2175 LANDRY RD, Clarence-Rockland K0A 1N0

ML#: 1177496



LB: **TREC01** LB2: **TREC01** Status: **Sold**
 ID: **PAPINJE** ID2: **ROYDENI** ID3: **WEBBENA**
 Dist/Neigh: **607- Clarence-Rockland Twp** LP: **\$44,900**
 Munic: **Clarence-Rockland** OLP: **\$44,900**
 Roll#: **0316016005037900000** Type: **Lot**
 PIN: **690470293** LD: **2019-12-14**
 NeighNm: **Clarence-Rockland** Sale/Lse: **East**
 Lot Size: **125 ' x 216.04 '** Fronting: **0.612**
 Zoning: **Farm** # Acres: **0.612**
 Zoning Desc: **Farm** # Lots: **1**
 SubDiv: **TBD** Master: **1**
 Poss Info: **TBD**

Seller1:
 Seller2:

Legal: **PT LT 9 CON 5 CLARENCE PT 1, 50R7731; CLARENCE-ROCKLAND**

Directions/Remarks

Directions: **From County Rd 17, head northeast on county rd 17 towards Edwards St, turn onto Landry St/County Rd 8.**
 Public Remarks: **Great opportunity to build you dream home. Municipal water and natural gas at the street, well on lot.**

Property Details

Current Use: **Residential** Lot Type: **Lot**
 Water Supply: **Municipal** Sewer: **None** Power: **Power**
 Site Influences: **Municipal Water, Natural Gas**

Other Property Information

Assoc/POTL Fee: **\$0** N/A Taxes/Yr: **\$600.00/2019**

Representative Information

Rep Remarks: **Closing is pending on probate, house is not part of the sale, civic address will be separate upon closing.**
 CtoSO: **2.50%** First Refusal: **No** SRR: **No** MP: **No**
 Cont Aft Exp: **No** Lockbox: **No** SignOn: **Yes**
 Oth Lst Cond: **No** Cond Remarks:

Office Information

List Broker #1: **THE REAL ESTATE CREW INC., Brokerage / Ph: 613-791-5269 / Fax:**
 List Broker #2: **THE REAL ESTATE CREW INC., Brokerage / Ph: 613-791-5269 / Fax:**
 List Broker #3: **THE REAL ESTATE CREW INC., Brokerage / Ph: 613-791-5269 / Fax:**
 List Rep #1: **Jean Papineau - Salesperson/ Direct: 613-869-1971**
 List Rep #1 Email: **info@jeanpapineau.com** List Rep #1 Web:
 List Rep #2: **Denis Roy - Broker Of Record/ Direct: 613-791-5269**
 List Rep #2 Email: **denis@TheRealEstateCrew.ca** List Rep #2 Web: **http://www.therealestatecrew.ca**
 List Rep #3: **Nathalie Webber - Salesperson/ Direct: 613-854-2309**
 L Rep #3 Email: **nathalie@therealestatecrew.ca** List Rep #3 Web:
 Sell Office #1: **RDELO1** Sell Office #1: **RE/MAX DELTA REALTY, Brokerage**
 Sell Rep #1: **ROCHOJA** Sell Rep #1: **Jacques J. Rochon - Salesperson**
 S Rep #1 Email: **jacquesrochon@remaxrockland.ca**
 CSD: **2020-02-07** CSP: **2020-03-05** FD: **2020-02-18**
 Board: **Ottawa** CREA DDF: **Yes** DOM: **67** CDOM: **67**
 SD: **2020-02-19** SP: **\$50,100** SRD: **2020-02-20**
 Expiry Date: **2020-02-20** IB: **No** Cancel Date:
 Last Mod: **2020-02-20**

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31-Jul-2020

1 LEMERY ST, Bourget KOA 1EO

ML#: 1179093



LB: **RDEL01** LB2: **RDEL01** Status: **Sold**
 ID: **ROCHOJA** ID2: **ROCHOGI** ID3:
 Dist/Neigh: **607- Clarence-Rockland Twp** LP: **\$69,900**
 Munic: **Clarence-Rockland** OLP: **\$69,900**
 Roll#: **0316016032209050000** Type: **Lot**
 PIN: **690380589** LD: **2020-01-17**
 NeighNm: **BOURGET** Sale/Lse:
 Lot Size: **106.23 ' x 162.86 '** Fronting: **West**
 Zoning: # Acres: **0.000**
 Zoning Desc: **RES** # Lots:
 SubDiv: Master:
 Poss Info: **TBA 30 Days**

Seller1:

Seller2:

Legal: **Part Lot 19 Con 5 Clarence Part 1 Plan 50R10633 Clarence-Rockland**

Recent: 07/24/2020 : Sold : CS->S

Directions/Remarks

Directions: **Russell Rd east to Village of Bourget at 4 way stop left on Champlain. Subject on left just before Lemery St.**

Public Remarks: **Plenty of room to build your dream home big or small with a gorgeous back yard in the quaint village of Bourget. Located at the corner of Champlain St & Lemery St, this desirable flat lot is high and dry, ready to build on with water and natural gas at the lot line. Property taxes are \$806.60 plus water surcharge of \$665.34 which ends this year 2020.**

Property Details

Building Permit: Road Surface: **Asphalt** Road Access: **County Road**
 Water Supply: **Municipal** Sewer: **None** Power: **Three Phase**
 Site Influences: **Corner, Flat Site, Hydro, Municipal Water, Natural Gas**
 Neigh Influences: **Golf Nearby, Paved Road, Shopping Nearby**

Other Property Information

Assoc/POTL Fee: **\$0** N/A Taxes/Yr: **\$1,472.00/2019**

Representative Information

Rep Remarks:

CtoSO: **2.5%** First Refusal: **No** SRR: **No** MP: **No**
 Cont Aft Exp: **No** Lockbox: SignOn: **Yes**
 Oth Lst Cond: **No** Cond Remarks:

Office Information

List Broker #1: **RE/MAX DELTA REALTY, Brokerage / Ph: 613-446-6031 / Fax: 613-446-7100**
 List Broker #2: **RE/MAX DELTA REALTY, Brokerage / Ph: 613-446-6031 / Fax: 613-446-7100**
 List Rep #1: **Jacques J. Rochon - Salesperson/ Direct: 613-229-6832**
 List Rep #1 Email: **jacquesrochon@remaxrockland.ca** List Rep #1 Web: **<http://www.jacquesandgilleshomes.com>**
 List Rep #2: **Gilles S. Rochon - Salesperson/ Direct: 613-880-4620** List Rep #2 Web: **<http://www.jacquesandgilleshomes.com>**
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 Sell Office #1: **RDEL01** Sell Office #1: **RE/MAX DELTA REALTY, Brokerage**
 Sell Rep #1: **ROCHOJA** Sell Rep #1: **Jacques J. Rochon - Salesperson**
 S Rep #1 Email: **jacquesrochon@remaxrockland.ca**
 CSD: **2020-07-09** CSP: CD: **2020-10-01** FD: **2020-07-23**
 Board: **Ottawa** CREA DDF: **Yes** DOM: **188** CDOM: **188**
 SD: **2020-07-23** SP: **\$64,000** SRD: **2020-07-24**
 Expiry Date: IB: **No** Cancel Date:
 Last Mod: **2020-07-24**

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31-Jul-2020

C2L10 DU LAC RD, Clarence-Rockland K0A 3N0

ML#: 1156297



LB: **RDEL01** LB2: **RDEL01** Status: **Sold**
 ID: **ROCHOJA** ID2: **ROCHOJI** ID3: **\$45,900**
 Dist/Neigh: **607- Clarence-Rockland Twp** LP: **\$45,900**
 Munic: **Clarence-Rockland** OLP: **Lot**
 Roll#: **0316016002028300000** Type: **2019-06-12**
 PIN: **690480055** LD: **2019-06-12**
 NeighNm: **ST PASCAL** Sale/Lse: **East**
 Lot Size: **137.99 ' x 220.01 '** Fronting: **0.650**
 Zoning: **OTHER-Outside Ottawa(OO)** # Acres: **0.650**
 Zoning Desc: **RV-1** # Lots: **None**
 SubDiv: **None**
 Poss Info: **Immediate**
 Seller1:
 Seller2:
 Legal: **PT LOT 10 CON 2 CLARENCE PT 1 PLAN 50R7770 CLARENCE-ROCKLAND**

Directions/Remarks

Directions: **From Cty Rd 17 east after Rockland right on Landry to Clarence Creek. Left on Labonté. At stop left on St Pascal Rd Left on Du Lac Rd. Subject will be on your right.**

Public Remarks: **Cleared building lot in quaint village of St Pascal. Located on a paved road with municipal water and all water debenture paid. Hydro and phone at the road. Ideal location to build your dream home. Survey on file. Subject lot located between municipal address 2313 and 2321 du Lac Road.**

Property Details

Current Use:	Agricultural	Road Surface:	Asphalt	Lot Type:	Lot
Building Permit:	Yes	Sewer:	None	Road Access:	Township Road
Water Supply:	None			Power:	Single Phase
Neigh Influences:	Golf Nearby, Shopping Nearby, Water Nearby				

Other Property Information

Assoc/POTL Fee:	\$0	N/A	Taxes/Yr:	\$511.00/2018
Assmt/Yr:	\$41,500/2019		Survey/Yr:	

Representative Information

Rep Remarks: **Rest of directions: ...Or Colonial Rd east after Sarsfield to Hammond Golf Course. Continue east on du Golf Rd after next stop to village of St Pascal, left on Du Lac. Subject will be on your right. Subject lot located between municipal address 2313 and 2321 du Lac Road.**

CtoSO:	2.5%	First Refusal:	No	SRR:	No	MP:	No
Cont Aft Exp:	No	Lockbox:	None			SignOn:	Yes
Oth Lst Cond:	No	Cond Remarks:					

Office Information

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List Broker #2:	RE/MAX DELTA REALTY, Brokerage / Ph: 613-446-6031 / Fax: 613-446-7100		
List Rep #1:	Jacques J. Rochon - Salesperson/ Direct: 613-229-6832	List Rep #1 Web:	http://www.jacquesandgilleshomes.com
List Rep #1 Email:	jacquesrochon@remaxrockland.ca		
List Rep #2:	Gilles S. Rochon - Salesperson/ Direct: 613-880-4620	List Rep #2 Web:	http://www.jacquesandgilleshomes.com
List Rep #2 Email:	gillesrochonremax@gmail.com		
Sell Office #1:	ROYPO6	Sell Office #1:	ROYAL LEPAGE PERFORMANCE REALTY, Brokerage
Sell Rep #1:	SIMAREL	Sell Rep #1:	Elaine Simard - Salesperson
S Rep #1 Email:	elaine@elainesimard.ca		
CSD:	2019-07-07	CSP:	2019-08-08
Board:	Ottawa	CREA DDF:	36
SD:	2019-07-18	SP:	\$40,000
Expiry Date:		IB:	No
Last Mod:	2019-07-19	Cancel Date:	2019-07-19

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31-Jul-2020

2308 LAVAL ST, Bourget KOA 1E0

ML#: 1168853



LB: **RCOR01** LB2: Status: **Sold**
 ID: **SOUCYIA** ID2: ID3:
 Dist/Neigh: **607- Clarence-Rockland Twp** LP: **\$189,000**
 Munic: Roll#: **3160160320690000000** OLP: **\$189,000**
 PIN: **690350025** Type: **Lot**
 NeighNm: **Bourget** LD: **2019-09-10**
 Lot Size: **200' x 100'** Irregular Sale/Lse:
 Zoning: **Commercial** Fronting: **Southeast**
 Zoning Desc: **Commercial** # Acres: **0.000**
 SubDiv: # Lots:
 Poss Info: **Immediately** Master:

Seller1:

Seller2:

Legal: **PT LT 21 CON 4 CLARENCE AS IN BS7263; CLARENCE-ROCKLAND**

Directions/Remarks

Directions: **417 East, Exit 104 (Anderson Rd), turn left on Leitrim Rd continue onto Russell Rd, then continue onto Laval St to 2308.**

Public Remarks: **This is a 200 by 100 commercial lot with an older building on it. The possibilities are endless. Currently used as an auto body shop, (tools excluded) Buyer to verify with Township Zoning Department for other use of the property.**

Property Details

Current Use: **Other (See Remarks)** Lot Type: **Lot**
 Building Permit: **Drilled Well** Road Surface: **Asphalt** Road Access: **City Street**
 Water Supply: **Drilled Well** Sewer: **Septic Installed** Power:

Other Property Information

Assoc/POTL Fee: **\$0** **N/A** Taxes/Yr: **\$3,882.00/2019**

Representative Information

Rep Remarks: **Please give at least 48 hour irrevocable as it's an estate sale and multiple family members are involved.**
 CtoSO: **2.5% + HST** First Refusal: **No** SRR: **No** MP: **No**
 Cont Aft Exp: **Yes** Lockbox: **Mechanical** SignOn: **Yes**
 Oth Lst Cond: **No** Cond Remarks:

Office Information

List Broker #1: **RE/MAX CORE REALTY INC., Brokerage / Ph: 613-739-5959 / Fax: 613-739-5950**

List Rep #1: **Ian Soucy - Broker Of Record/ Direct: 613-265-9300**

List Rep #1 Email: **ian@iansoucy.com**

List Rep #1 Web: **http://www.iansoucy.com**

Sell Office #1: **RCOR01**

Sell Office #1: **RE/MAX CORE REALTY INC., Brokerage**

Sell Rep #1: **BRISSE**

Sell Rep #1: **Serge Brisson - Salesperson**

S Rep #1 Email: **serge@sergebrisson.ca**

CSD:

CSP:

CD:

2019-10-30 FD:

Board:

CREA DDF:

DOM:

11 CDOM: **11**

SD: **2019-09-21**

SP:

\$158,000

SRD:

2019-09-22

Expiry Date:

IB:

No

Cancel Date:

Last Mod: **2019-09-22**

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REPORT N°INF2020-024 Construction Contract Award for Lacroix Road Culvert Replacement

Date	10/08/2020
Submitted by	Richard Campeau
Subject	Construction Contract Award for Lacroix Road Culvert Replacement
File N°	T04-LAC

1) **NATURE/GOAL :**

The nature of this report is to award a construction contract for the replacement of a culvert on Lacroix Road.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS an amount of \$372,000.00 was approved in the 2020 Capital budget for the culvert replacement on Lacroix Road in Hammond; and

WHEREAS staff calculated that there would be a budget shortfall in the amount of \$97,447.50;

BE IT RESOLVED that Council hereby approves to increase the budget \$472,000 with the funds to be provided from the Ontario Community Infrastructure Fund (OCIF); and

BE IT FURTHER RESOLVED that Council hereby approves that the contract for the Culvert Replacement project on Lacroix Road, be awarded to Arnco Construction Ltd. for the amount of 358,947.50\$ (excluding HST).

ATTENDU QU'une somme de 372 000.00 \$ a été approuvée au budget Capital 2020 afin d'effectuer le remplacement d'un ponceau sur le chemin Lacroix à Hammond; et

ATTENDU QUE le personnel a calculé qu'il y aura un manque à gagner au niveau du budget au montant de 97 447,50 \$;

QU'IL SOIT RÉSOLU que le Conseil approuve d'augmenter le budget à 472 000\$ à partir des fonds provenant de la subvention Ontario Community Infrastructure Fund (OCIF); et

QU'IL SOIT ÉGALEMENT RÉSOLU que le Conseil approuve que le contrat de remplacement du ponceau sur le chemin Lacroix soit attribué à Arnco Construction Ltée. pour la somme de 358 947,50\$.

(excluant la T.V.H.)

4) **BACKGROUND :**

The culvert to be replaced is made of corrugated steel pipe (CSP) and is approx. 40 years old. It has been documented that it is at the end of its expected life and has been approved by Council in the 2020 Capital program to be replaced this year.

5) **DISCUSSION :**

On June 30th, 2020 the Department opened tenders for the Culvert Replacement on Lacroix road. The following three (3) submissions were received, priced as follows:

Contractor	Price Submitted (excluding HST)
Arnco Construction Ltd.	\$358,947.50
STP Exc. & Const. Inc.	\$370,258.00
Cornwall Gravel	\$379,763.80

All bids were accepted. Based on the submitted prices, Arnco Construction Ltd. is the lowest bid and was confirmed meeting all City requirements. JP2G Engineering along with the Department therefore recommends that the City retain the services of Arnco Construction for the Culvert Replacement on Lacroix road

6) **CONSULTATION:**

N/A

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

N/A

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

The 2020 Capital Budget allocated \$372,000 to undertake the Culvert Replacement on Lacroix Road. Based on the submitted contractor's pricing, the estimated costs of this project are summarized as follows:

	Amount
Budget account: INF-2001	\$372,000
Previously spent and committed expenses (incl. 1.8% HST)	52,000
Submitted Contractor Pricing - excluding HST and contingencies	\$358,947.50

Impact of HST (1.8%) on contract price	\$6,500
Land Acquisitions - Includes surveying and legal fees	\$16,000
Contingency (10%)	\$36,000
Total Cost to the City	<u>\$469,447.50</u>
Remainder/(Shortfall)	(\$97,447.50)

Due to the shortfall indicated in the above table, the Department recommends using the additional \$100,000 required from the Ontario Community Infrastructure Fund (OCIF). The project is already fully funded from the OCIF and an additional \$100,000 is available.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A



REPORT N° INF2020-26

Date	03/08/2020
Submitted by	Julian Lenhart
Subject	FCM-Municipal Asset Management Program Grant Application
File N°	

1) **NATURE/GOAL :**

The purpose of this report is to secure Council's approval to apply for a grant opportunity from the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS Infrastructure Canada is funding an 8 year, \$110- million program entitled The Municipal Asset Management Program (MAMP) to support Canadian municipalities and communities in making informed infrastructure investment decisions;

AND WHEREAS the City of Clarence-Rockland is eligible to make an application under this program;

BE IT RESOLVED THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities Municipal Asset Management Program for the development of the City's Comprehensive Asset Management Program;

AND BE IT FURTHER RESOLVED That the City of Clarence-Rockland commits to funding the following activities in the proposed project to be submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program in order to advance the development of the City's Comprehensive Asset Management Program;

- Activity 1: purchase of asset management software program
- Activity 2: develop and implement a training program for selected staff with respect to City's asset management program
- Activity 3: conduct a facilitated workshop with Council re: asset management principles

AND BE IT FURTHER RESOLVED THAT the municipality commits \$31,000 from its budget to fund its share of the aforementioned activities.

ATTENDU QU'Infrastructure Canada finance un programme de 110 millions de dollars sur huit ans intitulés The Municipal Asset Management Program (MAMP) pour aider les municipalités et les communautés canadiennes à prendre des décisions éclairées en matière d'investissement dans les infrastructures;

ET ATTENDU QUE la Cité de Clarence-Rockland est éligible pour faire une demande dans le cadre de ce programme;

QU'IL SOIT RÉSOLU QUE le conseil autorise au personnel de présenter une demande de subvention auprès du Programme de gestion des biens municipaux de la Fédération canadienne des municipalités pour l'élaboration du programme globale de gestion des biens de la Ville;

QU'IL SOIT ÉGALEMENT RÉSOLU QUE la Cité de Clarence-Rockland s'engage à financer les activités suivantes dans le projet proposé qui sera soumis au Programme de gestion des biens municipaux de la Fédération canadienne des municipalités afin de faire progresser le développement du programme global de gestion des biens de la Ville;

- Activité 1: achat d'un logiciel de gestion d'actifs
- Activité 2: élaborer et mettre en œuvre un programme de formation pour le personnel sélectionné en ce qui concerne le programme de gestion des actifs de la Ville
- Activité 3: animer un atelier consultatif avec le Conseil sur les principes de gestion des actifs;

QU'IL SOIT ÉGALEMENT RÉSOLU QUE la Cité de Clarence-Rockland engage 31 000 \$ de son budget pour financer sa part des activités susmentionnées.

4) **BACKGROUND :**

The MAMP, which is being administered by FCM, offers municipal grant funding to municipalities "...to provide training and capacity building activities in order to sustainably maintain their asset management programs now and in the future." Its intent is focusing on building strong foundations and asset management by supporting activities that incorporate asset management into daily practices.

All projects that receive funding approval must be completed and final

reports submitted by no later than March 31, 2024. It is noted; however, that the 1st round of MAMP grants were very popular- applications were submitted at a greater rate than forecast. This 2nd round is likely to be as popular, and therefore, it is important for the municipality to make its submission application as quickly as possible. It is also difficult to predict the length of time to process and approve applications and, as such, it is recommended that the project be subject to flexible timelines.

In order to qualify for a grant (maximum \$50,000), the proposed project must lead to an improvement in the municipality's asset management practices and must focus on municipal owned infrastructure assets. The guidelines suggest that applicants consider the impact of climate change in the risk assessment section of asset management plans.

5) **DISCUSSION :**

Staff has reviewed the eligible activities itemized for MAMP and recommends that the following asset management initiatives be identified in the City's application:

1. Purchase Asset Management Software: [\$50,000]

This purchase will allow the organization to establish an asset management platform to update critical information such as condition assessments etc., organized planned maintenance activities, develop capital budget programs, complete/document risk assessments.

2. Training and Organizational Development: [\$15,000]

An asset management training program will be developed in order to familiarize staff with the software work programs, update requirements in order to ensure consistency of approach across all of the departments with assets.

3. Facilitated Council Workshop: [\$15,000]

The facilitated workshop is an important initiative in terms of securing Council/staff agreement of the principles, and strategies associated with the development of a multiyear asset management program. It will also be an important exercise in terms of establishing desired levels of service, and funding strategies to address the City's increasing asset management needs.

Table 1.1 summarizes the above initiatives and the eligibility funding that would be received through the MAMP.

Table 1.1

Initiative	MAMP	City	Total
Software	\$25,000	\$25,000	\$50,000

Purchase			
Training	\$12,000	\$3000	\$15,000
Council/Staff Workshop	\$12,000	\$3000	\$15,000
Total	\$49,000	\$31,000	\$80,000

As part of the submission, staff will be required to complete an Asset Management Readiness Scale Assessment (AMRS). This is an extremely important component of the submission and will be reviewed quite closely by the FCM evaluation team. The AMRS must address the following key competencies:

- policy and governance
- people in leadership
- data and information
- planning and decision-making
- contribution to asset management practices

Once eligibility is confirmed, the following activities must be addressed in the application:

Step 1: complete the asset management self-assessment using AMRS tool

Step 2: identify proposed activities

Step 3: identify target levels

Step 4: identify high level description of project, human resource requirements, fit with provincial asset management requirements and identify challenges/risks/mitigation measures

Step 5: Complete work plan and budget template

Step 6: pass a Council resolution

Application Review/Approval Timelines:

Applications will be subject to an initial screening process to determine consistency with prescribed criteria after which a peer review evaluation will be conducted by an technical committee to assess applications based on standards outlined in an evaluation guide. Submissions will be evaluated as follows:

documentation of self-assessed readiness level	20 points
appropriateness of activities	20 points
human and financial resources	10 points

significance of anticipated asset management improvements	30 points
workplan and budget	20 points
Total points	100 points

As noted above, the maximum amount of a MAMP contribution to a project is limited to \$50,000 . Applications can be received up until October 31, 2022

6) **CONSULTATION:**

The development of the City's corporate asset management plan will involve significant consultation with Council through the facilitated asset management workshop. As well, it is anticipated that the comprehensive asset management plan will require extensive consultation and interaction with all departments that have significant assets.

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

N/A

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

The City, subject to Council approval of the FCM application, will be required to commit \$31,000 as detailed in table 1.1 above. The \$31,000 will be funded from the \$50,000 capital project approved during the 2020 budget deliberations for the purchase of an asset management software.

9) **LEGAL IMPLICATIONS :**

The legal ramifications of developing a comprehensive asset management program are significant. Failure to respond to increasing infrastructure rehabilitation needs could place the City in a tenuous position with respect to potential legal actions in the future.

10) **RISK MANAGEMENT :**

Developing a comprehensive asset management plan will facilitate the ability of the municipality to minimize the potential for more costly infrastructure rehabilitation programs. Optimizing available funding to implement "just-in-time" infrastructure improvements will demonstrate responsible risk management in addressing aging infrastructure.

11) **STRATEGIC IMPLICATIONS :**

The community feedback that was received from the City's stakeholder during the development of the approved Strategic Plan clearly signified

the expectation of timely and strategic infrastructure rehabilitation strategies to meet the public's expectations.

- 12) **SUPPORTING DOCUMENTS:**
N/A



REPORT N° INF2020-25 Comprehensive Corporate Asset Management Strategy

Date	10/08/2020
Submitted by	Julian Lenhart
Subject	Comprehensive Corporate Asset Management Strategy
File N°	INF2020-25

1) **NATURE/GOAL :**

The intent of this report is to obtain Council's approval of a comprehensive corporate asset management strategy that complies with the provincial requirements as outlined in Ontario Regulation 588/17.

2) **DIRECTIVE/PREVIOUS POLICY :**

In the latter part of 2019, Council expressed some concerns about project priorities and funding related to the City's 10-year capital works program as determined by the approved asset management program for linear assets. As a result, the City's 10 year asset management plan was suspended pending a full discussion between staff and members of Council with respect to the objectives and guiding principles for a corporate asset management plan.

Accordingly, staff was given direction to convene a facilitated workshop with members of Council to "map out" a corporate asset management plan that responds to the rehabilitation needs of the City's infrastructure.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS, the provincial government has passed Ontario Regulation 588/17 with respect to municipal asset management policies and plans and has prescribed specific timelines for implementation of these policies and plans; and

WHEREAS, the City's previously approved asset management plan and associated policies satisfies the provincial requirement to have approved asset management policies by July 1, 2019; and

WHEREAS, staff has developed a comprehensive asset management strategy to address the provincial asset management requirements;

THAT Committee of the Whole recommends that Council endorses the comprehensive asset management work plan strategy detailed in Appendix B of this report; and

THAT Committee of the Whole recommends that Council adopts the 2020 capital works with a total cost of \$2,193,000 identified in Appendix C of this report and that the County be requested to include these works into their 2020 road asphalt program.

ATTENDU QUE le Gouvernement provincial a adopté le Règlement de l'Ontario 588/17 concernant les politiques et plans de gestion des biens municipaux et a prescrit des délais précis pour la mise en œuvre de ces politiques et plans; et

ATTENDU QUE, La Cité a préalablement approuvé un plan de la gestion des actifs et les politiques associées pour satisfaire l'exigence provinciale d'avoir des politiques de gestion des actifs approuvées d'ici le 1er juillet 2019; et

ATTENDU QUE l'administration a élaboré une stratégie complète de gestion des biens pour répondre aux exigences provinciales en matière de gestion des biens;

QUE Le comité plénier recommande que le conseil approuve la stratégie globale du plan de travail de gestion des actifs détaillée à l'annexe B du présent rapport; et

QUE le comité plénier recommande que le conseil adopte les travaux d'immobilisations 2020, ayant un coût total de 2 193 000 \$, identifiés à l'annexe C du présent rapport et que les Comté Unis soit demandé d'inclure ces travaux dans leur programme d'asphalte routier 2020.

4) **BACKGROUND :**

In 2017, Council endorsed a staff report which detailed the principles that would be utilized to prioritize the extent and timing of capital improvements to the City's linear assets (e.g. roads, sewers, storm water management facilities, sidewalks etc.). The timing of rehabilitation implementation was based on a "just-in-time" philosophy and was also largely influenced by the availability of funding, grants etc. to finance identified priority capital undertakings that were reflected in the asset management plan for linear infrastructure. Subsequently, in early 2018, the Province implemented Ontario Regulation 588/17 (O.R. 588/17) which outlined the requirement for municipalities to implement asset management policies and plans in keeping with provincial requirements. The Regulation is appended as Appendix "A" to this report.

O.R. 588/17 has specified the following timelines to complete municipal asset management plans and policies:

July 1, 2019- preparation of 1st strategic asset management policy. Update required at least every 5 years. *The City's approved [June 3, 2019] asset management plan policy achieved this objective.*

July 1, 2021- municipalities are required to have a "core" asset management plan in place by July 1, 2021. *"Core " assets are defined as a municipality's linear assets such as roads, sewers, storm water management facilities, water mains etc.*

July 1, 2023- each municipality shall prepare a comprehensive asset management plan that addresses "core" infrastructure assets and , as well, all of its other physical infrastructure assets (e.g. buildings, fleet, equipment etc.).

July 1, 2024-the comprehensive asset management plan must be amended to include a significant amount of additional information. Documenting levels of service and the rationale for selecting levels of service for various types of infrastructure. Additionally, it will be necessary to identify proposed performance over a 10 year period, identify lifecycle management and financial strategies for that same time period, estimate annual operating capital costs for a 10 year period, commit to updates every 5 years, and identify annual funding requirements and strategies to maximize funding availability. It will also necessary to address the impacts of growth; particularly, capital and operating costs and identify projected funding requirements by source. The update must identify and address projected funding shortfalls. It will be necessary to identify lifecycle activities that will be implemented and perform an assessment of risks of the lifecycle initiatives.

Section 5 of this report details the specifics of staff's proposed work plan to develop Clarence-Rockland's comprehensive asset management plan in keeping with provincial objectives. A key component of this work plan will incorporate the principles and directions agreed to at the facilitated consultation workshop with Council in the latter portion of 2020.

5) **DISCUSSION :** ***Road Rehabilitation Programs:***

Implementation of the City's initial asset management plan allocated approximately \$2.8 million annually to implement the rehabilitation priorities identified in the plan. This funding is to be used primarily for rehabilitation requirements to roadways, sidewalks, bridge works, and the non-growth share of DC growth related capital infrastructure.

In the last few budget cycles, on average, increases to the contributions of less than \$100,000 per year have been made to the City's road reserve in support of road rehabilitation needs. Considering the substantial financial needs required to maintain the City's road network at a reasonable level of service, this nominal annual contribution is unable to meet the public's expectations to retain/improve the level of service of our existing road system. New and innovative funding mechanisms must be established in order to meet the City's increasing road funding requirements-otherwise, our stakeholders will experience a significant decrease in the condition of the road network infrastructure.

In view of the interim suspension of road improvement works in 2020, the City is not optimizing the capital funding allocations that have been approved by Council for this year. In order to implement some of the needed capital undertakings, staff is recommending that the mill and pave projects identified in the initial asset management program be implemented this year. The County has agreed, subject to Council's approval of the projects listed in Appendix C, to amend their own 2020 asphalt overlay program to include these works. The County's contractor will be given the project list and the projected quantities in order to provide a cost estimate of the works. Providing the cost is within approved budget limits, staff will give authorization to the County to implement the works this year.

Corporate Asset Management Work Plan:

Appendix B summarizes the proposed comprehensive asset management work plan. This work plan:

- responds to the objectives and timelines stated in Ontario Regulation the 588/17.
- provides an opportunity to secure Council/staff "buy-in" to an amended asset management policy [if necessary] and implement timely and cost-effective capital programs that respond to the municipality's rehabilitation needs. The "move forward" vision for Clarence-Rockland's comprehensive asset management plan will largely depend on the discussions and resolutions that come out of the facilitated workshop session between members of Council and staff.

The workshop will be convened in 2020 and will provide the "blueprint" to move the amended corporate asset management plan forward bearing in mind the objectives of Council and the requirements of Ontario Regulation 588/17.

Staff Recommendations:

It is proposed that Committee of the Whole recommend that Council

- adopt the comprehensive asset management plan action items detailed in Appendix B of this report.
- approve the 2020 capital works program identified in Appendix C and that staff contact the County to incorporate these works into their 2020 road asphalt program.

6) CONSULTATION:

The process of developing the City's corporate asset management work plan contemplates a consultation process with both Council and other affected departments within the organization to reaffirm [or

amend as appropriate] the Corporate Asset Management Policy approved by Council in June, 2019 and agree on the principles and funding strategies for the management of the municipality's corporate assets. The approved work plan will also address provincial objectives.

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

N/A

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

Staff believes that there is an urgent need to revisit the funding model and practices for the timely rehabilitation of the City's assets. Unless this occurs in the near future, the overall condition of the City's infrastructure network will decline significantly and fail to meet the expectations of our stakeholders. Under current funding availability [approximately \$2.8 million per year] for the City's road network, staff projects that the condition rating of critical City road infrastructure will deteriorate significantly. This reinforces the need for a comprehensive corporate asset management work plan that addresses all of the City's assets. At 2020 budget deliberation, \$2,193,000 were unallocated.

9) **LEGAL IMPLICATIONS :**

Should some of the City's infrastructure fall into significant disrepair, the City may be subject to legal actions from users of the infrastructure. An approved multiyear comprehensive asset management plan will demonstrate the City's commitment to addressing deteriorating infrastructure in a timely manner. This would be a critical component in defending against any legal actions against the City.

10) **RISK MANAGEMENT :**

Developing a comprehensive strategic management work plan will facilitate the ability of the municipality to minimize the potential for more costly infrastructure rehabilitation programs. Optimizing available funding to implement "just-in-time" infrastructure improvements will demonstrate responsible risk management in addressing aging infrastructure.

11) **STRATEGIC IMPLICATIONS :**

The community feedback that was received in the initial stages of the development of the City's Strategic Plan clearly indicated that the City's road infrastructure and storm water services were considered an extremely important to the quality of life to the residents of Clarence-

Rockland. The development of approval of a corporate comprehensive asset management plan is consistent with this vision.

12) **SUPPORTING DOCUMENTS:**

Appendix A-Ontario Regulation 588/17

Appendix B-Proposed Comprehensive Asset Management Work Plan

Appendix C-Proposed 2020 Capital Undertakings

Appendix D-Asset Management Plan



Français

ONTARIO REGULATION 588/17

made under the

INFRASTRUCTURE FOR JOBS AND PROSPERITY ACT, 2015

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ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE

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INTERPRETATION AND APPLICATION

Definitions

1. (1) In this Regulation,

“asset category” means a category of municipal infrastructure assets that is,

- (a) an aggregate of assets described in each of clauses (a) to (e) of the definition of core municipal infrastructure asset, or
- (b) composed of any other aggregate of municipal infrastructure assets that provide the same type of service; (“catégorie de biens”)

“core municipal infrastructure asset” means any municipal infrastructure asset that is a,

- (a) water asset that relates to the collection, production, treatment, storage, supply or distribution of water,

- (b) wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater,
- (c) stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,
- (d) road, or
- (e) bridge or culvert; ("bien d'infrastructure municipale essentiel")

"ecological functions" has the same meaning as in Ontario Regulation 140/02 (Oak Ridges Moraine Conservation Plan) made under the *Oak Ridges Moraine Conservation Act, 2001*; ("fonctions écologiques")

"green infrastructure asset" means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs; ("bien d'infrastructure verte")

"hydrological functions" has the same meaning as in Ontario Regulation 140/02; ("fonctions hydrologiques")

"joint municipal water board" means a joint board established in accordance with a transfer order made under the *Municipal Water and Sewage Transfer Act, 1997*; ("conseil mixte de gestion municipale des eaux")

"lifecycle activities" means activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities; ("activités relatives au cycle de vie")

"municipal infrastructure asset" means an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board; ("bien d'infrastructure municipale")

"municipality" has the same meaning as in the *Municipal Act, 2001*; ("municipalité")

"operating costs" means the aggregate of costs, including energy costs, of operating a municipal infrastructure asset over its service life; ("frais d'exploitation")

"service life" means the total period during which a municipal infrastructure asset is in use or is available to be used; ("durée de vie")

"significant operating costs" means, where the operating costs with respect to all municipal infrastructure assets within an asset category are in excess of a threshold amount set by the municipality, the total amount of those operating costs. ("frais d'exploitation importants")

(2) In Tables 1 and 2,

"connection-days" means the number of properties connected to a municipal system that are affected by a service issue, multiplied by the number of days on which those properties are affected by the service issue. ("jours-branchements")

(3) In Table 4,

"arterial roads" means Class 1 and Class 2 highways as determined under the Table to section 1 of Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) made under the *Municipal Act, 2001*; ("artères")

"collector roads" means Class 3 and Class 4 highways as determined under the Table to section 1 of Ontario Regulation 239/02; ("routes collectrices")

"lane-kilometre" means a kilometre-long segment of roadway that is a single lane in width; ("kilomètre de voie")

"local roads" means Class 5 and Class 6 highways as determined under the Table to section 1 of Ontario Regulation 239/02. ("routes locales")

(4) In Table 5,

"Ontario Structure Inspection Manual" means the Ontario Structure Inspection Manual (OSIM), published by the Ministry of Transportation and dated October 2000 (revised November 2003 and April 2008) and available on a Government of Ontario website; ("manuel d'inspection des structures de l'Ontario")

"structural culvert" has the meaning set out for "culvert (structural)" in the Ontario Structure Inspection Manual. ("ponceau structurel")

Application

2. For the purposes of section 6 of the Act, every municipality is prescribed as a broader public sector entity to which that section applies.

STRATEGIC ASSET MANAGEMENT POLICIES

Strategic asset management policy

3. (1) Every municipality shall prepare a strategic asset management policy that includes the following:

1. Any of the municipality's goals, policies or plans that are supported by its asset management plan.
2. The process by which the asset management plan is to be considered in the development of the municipality's budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
3. The municipality's approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.
5. The municipality's commitment to consider, as part of its asset management planning,

i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters as,

A. operations, such as increased maintenance schedules,

B. levels of service, and

C. lifecycle management,

ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,

iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,

iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and

v. disaster planning and contingency funding.

6. A process to ensure that the municipality's asset management planning is aligned with any of the following financial plans:

i. Financial plans related to the municipality's water assets including any financial plans prepared under the *Safe Drinking Water Act, 2002*.

ii. Financial plans related to the municipality's wastewater assets.

7. A process to ensure that the municipality's asset management planning is aligned with Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the *Planning Act*, any provincial plans as defined in the *Planning Act* and the municipality's official plan.

8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality's asset management plan and how the thresholds compare to those in the municipality's tangible capital asset policy, if it has one.

9. The municipality's commitment to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.

10. The persons responsible for the municipality's asset management planning, including the executive lead.

11. An explanation of the municipal council's involvement in the municipality's asset management planning.

12. The municipality's commitment to provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.

(2) For the purposes of this section,

"capitalization threshold" is the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it. ("seuil de capitalisation")

Update of asset management policy

4. Every municipality shall prepare its first strategic asset management policy by July 1, 2019 and shall review and, if necessary, update it at least every five years.

ASSET MANAGEMENT PLANS

Asset management plans, current levels of service

5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023.

(2) A municipality's asset management plan must include the following:

1. For each asset category, the current levels of service being provided, determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan:

i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.

ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.

2. The current performance of each asset category, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency, and based on data from at most two calendar years prior to the year in which all information required under this section is included in the asset management plan.
3. For each asset category,
 - i. a summary of the assets in the category,
 - ii. the replacement cost of the assets in the category,
 - iii. the average age of the assets in the category, determined by assessing the average age of the components of the assets,
 - iv. the information available on the condition of the assets in the category, and
 - v. a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.
4. For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:
 - i. The full lifecycle of the assets.
 - ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
 - iii. The risks associated with the options referred to in subparagraph ii.
 - iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.
5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, the following:
 - i. A description of assumptions regarding future changes in population or economic activity.
 - ii. How the assumptions referred to in subparagraph i relate to the information required by paragraph 4.
6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census, the following:
 - i. With respect to municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are set out in Schedule 3 or 7 to the 2017 Growth Plan, those forecasts.
 - ii. With respect to lower-tier municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are not set out in Schedule 7 to the 2017 Growth Plan, the portion of the forecasts allocated to the lower-tier municipality in the official plan of the upper-tier municipality of which it is a part.
 - iii. With respect to upper-tier municipalities or single-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the municipality that are set out in its official plan.
 - iv. With respect to lower-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the lower-tier municipality that are set out in the official plan of the upper-tier municipality of which it is a part.
 - v. If, with respect to any municipality referred to in subparagraph iii or iv, the population and employment forecasts for the municipality cannot be determined as set out in those subparagraphs, a description of assumptions regarding future changes in population or economic activity.
 - vi. For each of the 10 years following the year for which the current levels of service under paragraph 1 are determined, the estimated capital expenditures and significant operating costs related to the lifecycle activities required to maintain the current levels of service in order to accommodate projected increases in demand caused by growth, including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets.

(3) Every asset management plan must indicate how all background information and reports upon which the information required by paragraph 3 of subsection (2) is based will be made available to the public.

(4) In this section,

"2017 Growth Plan" means the Growth Plan for the Greater Golden Horseshoe, 2017 that was approved under subsection 7 (6) of the *Places to Grow Act, 2005* on May 16, 2017 and came into effect on July 1, 2017; ("Plan de croissance de 2017")

"Greater Golden Horseshoe growth plan area" means the area designated by section 2 of Ontario Regulation 416/05 (Growth Plan Areas) made under the *Places to Grow Act, 2005*. ("zone de croissance planifiée de la région élargie du Golden Horseshoe")

Asset management plans, proposed levels of service

6. (1) Subject to subsection (2), by July 1, 2024, every asset management plan prepared under section 5 must include the following additional information:

1. For each asset category, the levels of service that the municipality proposes to provide for each of the 10 years following the year in which all information required under section 5 and this section is included in the asset management plan, determined in accordance with the following qualitative descriptions and technical metrics:
 - i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
 - ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.
2. An explanation of why the proposed levels of service under paragraph 1 are appropriate for the municipality, based on an assessment of the following:
 - i. The options for the proposed levels of service and the risks associated with those options to the long term sustainability of the municipality.
 - ii. How the proposed levels of service differ from the current levels of service set out under paragraph 1 of subsection 5 (2).
 - iii. Whether the proposed levels of service are achievable.
 - iv. The municipality's ability to afford the proposed levels of service.
3. The proposed performance of each asset category for each year of the 10-year period referred to in paragraph 1, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency.
4. A lifecycle management and financial strategy that sets out the following information with respect to the assets in each asset category for the 10-year period referred to in paragraph 1:
 - i. An identification of the lifecycle activities that would need to be undertaken to provide the proposed levels of service described in paragraph 1, based on an assessment of the following:
 - A. The full lifecycle of the assets.
 - B. The options for which lifecycle activities could potentially be undertaken to achieve the proposed levels of service.
 - C. The risks associated with the options referred to in sub-subparagraph B.
 - D. The lifecycle activities referred to in sub-subparagraph B that can be undertaken for the lowest cost to achieve the proposed levels of service.
 - ii. An estimate of the annual costs for each of the 10 years of undertaking the lifecycle activities identified in subparagraph i, separated into capital expenditures and significant operating costs.
 - iii. An identification of the annual funding projected to be available to undertake lifecycle activities and an explanation of the options examined by the municipality to maximize the funding projected to be available.
 - iv. If, based on the funding projected to be available, the municipality identifies a funding shortfall for the lifecycle activities identified in subparagraph i,
 - A. an identification of the lifecycle activities, whether set out in subparagraph i or otherwise, that the municipality will undertake, and
 - B. if applicable, an explanation of how the municipality will manage the risks associated with not undertaking any of the lifecycle activities identified in subparagraph i.
5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, a discussion of how the assumptions regarding future changes in population and economic activity, set out in subparagraph 5 i of subsection 5 (2), informed the preparation of the lifecycle management and financial strategy referred to in paragraph 4 of this subsection.
6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census,

- i. the estimated capital expenditures and significant operating costs to achieve the proposed levels of service as described in paragraph 1 in order to accommodate projected increases in demand caused by population and employment growth, as set out in the forecasts or assumptions referred to in paragraph 6 of subsection 5 (2), including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets,
- ii. the funding projected to be available, by source, as a result of increased population and economic activity, and
- iii. an overview of the risks associated with implementation of the asset management plan and any actions that would be proposed in response to those risks.

7. An explanation of any other key assumptions underlying the plan that have not previously been explained.

(2) With respect to an asset management plan prepared under section 5 on or before July 1, 2021, if the additional information required under this section is not included before July 1, 2023, the municipality shall, before including the additional information, update the current levels of service set out under paragraph 1 of subsection 5 (2) and the current performance measures set out under paragraph 2 of subsection 5 (2) based on data from the two most recent calendar years.

Update of asset management plans

7. (1) Every municipality shall review and update its asset management plan at least five years after the year in which the plan is completed under section 6 and at least every five years thereafter.

(2) The updated asset management plan must comply with the requirements set out under paragraphs 1, 2 and 3 and subparagraphs 5 i and 6 i, ii, iii, iv and v of subsection 5 (2), subsection 5 (3) and paragraphs 1 to 7 of subsection 6 (1).

Endorsement and approval required

8. Every asset management plan prepared under section 5 or 6, or updated under section 7, must be,

- (a) endorsed by the executive lead of the municipality; and
- (b) approved by a resolution passed by the municipal council.

Annual review of asset management planning progress

9. (1) Every municipal council shall conduct an annual review of its asset management progress on or before July 1 in each year, starting the year after the municipality's asset management plan is completed under section 6.

(2) The annual review must address,

- (a) the municipality's progress in implementing its asset management plan;
- (b) any factors impeding the municipality's ability to implement its asset management plan; and
- (c) a strategy to address the factors described in clause (b).

Public availability

10. Every municipality shall post its current strategic asset management policy and asset management plan on a website that is available to the public, and shall provide a copy of the policy and plan to any person who requests it.

TABLE 1
WATER ASSETS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.	1. Percentage of properties connected to the municipal water system. 2. Percentage of properties where fire flow is available.
Reliability	Description of boil water advisories and service interruptions.	1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.

TABLE 2
WASTEWATER ASSETS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.	Percentage of properties connected to the municipal wastewater system.
Reliability	<ol style="list-style-type: none"> 1. Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes. 2. Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches. 3. Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes. 4. Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph 3. 5. Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system. 	<ol style="list-style-type: none"> 1. The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system. 2. The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. 3. The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system.

TABLE 3
STORMWATER MANAGEMENT ASSETS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	<ol style="list-style-type: none"> 1. Percentage of properties in municipality resilient to a 100-year storm. 2. Percentage of the municipal stormwater management system resilient to a 5-year storm.

TABLE 4
ROADS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity.	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality.
Quality	Description or images that illustrate the different levels of road class pavement condition.	<ol style="list-style-type: none"> 1. For paved roads in the municipality, the average pavement condition index value. 2. For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor).

TABLE 5
BRIDGES AND CULVERTS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	Percentage of bridges in the municipality with loading or dimensional restrictions.

Quality	<ol style="list-style-type: none">1. Description or images of the condition of bridges and how this would affect use of the bridges.2. Description or images of the condition of culverts and how this would affect use of the culverts.	<ol style="list-style-type: none">1. For bridges in the municipality, the average bridge condition index value.2. For structural culverts in the municipality, the average bridge condition index value.
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COMMENCEMENT

Commencement

11. This Regulation comes into force on the later of January 1, 2018 and the day it is filed.

Français

Appendix C-Proposed 2020 Capital Undertakings						
Project Name	From	To	Year of Rehabilitaion	Rehabilitation Type	Quantity/ Length (m)	Cost (reflect 2020 constrcuton cost)
Alexander	Landry	Charlebois	2020	Scratch Coat plus padding	416	\$ 36,795.00
Blue Jay	Canaan	End	2020	Scratch Coat plus padding	650	\$ 58,575.00
Cardinal	Blue Jay East	Cardinal	2020	Scratch Coat plus padding	845	\$ 73,700.00
Charron	Patricia	Raymond	2020	Scratch Coat plus padding	165	\$ 18,645.00
Côté	Jasper	#1069 Côté	2020	Grind & pave	120	\$ 72,072.00
Côté	#998 Côté	Caron	2020	Grind & pave	344	\$ 150,150.00
des Cèdres	Caron	Belvédère	2022	Grind & pave	85	\$ 34,650.00
Dianne	Côté	Dalrymple intersection included	2022	Grind & pave	150	\$ 64,680.00
Division rd.				Road and Ditch Rehabilitation		\$ 200,000.00
Emilia	End	Drouin	2020	Scratch Coat plus padding	90	\$ 8,965.00
Hemlock	Oakwood	End	2020	Scratch Coat plus padding		\$ 14,168.00
Kathy	Yves intersection included	Robert	2020	Grind & pave	82	\$ 32,340.00
Lawrence	Alma	Morris	2021	Grind & pave	370	\$ 152,460.00
Lemay cir	Yvette	Fontaine	2021	Scratch Coat (no curbs)	340	\$ 37,400.00
Lemay cir	Fontaine	#3142 Lemay cir	2021	Grind & pave	910	\$ 383,460.00
Lemay cir	#3142 Lemay cir	Yvette	2021	Scratch Coat (no curbs)	250	\$ 27,720.00
Liliane	St-Jacques intersection included	Patricia	2022	Grind & pave	300	\$ 122,430.00
Lise	Dianne	End	2020	Grind & pave	90	\$ 97,944.00
Marion	Laviolette	St-Jacques	2020	Scratch Coat plus padding	158	\$ 18,040.00
Michel	Laurier	Robert intersection included	2022	Grind & pave	125	\$ 57,750.00
Morris	Lawrence	#714 Morris	2021	Grind & pave	90	\$ 36,960.00
Morris	#745 Morris	Caron St.	2021	Grind & pave	368	\$ 150,150.00
Ouellette	St-Pascal	End	2020	Scratch Coat plus padding	150	\$ 12,595.00
Poitras	Lawrence	Morris	2021	Grind & pave	120	\$ 50,820.00
Tweedie	Patricia	St-Denis	2020	Scratch Coat plus padding	188	\$ 21,065.00
Victor	End	Laurier	2020	Scratch Coat plus padding	125	\$ 8,965.00
				Subtotal		\$1,942,499
				Contingency 10.9%		\$211,725.0
						\$2,154,224.0
				Taxes = 1.8%		\$38,776.0
				Total		\$2,193,000.0

	Appendix D - City of Clarence-Rockland -10 Year Capital Works Plan - Transportation																		Date: 15/01/2019
	2019 Proposed Updated Capital Asset Plan																		
										2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	Total	Spending Profile								Total
	#N/A	Road	Adolphus	Charlebois	End	Double lift	Infrastructure & Plann	75	\$350K					\$26K					
	CU316	Culvert	Adolphus	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$23K			\$25K							
	#N/A	Road	Adrien	Lorraine	Christopher Verdon	Single lift	Infrastructure & Plann	440	\$220K								\$97K		
	RD5024	Road	Agathe/Wolfe	Alexander	Charlebois	Pulverise	Infrastructure & Plann	1130	\$350K			\$20K	\$383K						
	RD1257	Road	Albert	Edwards	End	Pulverise	Infrastructure & Plann	100	\$350K				\$5K	\$27K					
		Road	Alexander	Landry	Charlebois	Scratch Coat	Infrastructure & Plann	390	\$135K			\$53K							
	CU322	Culvert	Alexander	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$27K			\$25K							
	#N/A	Road	Alma	Simoneau	Gilles	Single lift	Infrastructure & Plann	510	\$220K				\$112K						
	#N/A	Road	André	St-Denis	Patricia	Pulverise	Infrastructure & Plann	170	\$350K				\$5K	\$51K					
	RD5111	Road	Baseline	Bouvier	Landry	Pulverise	Infrastructure & Plann	1350	\$350K			\$25K	\$420K						
	#N/A	Road	Baseline	Caron	Bouvier	Pulverise	Infrastructure & Plann	890	\$350K						\$15K	\$278K			
		Road	Baseline	Pilon	du Lac	Surface treatment	Infrastructure & Plann	1370	\$100K						\$20K	\$254K			
		Road	Baseline	Brazeau	Pilon	Surface treatment	Infrastructure & Plann	1400	\$100K						\$20K	\$260K			
		Road	Baseline	du Lac	Rollin	Surface treatment	Infrastructure & Plann	1400	\$100K							\$20K	\$260K		
	C15	Culvert	Baseline Culvert	Baseline		Culvert repairs	Infrastructure & Plann	1	\$80K										
	B10	Bridge	Bear Brook Overflow Bridge	Bear Brook Overflow	Boileau @ Russell	Bridge repairs	Infrastructure & Plann	1	\$55K			\$55K							
	#N/A	Road	Beauchamp	Landry	Lemay	Single lift	Infrastructure & Plann	260	\$220K									\$57K	
	#N/A	Road	Beaumont	Belvédère	Sandra	Single lift	Infrastructure & Plann	250	\$220K							\$55K			
	RD1020	Road	Bélisle	Lavictoire	Richer	Single lift	Infrastructure & Plann	180	\$220K									\$40K	
	RD1580	Road	Belvédère	Potvin	Caron	Single lift	Infrastructure & Plann	540	\$220K					\$119K					
		Road	Blue Jay	Canaan	End	Scratch Coat	Infrastructure & Plann	680	\$135K			\$92K							
	CU280	Culvert	Blue Jay	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$33K			\$35K							
	CU281	Culvert	Blue Jay	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$37K			\$37K							
	#N/A	Road	Bonavista	Sandra	Laurier	Single lift	Infrastructure & Plann	390	\$220K							\$86K			
	#N/A	Road	Bouvier	Vinette	du Golf	Single lift	Infrastructure & Plann	3000	\$220K									\$660K	\$3,739K
	RD5111	Road	Bouvier	St-Félix	Russell	Surface treatment	Infrastructure & Plann	1200	\$100K			\$120K							
	CU114	Culvert	Bouvier	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$41K		\$50K								
		Road	Bouvier *	Vinette	Baseline	Reconstruction	Infrastructure & Plann	1	\$300K										
	RD5207	Road	Butler	End of asphalt	Legault	Surface treatment	Infrastructure & Plann	1040	\$100K			\$104K							
		Road	Butler	Lacroix	End of Asphalt	Scratch Coat	Infrastructure & Plann	1000	\$135K									\$100K	\$2,863K
	C24	Culvert	Butler Culvert*	Butler		Culvert repairs	Infrastructure & Plann	1	\$340K										
	#N/A	Road	Campeau	St-Jacques	St-Jacques	Pulverise	Infrastructure & Plann	505	\$350K							\$10K	\$156K		
	RD5018	Road	Canaan	End of asphalt	Vinette	Surface treatment	Infrastructure & Plann	1400	\$100K			\$140K		\$20K	\$260K				
		Culvert	Canaan	Belvedere		Culvert replacement	Infrastructure & Plann	1	\$25K										
	CU447	Culvert	Canaan	Magladry, Russell		Culvert replacement	Infrastructure & Plann	1											
	CU447	Culvert	Canaan	Magladry, Russell		Culvert replacement	Infrastructure & Plann	1	\$33K				\$33K						
		Road	Cardinal	Blue Jay East	Cardinal	Scratch Coat	Infrastructure & Plann	300	\$135K			\$41K							
	CU284	Culvert	Cardinal	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$37K			\$37K							
	#N/A	Road	Carmen Bergeron	Richelieu	County Road 17	Single lift	Infrastructure & Plann	100	\$220K							\$22K			
		Storm Water	Caron Storm Pond *	Caron			Construction	1	\$1,000K										
	RD1609	Road	Carrière/Young/Gagné/Donald	Lacroix	Cooper	Single lift	Infrastructure & Plann	750	\$220K									\$165K	
	RD1476	Road	Catherine/Du Château	du Château	Edwards	Single lift	Infrastructure & Plann	665	\$220K							\$146K			
	#N/A	Road	Cécile/Élie	Richelieu	Richelieu	Single lift	Infrastructure & Plann	700	\$220K						\$154K				
	#N/A	Road	Céline	Claude	Labonté	Single lift	Infrastructure & Plann	390	\$220K									\$86K	
	#N/A	Road	Chamberland	County Road 17	Catherine	Single lift	Infrastructure & Plann	430	\$220K							\$95K			
	#N/A	Road	Chamberland	Laporte	County Road 17	Double lift	Infrastructure & Plann	750	\$350K							\$15K	\$232K		
	#N/A	Road	Chapman	Notre-Dame	Caron	Single lift	Infrastructure & Plann	280	\$220K				\$62K						
	RD1290	Road	Charbonneau	County Road 17	End	Single lift	Infrastructure & Plann	510	\$220K								\$112K		
	#N/A	Road	Charlebois	Clarence	Claudette	Pulverise	Infrastructure & Plann	540	\$350K				\$10K	\$168K					
	CU308	Culvert	Charlebois	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$32K			\$45K							
	C17	Culvert	Charlebois Culvert	Charlebois		Culvert repairs	Infrastructure & Plann	1	\$53K					\$53K					
	#N/A	Road	Charron	St-Denis	Patricia	Pulverise	Infrastructure & Plann	170	\$350K						\$5K	\$51K			
		Road	Charron	Patricia	Raymond	Scratch Coat	Infrastructure & Plann	165	\$135K			\$22K							

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										2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	total	Spending Profile										
RD5011	Road	Chéné	Giroux	St-Joseph	Pulverise	Infrastructure & Plann	205	\$350K								\$5K	\$63K			
#N/A	Road	Clarence	End	Charlebois	Pulverise	Infrastructure & Plann	190	\$350K					\$5K	\$58K						
CU305	Culvert	Clark	Landry, End		Culvert replacement	Infrastructure & Plann	1													
CU305	Culvert	Clark	Landry, End		Culvert replacement	Infrastructure & Plann	1	\$17K							\$17K					
#N/A	Road	Claude	Josée	Landry	Single lift	Infrastructure & Plann	100	\$220K										\$22K		
#N/A	Road	Claudette	Charlebois	End	Single lift	Infrastructure & Plann	505	\$220K						\$111K						
CU309	Culvert	Claudette	Patrick, Daniel		Culvert replacement	Infrastructure & Plann	1													
CU309	Culvert	Claudette	Patrick, Daniel		Culvert replacement	Infrastructure & Plann	1	\$43K					\$43K							
B08	Bridge	Cobbs Lake Bridge	Cobbs Lake	Lalonde	Bridge repairs	Infrastructure & Plann	1	\$85K			\$85K									
B09	Bridge	Cobbs Lake Bridge	Cobbs Lake	Du Lac	Bridge replacement	Infrastructure & Plann	1	\$600K			\$90K	\$510K								\$861K
RD1046	Road	Colette	Lemery	Moïse-Gendron	Single lift	Infrastructure & Plann	1200	\$220K									\$264K			
RD1413	Road	Côté	Dianne	Caron	Single lift	Infrastructure & Plann	300	\$220K				\$66K								
RD1013	Road	Côté	Quartz	Jasper	Single lift	Infrastructure & Plann	150	\$220K											\$33K	
	Road	Côté	Jasper	Dianne	Single lift	Infrastructure & Plann	190	\$220K			\$42K									
STRP1236	Storm Water	Côté	Diane	Caron		Infrastructure & Plann	74.75	\$1K							\$50K					
#N/A	Road	Crystal/Quartz	End	Quartz	Single lift	Infrastructure & Plann	790	\$220K											\$174K	
#N/A	Road	Daniel/Patrick	Claudette	Daniel	Single lift	Infrastructure & Plann	970	\$220K						\$213K						
#N/A	Road	Danika/Nellie	Grand-Tronc	End	Single lift	Infrastructure & Plann	455	\$220K											\$100K	
	Road	David	End of Asphalt	Tucker	Surface treatment	Infrastructure & Plann	930	\$100K									\$20K	\$166K		
#N/A	Road	de la Baie	Richelieu	de la Baie	Pulverise	Infrastructure & Plann	480	\$350K									\$10K	\$148K		
	Road	de la Forêt	North end	South end	Scratch Coat	Infrastructure & Plann	175	\$135K							\$18K					
#N/A	Road	des Cèdres	Caron	Belvédère	Single lift	Infrastructure & Plann	90	\$220K					\$20K							
RD1161	Road	des Cerisiers	Scharf	End	Double lift	Infrastructure & Plann	200	\$350K						\$70K						
CU294	Culvert	Des Cerisiers	End, Scharf		Culvert replacement	Infrastructure & Plann	1													
CU294	Culvert	Des Cerisiers	End, Scharf		Culvert replacement	Infrastructure & Plann	1	\$37K						\$37K						
CU285	Culvert	Des Epinettes	Oakwood, End		Culvert replacement	Infrastructure & Plann	1													
CU285	Culvert	Des Epinettes	Oakwood, End		Culvert replacement	Infrastructure & Plann	1	\$35K						\$35K						
RD1149	Road	des Épinettes	Oakwood	End	Double lift	Infrastructure & Plann	115	\$350K						\$40K						
RD5018	Road	des Érables	McDermitt	End	Double lift	Infrastructure & Plann	65	\$350K						\$23K						
#N/A	Road	des Merisiers	McDermitt	End	Double lift	Infrastructure & Plann	170	\$350K						\$60K						
STRCB0152A	Road	des Ormes	Scharf	End	Double lift	Infrastructure & Plann	200	\$350K						\$70K						
#N/A	Road	des Pins	End	Dalrymple	Single lift	Infrastructure & Plann	570	\$220K							\$125K					
#N/A	Road	des Pommiers	End	McDermitt	Double lift	Infrastructure & Plann	195	\$350K						\$68K						
#N/A	Road	Descôtes	Lemay	Lemay	Double lift	Infrastructure & Plann	940	\$350K						\$15K	\$295K					
#N/A	Road	Dianne	Côté	Dalrymple	Single lift	Infrastructure & Plann	350	\$220K					\$77K							
		Ditching Study	City wide																	\$125K
RD1451	Road	Drouin	St-Félix	Danika	Pulverise	Infrastructure & Plann	1040	\$350K						\$25K	\$317K					
CU189	Culvert	Drouin	Danika, St-Felix		Culvert replacement	Infrastructure & Plann	1													
CU189	Culvert	Drouin	Danika, St-Felix		Culvert replacement	Infrastructure & Plann	1	\$37K							\$37K					
#N/A	Road	du Lac	St-Pascal	Henrie	Pulverise	Infrastructure & Plann	900	\$350K		\$20K	\$295K									
#N/A	Road	du Lac	Henrie	Duquette	Pulverise	Infrastructure & Plann	1320	\$350K				\$25K	\$410K							
CU060	Culvert	Du Lac	Baseline, Duquette		Culvert replacement	Infrastructure & Plann	1	\$74K			\$74K									
CU062	Culvert	Du Lac	Henrie, St-Pascal		Culvert replacement	Infrastructure & Plann	1	\$53K			\$53K									
CU229	Culvert	Du Lac	End, Baseline		Culvert replacement	Infrastructure & Plann	1													
CU229	Culvert	Du Lac	End, Baseline		Culvert replacement	Infrastructure & Plann	1	\$21K				\$21K								
#N/A	Road	du Parc	St-Joseph	Simoneau	Single lift	Infrastructure & Plann	520	\$220K									\$114K			
RD1183	Road	du Plateau/du Ruisseau	End	du Ruisseau	Pulverise	Infrastructure & Plann	735	\$350K						\$25K	\$217K					
#N/A	Road	Dubois/Ramage	Ramage	Ramage	Double lift	Infrastructure & Plann	1255	\$350K					\$25K	\$388K						
	Road	Edwards	County Road 17	Laurier	Double Lift	Infrastructure & Plann	400	\$350K			\$634K									
	Storm Water	Edwards									\$533K									
RD1258	Road	Éliot	Raymond	Charron	Single lift	Infrastructure & Plann	220	\$220K										\$48K		
RD1446	Road	Emerald	Silver	Jasper	Single lift	Infrastructure & Plann	60	\$220K								\$13K				
	Road	Emilia	End	Drouin	Scratch Coat	Infrastructure & Plann	80	\$135K			\$11K									

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Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	total	Spending Profile										Total
CU029	Culvert	Eftryville	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$105K												
RD1126	Road	Fairway/Eagle/Clubhouse	Eagle	Clubhouse	Pulverise	Infrastructure & Plann	800	\$350K			\$15K	\$265K								
RD1219	Road	Françoise	Notre-Dame	Nicole	Double Lift	Infrastructure & Plann	315	\$350K				\$5K	\$105K							
STRP0811	Storm Water	Françoise	Gilles	Caron		Infrastructure & Plann	94.36	\$1K			\$65K									
STHP0011	Storm Water	Gagné	Donald	Lacroix		Infrastructure & Plann	77.96	\$1K								\$55K			\$1,220K	
#N/A	Road	Gilles	Françoise	Alma	Single lift	Infrastructure & Plann	315	\$220K								\$69K				
STRP0753	Storm Water	Gilles	Alma	Hélène		Infrastructure & Plann	83.73	\$1K							\$90K					
RD1052	Road	Giroux	Laurier	End	Single lift	Infrastructure & Plann	450	\$220K									\$99K			
	Road	Hemlock	Oakwood	End	Scratch Coat	Infrastructure & Plann	100	\$135K			\$14K									
CU246	Culvert	Henrie	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$51K										\$50K		
CU250	Culvert	Henrie	du Lac, Rollin		Culvert replacement	Infrastructure & Plann	1													
CU250	Culvert	Henrie	Du Lac, Rollin		Culvert replacement	Infrastructure & Plann	1	\$21K					\$21K							
#N/A	Road	Héritage/Julie/Patricia/St-Jacques	Laurier	Julie	Single lift	Infrastructure & Plann	1020	\$220K						\$224K						
#N/A	Road	Jade	Jasper	End	Single lift	Infrastructure & Plann	150	\$220K									\$33K			
RD1392	Road	Jasper	Emerald	Sterling	Single lift	Infrastructure & Plann	1280	\$220K								\$282K				
RD1064	Road	Josée	Céline	Claude	Single lift	Infrastructure & Plann	240	\$220K									\$53K			
#N/A	Road	Juliette	Laviolette	St-Jacques	Pulverise	Infrastructure & Plann	150	\$350K				\$5K	\$44K							
	Road	Kathy	Yves	Robert	Scratch Coat	Infrastructure & Plann	60	\$135K			\$8K									
	Road	Labelle	Russell	Lalonde	Surface treatment	Infrastructure & Plann	3000	\$100K								\$25K	\$575K			
CU199	Culvert	Labelle	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$23K					\$25K							
CU384	Culvert	Labelle	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$23K								\$20K				
#N/A	Road	Labonté	Céline	Lavictoire	Single lift	Infrastructure & Plann	180	\$220K									\$40K			
CU115	Culvert	Lacasse	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$73K		\$30K										
	Road	Lacasse Collapsed Road*	1240 Lacasse		Reconstruction	Infrastructure & Plann	1	\$700K												
C16	Culvert	Lacasse Culvert	Lacasse		Culvert replacement	Infrastructure & Plann	1	\$285K												
#N/A	Road	Lacroix	Gagné	Guindon	Pulverise	Infrastructure & Plann	1500	\$350K		\$395K	\$398K									
STHP0021	Storm Water	Lacroix	des Tulipes	Gagné		Infrastructure & Plann	1.81	\$1K		\$10K										
STHP0020	Storm Water	Lacroix	des Tulipes	Gagné		Infrastructure & Plann	14.46	\$1K		\$40K										
RD1498	Road	Lalonde	End of asphalt	Champlain	Single lift	Infrastructure & Plann	900	\$220K						\$198K						
CU202	Culvert	Lalonde	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$23K					\$25K							
CU203	Culvert	Lalonde	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$34K					\$30K							
CU204	Culvert	Lalonde	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$34K		\$30K										
CU200	Culvert	Lalonde	Champlain, Labelle		Culvert replacement	Infrastructure & Plann	1													
CU200	Culvert	Lalonde	Champlain, Labelle		Culvert replacement	Infrastructure & Plann	1	\$44K						\$44K						
#N/A	Road	Landry	Henrie	Claude	Single lift	Infrastructure & Plann	1000	\$220K									\$220K			
C25	Culvert	Landry Culvert	Landry		Culvert replacement	Infrastructure & Plann	1	\$195K		\$375K										
	Road	Laporte	County Road 17	Laurier	Double Lift	Infrastructure & Plann	400	\$350K			\$140K									
RD1165	Road	Laporte/Léonard	Laurier	Sylvain	Double Lift	Infrastructure & Plann	730	\$350K			\$15K	\$241K								
B02	Bridge	Larose Bridge	Larose	Indian Creek	Bridge repairs	Infrastructure & Plann	1	\$33K			\$33K									
	Road	Laurier	Poupart	Outaouais	Double Lift	Infrastructure & Plann	2870	\$350K				\$1,553K							\$1,972K	
STRP0790	Storm Water	Laurier	Notre-Dame	Notre-Dame	CB lead reconstruction	Infrastructure & Plann	12.77	\$1K			\$40K									
C14	Culvert	Laurier Culvert	Laurier		Culvert replacement	Infrastructure & Plann	1	\$220K			\$751K									
#N/A	Road	Lavictoire	Labonté	Bélisle	Single lift	Infrastructure & Plann	200	\$220K									\$44K			
RD5099	Road	Lavigne	Legault	Bouvier	Surface treatment	Infrastructure & Plann	1650	\$100K		\$20K	\$310K									
RD5026	Road	Lawrence/Morris/Poitras	des Pins	Alma	Single lift	Infrastructure & Plann	1110	\$220K				\$244K								
#N/A	Road	Lefebvre	End	Champlain	Single lift	Infrastructure & Plann	140	\$220K								\$31K				
#N/A	Road	Legault	Russell	Butler	Surface treatment	Infrastructure & Plann	330	\$100K			\$33K									
C23	Culvert	Legault Triple Culvert*	Legault		Culvert repairs	Infrastructure & Plann	3	\$305K												
C22	Culvert	Legault Twin Culvert*	Legault		Culvert repairs	Infrastructure & Plann	2	\$355K												
RD1281	Road	Lemay	Yvette	Yvette	Single lift	Infrastructure & Plann	1450	\$220K				\$319K								
RD1406	Road	Lemay	Labonté	Beauchamp	Single lift	Infrastructure & Plann	310	\$220K									\$68K			
C12	Culvert	Lemay Circle Site 1	Lemay Circle		Culvert repairs	Infrastructure & Plann	2	\$16K						\$16K					\$4,239K	
C13	Culvert	Lemay Circle Site 2	Lemay Circle		Culvert repairs	Infrastructure & Plann	2	\$121K						\$121K						

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Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	Est	Spending Profile											
#N/A	Road	Lemery	Marcil	Colette	Single lift	Infrastructure & Plann	1060	\$220K									\$233K				
CU145	Culvert	Lemery	#VALUE!		Culvert replacement	Infrastructure & Plann	1	\$37K									\$40K				
RD1469	Road	Liliane	St-Jacques	Patricia	Single lift	Infrastructure & Plann	280	\$220K					\$62K								
	Road	Lise	Dianne	End	Scratch Coat	Infrastructure & Plann	65	\$135K				\$9K									
RD1182	Road	Lorraine	Old Hwy 17	Adrien	Single lift	Infrastructure & Plann	340	\$220K									\$75K				
RD1275	Road	Louise	Beaumont	Sandra	Single lift	Infrastructure & Plann	275	\$220K										\$61K			
#N/A	Road	Marcil	Kingsley	Colette	Single lift	Infrastructure & Plann	700	\$220K									\$154K				
	Road	Marion	Laviolette	St-Jacques	Scratch Coat	Infrastructure & Plann	150	\$135K				\$20K									
	Road	Martin	End	St-Joseph	Scratch Coat	Infrastructure & Plann	60	\$135K				\$8K									
	Road	McDermitt	Scharf	End	Scratch Coat	Infrastructure & Plann	40	\$135K						\$4K							
#N/A	Road	Mica	Topaze	Topaze	Single lift	Infrastructure & Plann	280	\$220K											\$62K		
#N/A	Road	Michel	Laurier	Robert	Single lift	Infrastructure & Plann	115	\$220K					\$25K								
RD1497	Road	Moïse-Gendron	Lemery	End	Single lift	Infrastructure & Plann	620	\$220K									\$136K				
#N/A	Road	Nicole	Françoise	Hélène	Single lift	Infrastructure & Plann	230	\$220K									\$51K				
CU007	Culvert	Nolan	Vinette, du Golf		Culvert replacement	Infrastructure & Plann	1	\$98K						\$100K							
B05	Bridge	North Indian Creek Bridge	North Indian Creek	Bouvier	Bridge repairs	Infrastructure & Plann	1	\$30K													
RD1093	Road	Notre-Dame/Charette	des Pins	End	Double lift	Infrastructure & Plann	950	\$350K				\$15K	\$318K								
CU335	Culvert	Old Highway	Ramage, Rollin		Culvert replacement	Infrastructure & Plann	1	\$45K				\$45K									
RD1190	Road	Opale/Mercury/Topaze/Amethyst	Docteur Corbeil	Mercury	Single lift	Infrastructure & Plann	1550	\$220K										\$341K			
	Road	Ouellette	St-Pascal	End	Scratch Coat	Infrastructure & Plann	135	\$135K				\$18K									
RD1035	Road	Patricia	St-Jacques	St-Joseph	Single lift	Infrastructure & Plann	475	\$220K										\$105K			
#N/A	Road	Paul/Trillium	Trillium	Caron	Double lift	Infrastructure & Plann	290	\$350K					\$5K	\$90K							
#N/A	Road	Payer	des Pins	Lawrence	Single lift	Infrastructure & Plann	500	\$220K							\$110K						
RD1085	Road	Pigeon/Roger	County Road 17	Roger	Pulverise	Infrastructure & Plann	545	\$350K						\$10K	\$169K						
CU269	Culvert	Pilon	Henrie, St-Pascal		Culvert replacement	Infrastructure & Plann	1	\$34K				\$35K									
C18	Culvert	Pilon Culvert	Pilon		Culvert repairs	Infrastructure & Plann	1	\$89K						\$89K							
#N/A	Road	Potvin	Caron	Potvin	Double lift	Infrastructure & Plann	670	\$350K				\$10K	\$225K								
#N/A	Road	Poupart	Richelieu	Laurier	Single lift	Infrastructure & Plann	415	\$220K								\$91K					
#N/A	Road	Powers	Chéné	Laurier	Single lift	Infrastructure & Plann	230	\$220K									\$51K				
#N/A	Road	Raymond	Éliot	St-Jean	Double lift	Infrastructure & Plann	490	\$350K				\$10K	\$162K								
#N/A	Road	Raymond	Héritage	Éliot	Single lift	Infrastructure & Plann	220	\$220K										\$48K			
RD5207	Road	Richelieu	Poupart	Descôtes	Single lift	Infrastructure & Plann	200	\$220K							\$44K						
#N/A	Road	Richelieu	Carmen Bergeron	Poupart	Single lift	Infrastructure & Plann	160	\$220K								\$35K					
#N/A	Road	Richer	Bélisle	Landry	Single lift	Infrastructure & Plann	150	\$220K										\$33K			
#N/A	Road	Rochon	Lavictoire	Bélisle	Single lift	Infrastructure & Plann	310	\$220K										\$68K			
	Road	Rollin	Henrie	St-Pascal	Surface treatment	Infrastructure & Plann	1821	\$100K			\$25K	\$340K									
RD5058	Road	Rollin	Maisonneuve	St-Pascal	Surface treatment	Infrastructure & Plann	1196	\$100K				\$20K	\$320K								
RD5027	Road	Rollin	Baseline	County Road 17	Surface treatment	Infrastructure & Plann	2560	\$100K						\$25K	\$487K						
	Road	Rollin	County Road 17	Old Hwy 17	Surface treatment	Infrastructure & Plann	190	\$100K										\$19K			
	Road	Rollin	Duquette	Baseline	Surface treatment	Infrastructure & Plann	3080	\$100K										\$30K	\$586K	\$2,753K	
CU210	Culvert	Rollin	Lalonde, End		Culvert replacement	Infrastructure & Plann	1	\$42K			\$42K										
#N/A	Road	Sandra	Beaumont	Bonavista	Single lift	Infrastructure & Plann	710	\$220K										\$156K			
#N/A	Road	Schnupp	End of asphalt	Russell	Single lift	Infrastructure & Plann	1320	\$220K										\$290K			
#N/A	Road	Sébastien	St-Jacques	End	Single lift	Infrastructure & Plann	80	\$220K								\$18K					
RD1625	Road	Simoneau	Alma	Laurier	Single lift	Infrastructure & Plann	100	\$220K									\$22K				
RD1185	Road	Sophie	Old Hwy 17	Adrien	Single lift	Infrastructure & Plann	580	\$220K									\$128K				
RD5031	Road	Ste-Anne	Laviolette	St-Jacques	Double Lift	Infrastructure & Plann	170	\$350K			\$5K	\$55K									
RD1288	Road	St-Félix	End of asphalt	Drouin	Surface treatment	Infrastructure & Plann	1530	\$100K													
CU192	Culvert	St-Félix	Drouin, Bouvier		Culvert replacement	Infrastructure & Plann	1	\$73K													
CU194	Culvert	St-Félix	Drouin, Bouvier		Culvert replacement	Infrastructure & Plann	1	\$27K													
CU191	Culvert	St-Félix	Drouin, Bouvier		Culvert replacement	Infrastructure & Plann	1	\$23K													
#N/A	Road	St-Jacques	Laurier	Albert	Single lift	Infrastructure & Plann	210	\$220K										\$46K			
	Road	St-Jacques	Marion	Liliane	Scratch Coat	Infrastructure & Plann	320	\$135K													
RD1302	Road	Sylvain	Héritage	End	Single lift	Infrastructure & Plann	450	\$220K										\$99K			
#N/A	Road	Thivierge	Topaze	End	Single lift	Infrastructure & Plann	110	\$220K											\$24K		
CU097	Culvert	Tucker	Hunter's Hollow, du Ruisseau		Culvert replacement	Infrastructure & Plann	1	\$69K					\$70K								

	City of Clarence-Rockland -10 Year Capital Works Plan - Transportation																			Date: 15/01/2019	
	2019 Proposed Updated Capital Asset Plan																				
																				Total	
Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	total	Spending Profile											
B07	Bridge	Tucker Road Bridge	Tucker Rd	Tucker	Bridge repairs	Infrastructure & Plann	1	\$30K													
	Road	Tweedie	Patricia	St-Denis	Scratch Coat	Infrastructure & Plann	180	\$135K			\$24K										
#N/A	Road	Valérie	End	Laporte	Single lift	Infrastructure & Plann	130	\$220K							\$29K						
	Road	Victor	End	Laurier	Scratch Coat	Infrastructure & Plann	90	\$135K			\$12K										
#N/A	Road	Vinette	Lacasse	Bouvier	Pulverise	Infrastructure & Plann	1400	\$350K		\$490K											
#N/A	Road	Vinette	Joanisse	Lacasse	Pulverise	Infrastructure & Plann	2740	\$350K							\$25K	\$877K					
CU274	Culvert	Vinette	Joanisse, Lacasse		Culvert replacement	Infrastructure & Plann	1	\$41K					\$40K								
CU275	Culvert	Vinette	Joanisse, Lacasse		Culvert replacement	Infrastructure & Plann	1	\$57K					\$55K								
CU418	Culvert	Vinette	Canaan, Nolan		Culvert replacement	Infrastructure & Plann	1														
CU418	Culvert	Vinette	Canaan, Nolan		Culvert replacement	Infrastructure & Plann	1	\$35K					\$35K								
C20	Culvert	Vinette East Culvert	Vinette		Culvert replacement	Infrastructure & Plann	1	\$180K		\$378K											
C21	Culvert	Vinette West Culvert	Vinette		Culvert replacement	Infrastructure & Plann	1	\$200K		\$394K											
CU411	Culvert	Wilson	End, McIntyre		Culvert replacement	Infrastructure & Plann	1	\$21K			\$21K										
CU461	Culvert	Wilson - Rail road	End, McIntyre		Culvert replacement	Infrastructure & Plann	1	\$23K			\$23K										
CU323	Culvert	Wolfe	Agathe, Agathe		Culvert replacement	Infrastructure & Plann	1	\$27K			\$30K										
	Road	Yves	End	Robert	Scratch Coat	Infrastructure & Plann	300	\$135K							\$30K						
	TOTAL										\$2,232K	\$4,681K	\$4,232K	\$2,657K	\$2,662K	\$2,605K	\$2,682K	\$2,447K	\$2,551K	\$2,299K	\$33,536K

	City of Clarence-Rockland -10 Year Capital Works Plan - Transportation																	Date: 15/01/2019		
	2019 Proposed Updated Capital Asset Plan																			
										2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	Total	Spending Profile										

	10 Year Capital Works Plan - Waste Water																		Date: 30/08/2017	
									2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total	
Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	Total	Spending Profile										
	Sewage Plant	Station 1 Upgrades & Forcemain to SWP	Station 1	Sewage Treatment Plant	Upgrades	Infrastructure & Plan	1	\$1,568K												
	Sewage Plant	Headworks Building w/ scm & grit System	Sewage Treatment Plant	Sewage Treatment Plant	New Construction	Infrastructure & Plan	1	\$5,801K												
	Sewage Plant	Equilization Tank	Sewage Treatment Plant	Sewage Treatment Plant	New Construction	Infrastructure & Plan	1	\$410K												
	Sewage Plant	STP Concrete Floor	Sewage Treatment Plant	Sewage Treatment Plant	Spot repairs	Infrastructure & Plan	1	\$125K												
	Sewage Plant	Sewermain to STP CCTV Inspection	Pumping Stations	Sewage Treatment Plant	Camera Inspection	Infrastructure & Plan	1	\$50K											\$7,953K	
	Pumping Station	Station 3	Chamberland		Pump house construction	Infrastructure & Plan	1	\$20K												
	Pumping Station	Station 2	St-Jacques		I&I Study	Infrastructure & Plan	1	\$300K												
	Pumping Station	Station 2	St-Jacques		Capacity Improvement	Infrastructure & Plan	1	\$800K	1,120,000		\$700K								\$1,120K	
WW0945	Waste Water	Easment	Lemay	St-Jacques	Sewer reconstruction	Infrastructure & Plan	476.00	\$1K				\$100K	\$387K							
	Waste Water	André	Patricia	St-Denis	Spot repairs	Infrastructure & Plan	73.94	\$1K						\$58K						
	Waste Water	du Parc	St-Joseph	Simoneau	Sewer reconstruction	Infrastructure & Plan	292.63	\$1K	843,984								\$299K		\$844K	
	TOTAL								#REF!	\$0K	\$700K	\$100K	\$387K	\$58K	\$0K	\$0K	\$299K	\$0K	\$0K	\$9,917K

	10 Year Capital Works Plan - Water																		Date: 30/08/2017	
									2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total	
Asset No.	Asset Type	Project Name	From	To	Rehabilitation Type	Department	Quantity/Length	Unit Cost	Total	Spending Profile										
WM3893	Water	Laurier	Giroux	Simoneau			686.79	\$1K			\$2,105K									
WMFH193	Water	Edwards	County Road 17	Albert			415.99	\$1K			\$422K									
WM8346	Water	Ste-Anne	Laviolette	St-Jacques			200.00	\$0.46K			\$5K									
WM4519	Water	Chapman	Notre-Dame	Caron			320.00	\$0.46K			\$148K									
WM4016	Water	Raymond	Charron	Laviolette			82.00	\$0.46K			\$38K									
WM4033	Water	Ste-Anne	Laviolette	St-Jacques			64.40	\$0.46K			\$35K									
WM4059	Water	Charron	Patricia	St-Denis			212.00	\$0.46K						\$98K						
	Water	Booster Station Study	Caron				1.00	\$25K												
WM3954	Water	St-Jacques	Albert	Laurier			365.00	\$0.46K								\$169K				
	Water	Gareau	Wallace	Laurier			180.00	\$1.00K		\$638K										
	Water	Pouliotte	End	Laurier			310.00	\$1.00K		\$1,142K										
	Water	Wallace	Edwards	Pouliotte			265.00	\$1.00K		\$109K	\$981K									
	TOTAL									\$1,889K	\$3,734K	\$0K	\$0K	\$0K	\$98K	\$0K	\$169K	\$0K	\$0K	\$6,412K

Appendix B

Proposed Comprehensive Asset Management Work Plan

Objectives:

There is a requirement for the City to develop and implement a comprehensive and long-term asset management plan that meets the timelines and objectives of Ontario Regulation 588/17 [reference Appendix A].

The recommended corporate asset management strategy will comprise the following 5 key actions:

1. Reinstate the 2017 Asset Management Plan:

In 2019, Council suspended the initial asset management plan for core assets pending the outcome of a facilitated asset management workshop. However, in view of the provincial deadline for municipalities to have an asset management plan for core assets in place by July 1, 2021, staff recommends that the initial asset management plan be reinstated in order to meet this deadline. Staff is of the opinion that there is insufficient time to conduct the consultation process with Council, develop a core asset management plan inclusive of funding strategies by the July 1, 2021 deadline.

2. Convene Consultation Workshop

Council has directed staff to convene a facilitated consultation workshop with members of Council and staff to discuss and agree on asset management objectives and principles. As well, the workshop will

discuss and agree on funding strategies that will result in the implementation of timely and cost-effective rehabilitation strategies.

The work plan will review and amend, as necessary, the formerly approved asset management plan and policy with respect to municipal "core" assets. As well, it is recommended that an asset management plan and funding model be formulated for the balance of the City's assets [e.g. buildings, fleet, equipment etc.]. The combination of the "core" asset and the balance of City assets will result in a comprehensive asset management plan implementation strategy for all of the municipality's key assets.

3 . Implement 2020 Capital Works Program:

In order to optimize 2020 capital works with funding approval, staff recommends that Council endorse the asphalt overlay program detailed in Appendix C. The capital undertakings identified in Appendix C were identified as priority works in the City's initial asset management plan.

The County has already indicated that it is willing to add this program into its 2020 asphalt overlay program. Subject to Council's approval of the works listed in Appendix C, staff will formally request the County to include these projects into its 2020 asphalt overlay program.

4. Approval of Comprehensive Asset Management Plan:

In 2022, staff will finalize the municipality's draft multiyear comprehensive asset management program and associated funding strategies for Council's approval. This approval is to be secured in time for consideration in the 2023 Capital Works Budget deliberations.

5. Submit Corporate Comprehensive Asset Management Plan:

As required by Ontario Regulation 588/17, the City will develop and submit its approved comprehensive corporate asset management plan (comprising all of the City's key assets) by July 1, 2023.

The Work Plan:

The municipality's comprehensive asset management work plan will be formulated around 2 components: (1) the asset management principles and directions that are generated from the facilitated consultation workshop with Council and (2) the objectives / timelines specified in the provincial O.R. 588/17.

The proposed comprehensive asset management strategy review will include the following activities:

2020 Activities :

- the County will issue an addendum to its tendered 2020 asphalt overlay program. *As noted above, the County has confirmed that, subject to Council's approval of the aforementioned projects listed in Appendix C, it will include the projects into its 2020 asphalt contract program. It is anticipated that the works will be done in September-October of this year*
- staff will apply for a \$50,000 Federation of Canadian Municipalities (FCM) asset management grant which is funded by Infrastructure Canada. *The program is targeted at assisting*

municipalities in "training and capacity-building activities to increase skills within local governments to sustain and maintain their asset management programs now and in the future."

- in order to provide consistency in managing asset management files, staff will research available asset management software packages and issue an RFQ to purchase a program. Population and implementation of the software will take place in 2020 and extend into 2021. Since the software will be utilized for all municipal assets, the departments with assets will be involved in advancing the software programs.
- a facilitated workshop will be convened with members of Council to review and approve the principles and strategic approaches for management of all of the City's assets. This workshop will also discuss funding models and requirements to achieve meaningful and affordable multiyear asset management programs.
- staff will "consolidate" approved 2019 funding allocations for asset management initiatives and utilize this funding envelope to award a contract to update condition assessments for selected road assets. *The condition assessments will focus on collector and transit routes and streets within residential areas that are representative of the area road network.*

2021 Activities:

- review and develop recommendations for a revised asset management plan for "core" assets. *This will be completed in time for consideration in the 2022 capital works budget deliberation process.*
- in conjunction with the review of "core" assets, staff will initiate the development of a draft asset management plan for the municipality's remaining assets [e.g. buildings, fleet, equipment etc.]
- develop and tender a capital works program based for priority projects identified in the revised "core" asset management plan. *This program will be tendered in early 2022 in order to take advantage of potential favourable bid prices from contractors.*

2022 Activities:

- implement construction program approved in 2021 work plan.
- Council endorsement of comprehensive asset management plan/principles and associated funding mechanism in time for 2023 Capital Works Budget Deliberation proceedings.

2023 Activities:

City submits comprehensive asset management infrastructure program to Province in order to comply with July 1, 2023 deadline.

2024 Activities:

- as specified by the Province In Ontario Regulation 588/17, it will be necessary for the City to amend its comprehensive asset management plan to include additional asset management related information as highlighted in the Regulation.

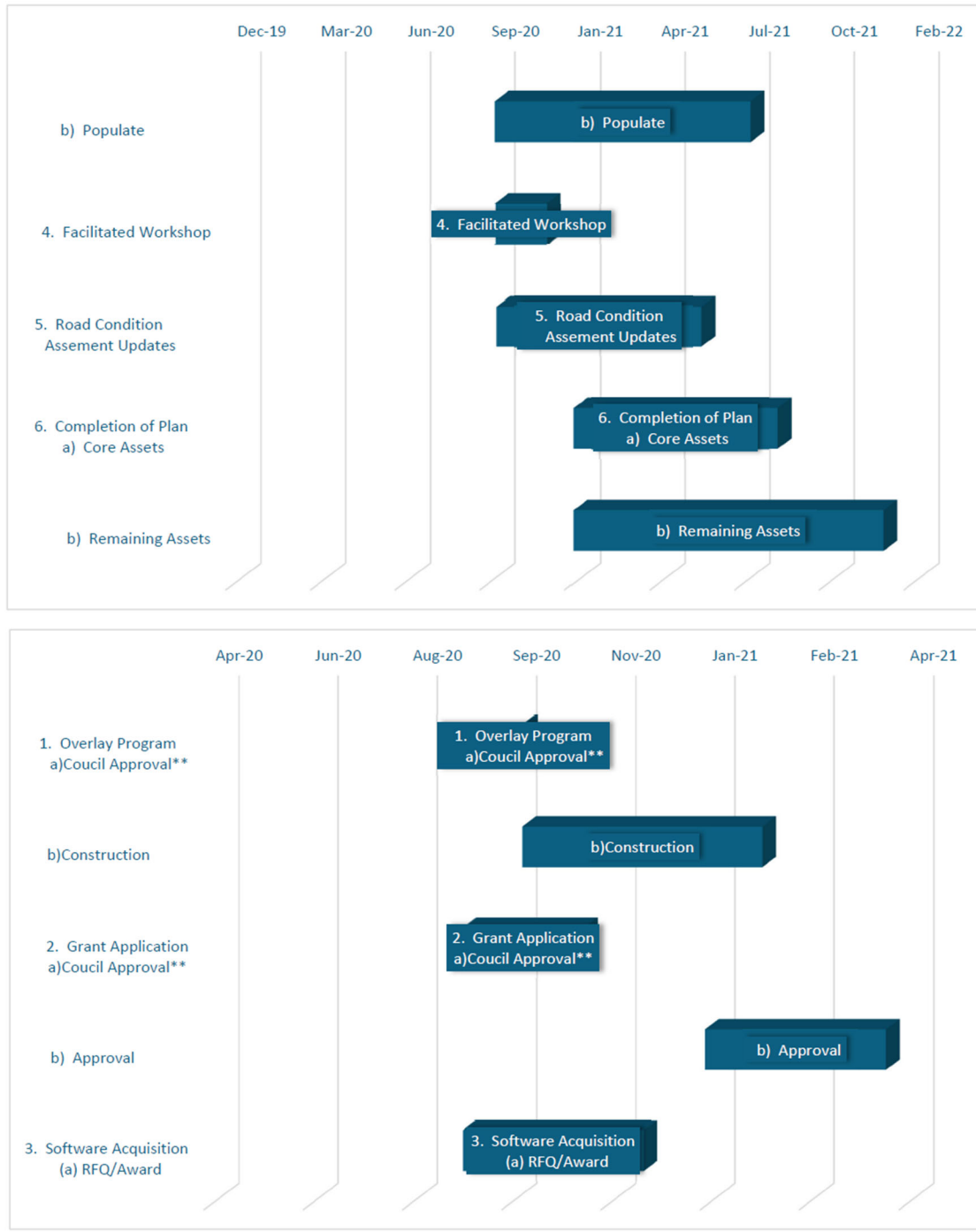
Below are Gantt charts which provides a graphic representation of the timelines associated with the above activities.

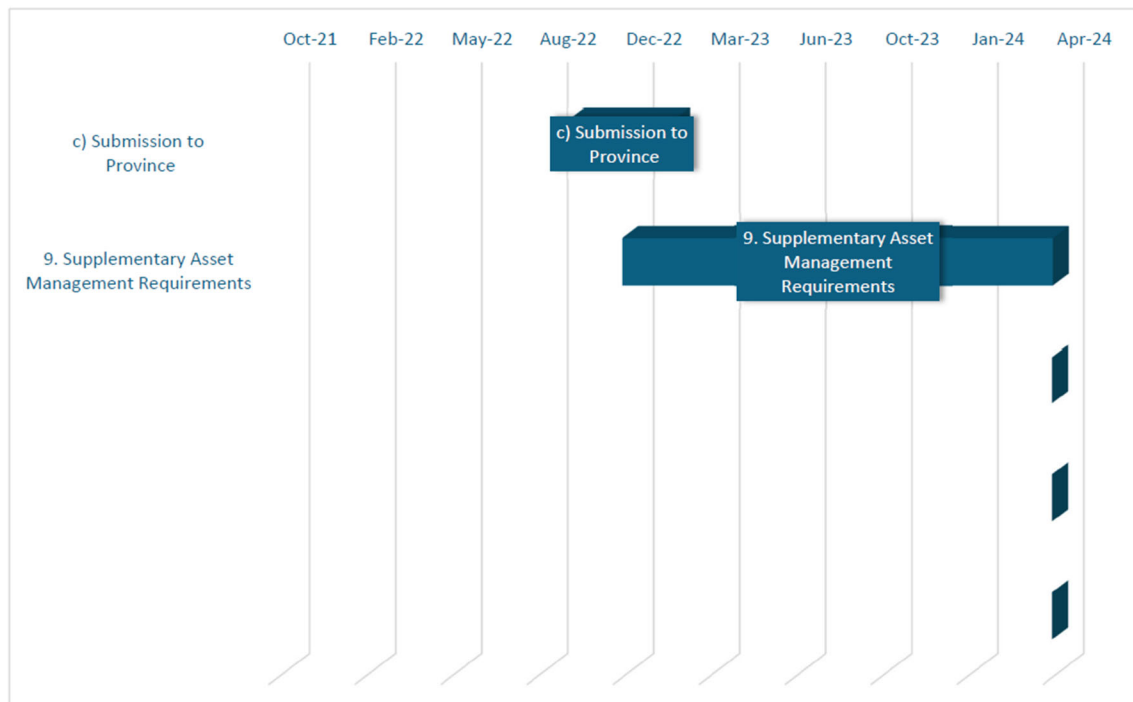
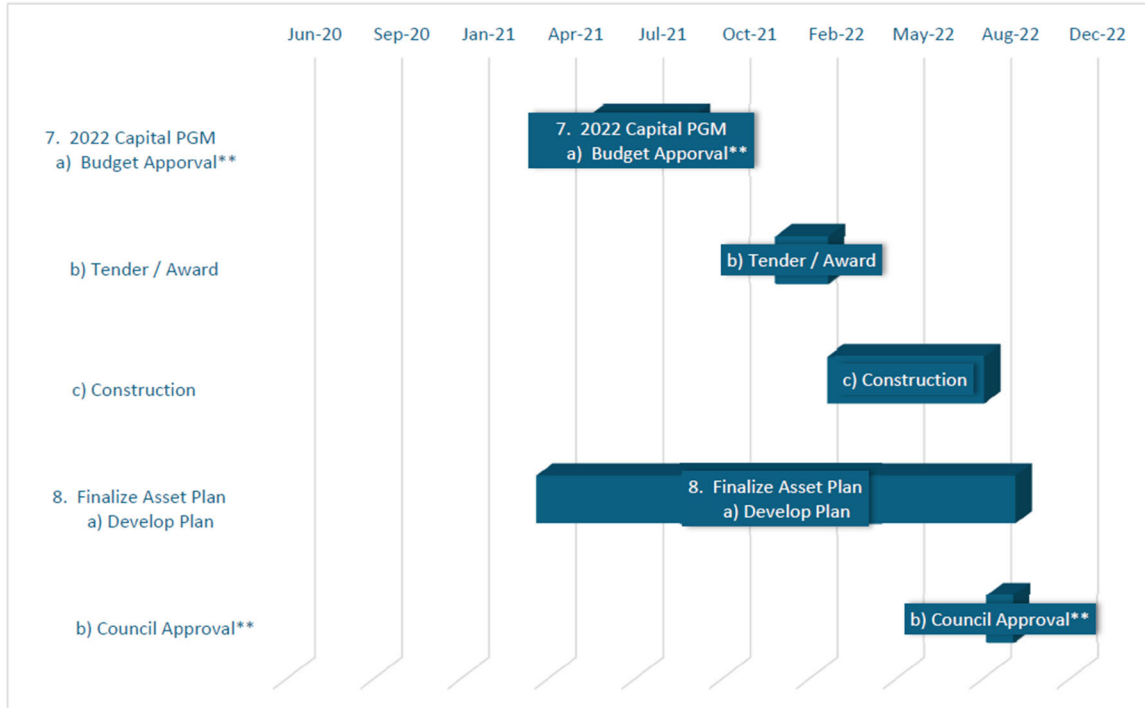
Assumption:

The work plan described above reflects the timelines outlined in Ontario regulation 588/17. As of the writing of this report, it is difficult to assess whether or not the submission deadline specified in the Regulation will be enforced by the province. It is conceivable that the impacts of Covid- 19 may ultimately alter these timelines.

Until the province indicates anything to the contrary, staff will proceed with the development of the City's corporate asset management work plan in accordance with the Regulation submission deadlines as they currently exist.

GANTT CHART





City of Clarence-Rockland Council/Board Accounts Payable Report by Department June 8th, 2020 to August 17th, 2020									
DPT Code	Department Name	Vendor Name	Invoice Number	Invoice Description	GL Account	CC1	CC2	GL Account Name	Amount
1	20	ACCOUNTS RECEIVABLE	ASSOCIATION HOCKEY MINEUR DE R	12JUN2020	SUBVENTION MUNICIPAL TAUX DE GLACE JAN-AVRIL/20	1-1-0020-0057		A/R - Suspense	11,191.86
2	70	GUARANTY DEPOSITS PAYABLE-PLANNING	BELL MOBILITY INC.	13NOV2019 GD	REFUND GARANTY DEPOSIT FILE D-11-261	1-2-0070-0264		Guaranty Deposits - Planning	10,079.00
3	70	GUARANTY DEPOSITS PAYABLE-PLANNING	C. H. CLÉMENT CONSTRUCTION INC	16JUL2020	Liberation garantie bancaire - Pre-service	1-2-0070-0265		Deposits - Sols Arables	100,000.00
4	70	GUARANTY DEPOSITS PAYABLE-PLANNING	G & E RENO CONSTRUCTION INC.	2019-380	REFUND PERFORMANCE DEPOSIT 2019-380	1-2-0070-0262		Performance Deposits	5,000.00
5	70	GUARANTY DEPOSITS PAYABLE-PLANNING	LA COMPAGNIE D'EDITION ANDRE P	25JUN2020	D-11-252 LIBERATION BANCAIRE 1315 LAURIER	1-2-0070-0264		Guaranty Deposits - Planning	6,000.00
6	78	DEFERRED REVENUES - GRANTS AND OTHERS	MINISTER OF FINANCE	3JUN2020	OCIF AC4-4072 REPAYMENT OF UNUSED FUNDS	1-2-0078-0323		Prepaid Revenues - Others	295,001.55
7	1000	Capital	CHEFF FARM SOLUTIONS	3727	80X100 REPLACEMENT COVER & REPAIRS (SALT DOME)	2-4-1000-1000	PW2002	Capital projects	35,000.00
8	1000	Capital	SINE ENERGY INC.	1254	LIBRARY FLOOR PLUGS	2-4-1000-1000	LB2001	Capital projects	8,500.00
9	1000	Capital	SPACEBUILDERS OTTAWA LTD.	732	St-Jean design per DC bylaw	2-4-1000-1000	PL1901	Capital projects	29,510.24
10	2354	O.P.P. - Contracted Services	MINISTER OF FINANCE	102306201412036	MCSCS-OPP (LSR) MAY/2020	1-4-2354-4170		O.P.P. Services	286,207.00
11	7485	Bourget - Grants	CONSEIL DE GESTION DU CENTRE C	1JUN2020	VERSEMENT 2 DE 2 - GESTION DU CENTRE COMM. BOURGET	1-4-7485-5540		Recreation Committee	13,589.00
12	8213	Commercial - Materials	GOLDER ASSOCIATES LTD.	1096956	PHASE I II ESA 2767 ST-PASCAL	1-4-8213-3505		Opportunities Evaluation	12,756.74
13	8213	Commercial - Materials	GOLDER ASSOCIATES LTD.	1096957	PH I II ESA 1695 LANDRY CLARENCE CREEK	1-4-8213-3505		Opportunities Evaluation	13,965.26
14	8213	Commercial - Materials	GOLDER ASSOCIATES LTD.	1100882	PHII&II ESA 2767 ST-PASCAL TO MAY31/20	1-4-8213-3505		Opportunities Evaluation	5,122.38
15	65	PAYABLES - PAYROLL	CUPE - LOCAL 503	18JUN2020	PAY 12 & 13	1-2-0065-0254		Union Dues	5,237.31
16	65	PAYABLES - PAYROLL	CUPE - LOCAL 503	29JUL2020	July Payment	1-2-0065-0254		Union Dues	8,770.17
17	65	PAYABLES - PAYROLL	GREAT-WEST LIFE ASSURANCE COMP	28JUL2020 DIV 1	Policy 136826 DIV 1	1-2-0065-0251		G.W.L.	30,740.19
18	65	PAYABLES - PAYROLL	GREAT-WEST LIFE ASSURANCE COMP	28JUL2020 DIV 3	Policy 136826 DIV 3	1-2-0065-0251		G.W.L.	66,751.69
19	65	PAYABLES - PAYROLL	GREAT-WEST LIFE ASSURANCE COMP	30JUN2020 DIV1	POLICY 136826 DIV 1	1-2-0065-0251		G.W.L.	30,061.79
20	65	PAYABLES - PAYROLL	GREAT-WEST LIFE ASSURANCE COMP	30JUN2020 DIV3	POLICY 136826 DIV 3	1-2-0065-0251		G.W.L.	63,514.76
21	65	PAYABLES - PAYROLL	MINISTER OF FINANCE/EHT	19JUN2020	EHT PAY 12 & 13	1-2-0065-0242		Employer Health Tax	15,828.75
22	65	PAYABLES - PAYROLL	MINISTER OF FINANCE/EHT	21MAY2020	PAY 10 & 11	1-2-0065-0242		Employer Health Tax	14,052.52
23	65	PAYABLES - PAYROLL	MINISTER OF FINANCE/EHT	23APR2020	PAY 8 & 9	1-2-0065-0242		Employer Health Tax	14,927.36
24	65	PAYABLES - PAYROLL	MINISTER OF FINANCE/EHT	26MAR2020	PAY 6 & 7	1-2-0065-0242		Employer Health Tax	18,090.55
25	65	PAYABLES - PAYROLL	MINISTER OF FINANCE/EHT	29JUL2020	PAY 14, 15 & 16	1-2-0065-0242		Employer Health Tax	22,559.98
26	65	PAYABLES - PAYROLL	OMERS	19JUN2020	PAY 12 & 13 JUNE/2020	1-2-0065-0250		O.M.E.R.S.	128,363.00
27	65	PAYABLES - PAYROLL	OMERS	29JUL2020	July Payment	1-2-0065-0250		O.M.E.R.S.	325,263.80
28	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	13AUG2020	PAY 17	1-2-0065-0243		Income Tax	59,515.87
29	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	13AUG2020	PAY 17	1-2-0065-0245		E.I.	8,706.58
30	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	13AUG2020	PAY 17	1-2-0065-0244		C.P.P.	25,950.42
31	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	19JUN2020	PAY 13	1-2-0065-0243		Income Tax	54,147.07
32	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	19JUN2020	PAY 13	1-2-0065-0245		E.I.	9,713.56
33	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	19JUN2020	PAY 13	1-2-0065-0244		C.P.P.	28,615.04
34	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	29JUL2020	PAY 16	1-2-0065-0244		C.P.P.	26,889.02
35	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	29JUL2020	PAY 16	1-2-0065-0243		Income Tax	58,148.38
36	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	29JUL2020	PAY 16	1-2-0065-0245		E.I.	8,749.62
37	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	30JUN2020	PAY 14	1-2-0065-0244		C.P.P.	27,836.66
38	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	30JUN2020	PAY 14	1-2-0065-0243		Income Tax	53,565.90
39	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	30JUN2020	PAY 14	1-2-0065-0245		E.I.	9,302.23
40	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	4JUN2020	PAY 12	1-2-0065-0243		Income Tax	53,551.43
41	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	4JUN2020	PAY 12	1-2-0065-0245		E.I.	9,962.48
42	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	4JUN2020	PAY 12	1-2-0065-0244		C.P.P.	29,491.96
43	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	8JUL2020	PAY 15	1-2-0065-0244		C.P.P.	28,943.92
44	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	8JUL2020	PAY 15	1-2-0065-0243		Income Tax	56,723.66
45	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	8JUL2020	PAY 15	1-2-0065-0245		E.I.	9,269.59
46	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	13AUG2020	PAY 17	1-2-0065-0243		Income Tax	7,226.38
47	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	29JUL2020	PAY 16	1-2-0065-0243		Income Tax	7,282.91
48	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	4JUN2020	PAY 12	1-2-0065-0243		Income Tax	14,044.55
49	65	PAYABLES - PAYROLL	RECEIVER GENERAL - CANADA REVE	8JUL2020	PAY 15	1-2-0065-0243		Income Tax	5,294.33
50	65	PAYABLES - PAYROLL	WORKPLACE SAFETY & INSURANCE B	19JUN2020	PAY 12 & 13 REPORT PREMIUM JUNE 1-30/2020	1-2-0065-0252		W.C.B.	20,941.50
51	65	PAYABLES - PAYROLL	WORKPLACE SAFETY & INSURANCE B	29JUL2020	WSIB Premium July payment	1-2-0065-0252		W.C.B.	29,685.55
52	1000	Capital	1351150 ONTARIO INC. - ARNCO C	2020-3102	PP #1 WALLACE ST. W/M REPLACEMENT	2-4-1000-1000	WW1903	Capital projects	204,498.36
53	1000	Capital	1351150 ONTARIO INC. - ARNCO C	2020-3103	PP #2 Wallace St. Watermain Replace	2-4-1000-1000	WW1903	Capital projects	146,551.78
54	1000	Capital	ASCO CONSTRUCTION LTD.	22MAY2020	PP #24 BOURGET & ROCKLAND FS/EMS	2-4-1000-1000	PS1702	Capital projects	150,669.78
55	1000	Capital	ASCO CONSTRUCTION LTD.	24JUN2020	PP #25 BOURGET & ROCKLAND FS/EMS	2-4-1000-1000	PS1702	Capital projects	67,739.64
56	1000	Capital	ASCO CONSTRUCTION LTD.	29FEB2020	PP #22 REV1 BOURGET & ROCKLAND FS/EMS	2-4-1000-1000	PS1702	Capital projects	128,293.37
57	1000	Capital	ATREL ENGINEERING LTD.	2008289	WALLACE STREET MAY24/19-JUNE27/2020	2-4-1000-1000	WW1903	Capital projects	16,777.52
58	1000	Capital	AVRON SCHOOL & DAYCARE SUPPLIE	0000054977	DAYCARE SUPPLIES (ROCK.PUBLIC BAMBINS & PRESCO)	2-4-1000-1000	DS2001	Capital projects	10,855.19
59	1000	Capital	AVRON SCHOOL & DAYCARE SUPPLIE	0000054985	DAYCARE SUPPLIES (ROCK.PUBLIC BAMBINS & PRESCO)	2-4-1000-1000	DS2001	Capital projects	7,668.80
60	1000	Capital	LOUIS W. BRAY CONSTRUCTION LIM	30JUN2020	PP #4 CR sewage treatment plant upgrades	2-4-1000-1000	SW1502	Capital projects	378,947.36
61	1000	Capital	LOUIS W. BRAY CONSTRUCTION LIM	31JUL2020	PP #5 Sewage treatment plant upgrades construction	2-4-1000-1000	SW1502	Capital projects	807,921.75
62	1000	Capital	LOUIS W. BRAY CONSTRUCTION LIM	4JUN2020	CR sewage treatment plant upgrades pp3	2-4-1000-1000	sw1502	Capital projects	441,755.61
63	1000	Capital	CARRIERE & POIRIER EQUIPMENT L	143469	NEW KUBOTA TRACTOR/LOADER	2-4-1000-1000	VH2003	Capital projects	67,800.00
64	1000	Capital	CH2M HILL CANADA LIMITED	660549CH02	WASTEWATER MASTER PLAN PH 1 TO JULY26/19	2-4-1000-1000	SW1901	Capital projects	16,932.88
65	1000	Capital	COMTES UNIS DE PRESCOTT ET RUS	TP 002078	CERT.#5 HOT MIX PAVING & RD REHAB PW2019-08	2-4-1000-1000	IF1907	Capital projects	61,147.87
66	1000	Capital	DANIEL D. COTÉ CONSTRUCTION IN	2020-129	PP #2 DETACHED SHED (OCWA CHAMBERLAND)	2-4-1000-1000	SW1701	Capital projects	10,932.63
67	1000	Capital	EQUIPEMENTS LOURDS PAPINEAU IN	0083700	A2020 WESTERN STAR TANDEM PLOW/WING	2-4-1000-1000	VH2008	Capital projects	330,611.72
68	1000	Capital	EXEL RADIO INC	EXL04301	4X KENWOOD NEXEDGE UHF (ANALOG RADIO SYSTEM)	2-4-1000-1000	PS1701	Capital projects	21,613.74
69	1000	Capital	691396 ONTARIO INC. - FIRST CL	NNT20117	2020 N&N RD82168G14K TRAILER	2-4-1000-1000	CS2011	Capital projects	15,061.45
70	1000	Capital	WSP CANADA INC.	0934733	NOTRE-DAME LANDFILL TO JUNE27/2020	2-4-1000-1000	WS1601	Capital projects	20,976.08
71	1000	Capital	HAWKESBURY TRANSPORT & EXCAVAT	9113	PP #7 PARC ALAIN POTVIN - FINAL	2-4-1000-1000	CS1801	Capital projects	7,330.03
72	1000	Capital	LASCELLES ENGINEERING & ASSOCI	190346-01	GEOTECH ANALYSIS REVIEW (TRAFFIC CONTROL)	2-4-1000-1000	IF1903	Capital projects	11,750.00
73	1000	Capital	MAGMA CONSULTING AND MANAGEMEN	2020-06	REPORT PREP. ONSITE WORK (CONTRACT)	2-4-1000-1000	GA1901	Capital projects	8,741.59
74	1000	Capital	MAGMA CONSULTING AND MANAGEMEN	2020-08	SERVICES FROM MAY 14 TO JUNE 26	2-4-1000-1000	GA1901	Capital projects	9,949.25
75	1000	Capital	D.C.V. PROULX HEATING & AIR CO	4615	PP #1 INSTALL NEW HEAT PUMP (ST-PASCAL CNTR)	2-4-1000-1000	CS1805	Capital projects	9,477.31

	DPT Code	Department Name	Vendor Name	Invoice Number	Invoice Description	GL Account	CC1	CC2	GL Account Name	Amount
76	1000	Capital	R.V. ANDERSON ASSOCIATES LIMIT	70354	Engineering sewage plant upgrades Feb29/20-mar27/20	2-4-1000-1000		SW1502	Capital projects	23,440.44
77	1000	Capital	R.V. ANDERSON ASSOCIATES LIMIT	70619	Engineering sewage plant upgrades Mar28/20-Apr24/20	2-4-1000-1000		SW1502	Capital projects	33,993.23
78	1000	Capital	R.V. ANDERSON ASSOCIATES LIMIT	70956	Engineering sewage plant upgrades Apr25/20-May29/20	2-4-1000-1000		SW1502	Capital projects	29,735.95
79	1000	Capital	R.V. ANDERSON ASSOCIATES LIMIT	71271	Engineering sewage plant upgrades May30/20-Jun23/20	2-4-1000-1000		SW1502	Capital projects	30,711.99
80	1000	Capital	SOLENO INC.	RF23719	CULVERTS	2-4-1000-1000		IF2002	Capital projects	6,986.13
81	1000	Capital	STANTEC CONSULTING LTD	1498219	SNOW DISPOSAL FACILITIES TO MAY15/2020	2-4-1000-1000		PW1401	Capital projects	15,987.39
82	1000	Capital	STANTEC CONSULTING LTD	1506293	SNOW DISPOSAL FACILITIES TO JUNE12/20	2-4-1000-1000		WS1601	Capital projects	9,988.35
83	1223	Administration - Materials	VICE & HUNTER LLP	24706	Professional services - CH Hockey Academy	1-4-1223-3370			Legal Fees	8,244.82
84	1233	Finance - Materials	BDO CANADA LLP	CINV0517258	Deuxieme facture interimaire de l'audit 2019	1-4-1233-3025			Auditing	21,560.40
85	1323	Computers - Materials	INTEGRA NETWORKS CORPORATION	IN20064	FORTINET FORTIGATE ANNUAL RENEWAL	1-4-1323-3651			Softwares	8,184.00
86	1323	Computers - Materials	INTEGRA NETWORKS CORPORATION	IN20065	VEEAM 1YR MAINTENANCE	1-4-1323-3651			Softwares	7,928.00
87	1323	Computers - Materials	INTEGRA NETWORKS CORPORATION	IN20069	NETAPP SUPPORTEDGE 1YR COVERAGE	1-4-1323-3651			Softwares	7,821.00
88	1323	Computers - Materials	INTEGRA NETWORKS CORPORATION	IN20069	NETAPP SUPPORTEDGE 1YR COVERAGE	1-4-1323-3651			Softwares	8,948.00
89	1333	Office - Materials	1391009 ONTARIO LIMITED O/A TE	946	INITIAL INSTALLMENT FEE OF 25%	1-4-1333-3710			Telephone	5,194.28
90	1363	Human Ressources - Materials	HICKS MORLEY HAMILTON STEWART	529688	File 9839	1-4-1363-3380			Legal Fees	6,028.55
91	1363	Human Ressources - Materials	LAFRENIERE TANIA	0015	HR CONSULTING SERVICES APRIL20-MAY1/2020	1-4-1363-3165			Consultant	9,492.00
92	1363	Human Ressources - Materials	LAFRENIERE TANIA	0018	HR Consulting Services - June 1 to June 12 2020	1-4-1363-3165			Consultant	9,492.00
93	1363	Human Ressources - Materials	LAFRENIERE TANIA	0019	HR Consulting Services - June 15 to June 26 2020	1-4-1363-3165			Consultant	9,492.00
94	1363	Human Ressources - Materials	LAFRENIERE TANIA	0020	HR Consulting Services - June 29 to July 10	1-4-1363-3165			Consultant	9,492.00
95	1363	Human Ressources - Materials	LAFRENIERE TANIA	0021	HR CONSULTING SERVICES JULY 13-24/2020	1-4-1363-3165			Consultant	9,492.00
96	1500	Transfers	COMTES-UNIS PRESCOTT-RUSSELL	8JUN2020	2E VERSEMENT IMPOSITION GENERAL	5-4-1500-5000			Transfers UCPR	3,347,642.10
97	2123	Fire-fighting - Materials	A. J. STONE COMPANY LTD.	0000153050	11X DEFENDER HELMETS	1-4-2123-3585			Protective Clothing	5,021.72
98	2316	External Transfers	BIBLIOTHEQUE PUBLIQUE DE CLARE	26JUN2020	3rd QUARTER PAYMENT - LIBRARY CONTRIBUTION	1-4-2316-5550			Contribution to Library	69,500.86
99	2316	External Transfers	RIDEAU VALLEY CONSERVATION AUT	IN000050545	2020 MUNICIPAL LEVY	1-4-2316-3617			Requisition - Conservation Authority	5,305.75
100	2316	External Transfers	SOUTH NATION CONSERVATION	IN20006	2nd OF 3 INSTALLMENT LEVY 2020	1-4-2316-3617			Requisition - Conservation Authority	47,754.67
101	3413	Patching - Materials	INNOVATIVE SURFACE SOLUTIONS	INV53525	PROPATCH (COLD PATCH)	1-4-3413-3425			Materials	5,933.61
102	3414	Patching - Contracts	ASPHALTE JRL PAVING INC.	8238	HOT MIX ASPHALT (DROUIN & POUPART)	1-4-3414-4200			Contracts	105,711.05
103	3454	Sidewalk - Asphalt Roads - Contracts	CENTENNIAL CONSTRUCTION ROCKLA	1230	SIDEWALK REPAIRS	1-4-3454-4200			Contracts	11,000.00
104	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53489	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,722.18
105	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53496	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,718.27
106	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53497	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
107	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53498	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
108	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53499	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
109	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53500	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,713.47
110	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53501	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,720.99
111	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53502	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
112	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53503	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,721.89
113	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53504	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,716.48
114	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53505	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,720.99
115	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53506	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
116	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53507	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
117	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53508	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,713.17
118	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53509	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,717.08
119	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53510	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,714.36
120	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53511	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,720.99
121	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53512	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,719.18
122	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53513	PROGUARD CAL (CALCIUM)	1-4-3534-4200			Contracts	5,718.27
123	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53562	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,716.77
124	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53563	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,717.98
125	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53564	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,722.49
126	3534	Dust layer - Contracts	INNOVATIVE SURFACE SOLUTIONS	INV53565	PROGUARD CALCIUM	1-4-3534-4200			Contracts	5,719.48
127	3543	Gravel resurfacing - Materials	CORNWALL GRAVEL COMPANY LTD.	112040	GRAN B & A	1-4-3543-3425			Materials	8,465.97
128	3813	Street lights - Materials	HYDRO ONE NETWORKS INC.	200070197756 22JUL20	HYDRO	1-4-3813-3300			Hydro	16,042.27
129	3813	Street lights - Materials	HYDRO ONE NETWORKS INC.	200070197756 22JUN20	HYDRO	1-4-3813-3300			Hydro	14,967.47
130	3813	Street lights - Materials	HYDRO ONE NETWORKS INC.	200070197756 22MAY20	HYDRO	1-4-3813-3300			Hydro	17,547.22
131	3813	Street lights - Materials	PARTHAM ENGINEERING	4171	REPAIR TRAFFIC CONTROL SIGNALS	1-4-3813-3615			Repairs & Maintenance	5,876.00
132	7254	Parks - Contracted Services	PROSTONE LANDSCAPING & CONTRAC	20022	GRASS CUTTING NORTH SECTION (COMM.SERV)	1-7-7254-4190			Contracts - Grass Mowing	5,174.06
133	7423	Arena - Clarence - Materials	HYDRO ONE NETWORKS INC.	200090056585 24MAR20	HYDRO	1-4-7423-3300			Hydro	12,817.72
134	7423	Arena - Clarence - Materials	HYDRO ONE NETWORKS INC.	200090056585 27APR20	HYDRO	1-4-7423-3300			Hydro	9,776.80
135	7433	Recreational Complex - Materials	TAILLEFER PLUMBING & HEATING I	6202	S&I GRND FLR DRINKING FOUNTAIN W/BOTTLE FILLER YMCA	1-4-7433-3070			Building Maintenance	6,202.91
136	7434	Recreational Complex - Contracts	YMCA-YWCA	004807	ADMIN FEES MAY/2020	1-4-7434-4290			Contract - Rec. Complex - YMCA	10,000.00
137	7434	Recreational Complex - Contracts	YMCA-YWCA	004830	ADMIN FEES JUNE 2020	1-4-7434-4290			Contract - Rec. Complex - YMCA	10,000.00
138	7434	Recreational Complex - Contracts	YMCA-YWCA	004845	ADMIN FEES FOR JULY/2020	1-4-7434-4290			Contract - Rec. Complex - YMCA	10,000.00
139	7554	Arena - Clarence-Rockland - Contracts	CIH ACADEMY	2020-005CCR	SUBVENTION SUPPORT FRAIS D'OPERATIONS MAI/20	1-4-7554-4200			Operation contract	16,666.67
140	7554	Arena - Clarence-Rockland - Contracts	CIH ACADEMY	2020-006CCR	SUBVENTION SUPPORT FRAIS D'OPERATIONS JUIN/20	1-4-7554-4200			Operation contract	16,666.67
141	7554	Arena - Clarence-Rockland - Contracts	CIH ACADEMY	2020-007CCR	SUBVENTION SUPPORT FRAIS D'OPERATIONS JUILLET/20	1-4-7554-4200			Operation contract	16,666.67
142	8113	Planning & Zoning - Materials	CH2M HILL CANADA LIMITED	670542CH03	Morris Village Stage 5 - SPS #9 - 3rd submission	1-4-8113-3211			Fees to be charged to developpers	5,642.09
143	9114	Water Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000002063	OPERATIONS & MAINT. MAY/2020	1-4-9114-4610			Contract - OCWA - Basic Maintenance	49,184.37
144	9114	Water Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000002748	ROCK. WT UV SYSTEMS REPAIR	1-4-9114-4610			Contract - OCWA - Basic Maintenance	16,193.38
145	9114	Water Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000000275	ROCK. WT LOW LIFT PUMP, CHEMICAL PUMP	1-4-9114-4610			Contract - OCWA - Basic Maintenance	7,514.78
146	9114	Water Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV000000002853	ROCK. WD OPERATIONS & MAINT. JUNE/2020	1-4-9114-4610			Contract - OCWA - Basic Maintenance	49,184.37
147	9123	Water Distribution - Materials	EVANS UTILITY AND MUNICIPAL PR	0000160413	30X E-CODERS, 60X METER TAIL	1-4-9123-3220			Equipment Repairs - Reading Instruments	14,171.33
148	9124	Water Distribution - Contracts	ONTARIO CLEAN WATER AGENCY	INV000000002063	OPERATIONS & MAINT. MAY/2020	1-4-9124-4610			Contract - OCWA - Basic Maintenance	14,983.50
149	9124	Water Distribution - Contracts	ONTARIO CLEAN WATER AGENCY	INV000000002747	ROCK. WD REPAIRED SINK HOLE, WATERMAIN BREAK	1-4-9124-4610			Contract - OCWA - Basic Maintenance	12,732.12
150	9124	Water Distribution - Contracts	ONTARIO CLEAN WATER AGENCY	INV000000002853	ROCK. WD OPERATIONS & MAINT. JUNE/2020	1-4-9124-4610			Contract - OCWA - Basic Maintenance	14,983.50
151	9314	Sewers Collection - Contrated Services	ONTARIO CLEAN WATER AGENCY	INV000000002063	OPERATIONS & MAINT. MAY/2020	1-4-9314-4610			Contract - OCWA - Basic Maintenance	20,603.10
152	9314	Sewers Collection - Contrated Services	ONTARIO CLEAN WATER AGENCY	INV000000002753	ROCK. WWC CLEAN BASKET AT SPS1	1-4-9314-4610			Contract - OCWA - Basic Maintenance	13,178.87
153	9314	Sewers Collection - Contrated Services	ONTARIO CLEAN WATER AGENCY	INV000000002758	ROCK. WWC ELECTRICAL NEW BLDG, REPAIRS STNS 2,5&7	1-4-9314-4610			Contract - OCWA - Basic Maintenance	14,370.25
154	9314	Sewers Collection - Contrated Services	ONTARIO CLEAN WATER AGENCY	INV000000002853	ROCK. WD OPERATIONS & MAINT. JUNE/2020	1-4-9314-4610			Contract - OCWA - Basic Maintenance	20,603.10

	DPT Code	Department Name	Vendor Name	Invoice Number	Invoice Description	GL Account	CC1	CC2	GL Account Name	Amount
155	9323	Sewers Treatment - Materials	WSP CANADA INC.	0927773	MONITORING & REPORT BIOSOLIDS MAY30/20	1-4-9323-3478			Monitoring - Lagoon	5,421.18
156	9324	Sewers Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000002063	OPERATIONS & MAINT. MAY/2020	1-4-9324-4610			Contract - OCWA - Basic Maintenance	46,353.04
157	9324	Sewers Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000002751	ROCK. WWC WWT MAINT. & REPAIRS	1-4-9324-4610			Contract - OCWA - Basic Maintenance	14,139.89
158	9324	Sewers Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000002755	ROCK. WWC SEWER FLUSHINGS & CCTV	1-4-9324-4620			Contract - Repairs & Maintenance	5,164.32
159	9324	Sewers Treatment - Contracted Services	ONTARIO CLEAN WATER AGENCY	INV00000002853	ROCK. WD OPERATIONS & MAINT. JUNE/2020	1-4-9324-4610			Contract - OCWA - Basic Maintenance	46,353.04
160	9514	Garbage Collection - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316296	RESIDENTIAL WASTE APRIL/20	1-4-9514-4200			Contracts	57,576.47
161	9514	Garbage Collection - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316300	COMMERCIAL WASTE APRIL/20	1-4-9514-4200			Contracts	9,876.52
162	9514	Garbage Collection - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316362	RESIDENTIAL WASTE MAY/20	1-4-9514-4200			Contracts	50,992.63
163	9514	Garbage Collection - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316366	COMMERCIAL WASTE MAY/20	1-4-9514-4200			Contracts	11,287.08
164	9514	Garbage Collection - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000322266	RESIDENTIAL WASTE JUNE/20	1-4-9514-4200			Contracts	51,826.53
165	9514	Garbage Collection - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000322271	COMMERCIAL WASTE JUNE/20	1-4-9514-4200			Contracts	14,166.26
166	9523	Garbage Disposal - Materials	JP2G CONSULTANTS INC	30892	LANDFILL SITE MONITORING/REPORTING	1-4-9523-3477			Monitoring	7,205.01
167	9534	Recycling - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316298	RESIDENTIAL RECYCLING APRIL/20	1-4-9534-4200			Contracts	88,776.35
168	9534	Recycling - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316301	COMMERCIAL OCC RECYCLING APRIL/20	1-4-9534-4200			Contracts	7,400.48
169	9534	Recycling - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316363	RESIDENTIAL RECYCLING MAY/20	1-4-9534-4200			Contracts	85,504.63
170	9534	Recycling - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000316367	COMMERCIAL RECYCLING MAY/20	1-4-9534-4200			Contracts	6,567.11
171	9534	Recycling - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000322267	RESIDENTIAL RECYCLING JUNE/20	1-4-9534-4200			Contracts	87,432.99
172	9534	Recycling - Contracts	TOMLINSON ENVIRONMENTAL SERVIC	0000322270	COMMERCIAL RECYCLING JUNE/20	1-4-9534-4200			Contracts	7,925.82
									Invoices Paid Greater than or Equal to \$5,000	10,209,407.11
									Invoices Paid Less than or Equal to \$4,999	635,552.48
									MasterCards June 2020	8,190.50
									MasterCards July 2020	6,252.97
									Grand Total AP Council Report - August 24th, 2020	10,859,403.06

**Transactions de carte de crédit
Juin 2020**

#	Détenteur de carte	Date	Marchant	Description	GL	Montant	Sous total par carte
1	BOUCHARD, ANNE MORRIS	12/06/2020	AMZN MKTP CA*MY9PC8YU1	5X THERMOMETRE MEDICAL FRONTAL	1-4-6163-3185	\$234.50	
2	BOUCHARD, ANNE MORRIS	01/07/2020	APPLE.COM/BILL	ABONNEMENT MENSUEL ICLOUD	1-4-6113-3435	\$1.46	
3	BOUCHARD, ANNE MORRIS	02/06/2020	DOLLARAMA # 623	FOURNITURES POUR SERVICE DE GARDE D'URGENCE STE-TRINITE	1-4-6203-3185	\$245.83	
4	BOUCHARD, ANNE MORRIS	11/06/2020	ESTHETIQUE SPA DEPOT	PRODUITS SANITAIRES ET TABLIERS EN PLASTIQUE POUR 7 GARDERIES	1-4-6203-3185	\$635.48	\$1,117.27
5	BOUGIE, MARIE FRANCE	03/06/2020	MFOA	REMBOURSEMENT COURSE 101 ANNULE COVID19	1-4-1313-3743	-\$744.67	-\$744.67
6	COUSINEAU, MICHEL	17/06/2020	BLS*GLOBALKNOWLEDGE.CO	SOFTWARE LICENSES & RENEWALS	1-4-1323-3651	\$2,932.35	
7	COUSINEAU, MICHEL	17/06/2020	COLLAB365 #GLOBALCON2	SOFTWARE LICENSES & RENEWALS	1-4-1323-3651	\$193.67	
8	COUSINEAU, MICHEL	11/06/2020	ZOOM.US 888-799-9666	ZOOM RENEWAL	1-4-1323-3651	\$5.10	
9	COUSINEAU, MICHEL	18/06/2020	ZOOM.US 888-799-9666	ZOOM RENEWAL	1-4-1323-3651	\$331.09	\$3,462.21
10	DESNOYERS, FREDERIC	08/06/2020	GMEI UTILITY REG. FEE	ANNUAL RENEWAL FOR NBC SWAP LOAN NUMBER (GMEI #)	1-4-1233-3032	\$114.90	\$114.90
11	GARNER, RAYMOND	30/06/2020	MECP-HWIN WEB	HAZARDOUS WASTE	1-4-3143-3270	\$5.00	
12	GARNER, RAYMOND	23/06/2020	MTO RUS SO ROCKLAND	MTO PLATE REPLACEMENT FOR 2550	1-4-3143-3770	\$59.00	
13	GARNER, RAYMOND	23/06/2020	PARENT'S YIG 2693	WATER BOTTLES FOR PW DURING HEAT WAVE	1-4-3123-3585	\$168.00	\$232.00
14	OUELLET, MONIQUE	15/06/2020	NOTARIUS WEB	ELECTRONIC SIGNATURE - ANNUAL RENEWAL	1-4-1323-3651	\$1,354.87	\$1,354.87
15	ROUSSELLE, YVES	30/06/2020	NATIONAL BANK	INQUIRING THIS TRANSACTION WITH NATIONAL BANK	1-4-1233-3032	\$1,804.21	
16	ROUSSELLE, YVES	22/06/2020	SCMAO	SUPPLY CHAIN WEBINAR CONTRACT MANAGEMENT COVID-19	1-4-1313-3743	\$11.30	\$1,815.51
17	VILLENEUVE, MARIO	04/06/2020	DEVTRA INC.	2 FIRE APPARATUS INSPECTION CHECKLIST BOOKS	1-4-2123-3675	\$82.22	
18	VILLENEUVE, MARIO	02/06/2020	FIVE STAR UNIFORM	JOB SHIRT	1-4-2123-3585	\$106.05	
19	VILLENEUVE, MARIO	05/06/2020	MARINE OUTFITTERS CAN	4 NAUTICAL RULERS	1-4-2133-3745	\$161.55	\$349.82
20	WILSON, BRIAN	03/06/2020	COLD FIRE CANADA LTD.	PORTABLE EXTINGUISHER FOAM	1-4-2123-3675	\$449.04	
21	WILSON, BRIAN	07/06/2020	ONSTAR DATA PLAN -AT T	MONTHLY SUBSCRIPTION - CAR 1	1-4-2153-3760	\$39.55	\$488.59
Total						\$8,190.50	\$8,190.50

Transactions de carte de crédit
Juillet 2020

#	Détenteur de carte	Date	Marchant	Description	GL	Montant	Sous total par carte
1	BOUCHARD, ANNE MORRIS	31/07/2020	APPLE.COM/BILL	MONTHLY RENEWAL ICLLOUD FOR DAYCARES	1-4-6113-3435	\$1.46	
2	BOUCHARD, ANNE MORRIS	31/07/2020	PAYPAL *AFESAO	ASSOCIATION FRANCOPHONE EDUCATION SERVICES ENFANCE DE L'ONTARIO	1-4-6113-3435	\$300.00	
3	BOUCHARD, ANNE MORRIS	15/07/2020	ROMCO DISTRIBUTORS	LINGETTES DESINFECTANTES COVID-19	1-4-6203-3185	\$541.04	\$842.50
4	BOUCHER, PIERRE	18/07/2020	ALLTRAILS	RENOUVELLEMENT DE LICENCE POUR UN LOGICIEL	1-4-7113-3435	\$41.77	
5	BOUCHER, PIERRE	02/07/2020	AMZN MKTP CA*MJ0GM4ZT0	PHONE CASE REPLACEMENT FOR PIERRE BOUCHER	1-4-7113-3500	\$23.73	\$65.50
6	BOUGIE, MARIE FRANCE	09/07/2020	CANADIAN PAYROLL ASSOC	TRAITER UNE PAIE QUI S'AJOUTE DANS L'ANNEE - CPA SEMINAR FEES	1-4-1313-3743	\$111.87	
7	BOUGIE, MARIE FRANCE	23/07/2020	CANADIAN PAYROLL ASSOC	ADMINISTRER LA RETENUE À LA SOURCE DES COTISATIONS - CPA SEMINAR FEES	1-4-1313-3743	\$111.87	
8	BOUGIE, MARIE FRANCE	23/07/2020	CANADIAN PAYROLL ASSOC	CORRECTION DES ERREUR DE PAIE ET REMBOURSEMENT DE SALAIRE - CPA SEMIN	1-4-1313-3743	\$111.87	
9	BOUGIE, MARIE FRANCE	28/07/2020	CANADIAN PAYROLL ASSOC	EMPLOYMENT STANDARDS - CPA SEMINAR FEES	1-4-1313-3743	\$450.87	
10	BOUGIE, MARIE FRANCE	28/07/2020	CANADIAN PAYROLL ASSOC	DEVELOPING YOUR EMPLOYEE HANDBOOK - CPA SEMINAR FEES	1-4-1313-3743	\$450.87	
11	BOUGIE, MARIE FRANCE	28/07/2020	CANADIAN PAYROLL ASSOC	COMMENT REMPLIR LE RELEVÉ D'EMPLOI - CPA SEMINAR FEES	1-4-1313-3743	\$333.35	
12	BOUGIE, MARIE FRANCE	28/07/2020	CANADIAN PAYROLL ASSOC	TAXABLE BENEFITS & ALLOWANCES - CPA SEMINAR FEES	1-4-1313-3743	\$450.87	\$2,021.57
13	COLLIER, HELEN	11/07/2020	AMCTO	MAP COURSE FOR SYLVIE THIBEAULT	1-4-1223-3743	\$412.45	\$412.45
14	COUSINEAU, MICHEL	18/07/2020	ZOOM.US 888-799-9666	ZOOM RENEWAL	1-4-1323-3651	\$331.09	
15	COUSINEAU, MICHEL	29/07/2020	ZOOM.US 888-799-9666	ZOOM RENEWAL	1-4-1323-3651	\$14.59	\$345.68
16	GARNER, RAYMOND	06/07/2020	MTO RUS SO ROCKLAND	REGISTRATIONS NEW TANDEM 22040 AND TRAILER TRL01	1-4-3143-3770	\$297.00	
17	GARNER, RAYMOND	23/07/2020	NPI/RAM MOUNTS	BASE PART FOR LAPTOP IN THE NEW TRANSIT VAN 22050	1-4-3143-3760	\$84.56	\$381.56
18	OUELLET, MONIQUE	30/07/2020	AMCTO	MUNICIPAL LAW PROGRAM UNIT 4 FALL 2020 - MARYSE ST-PIERRE	1-4-1224-3743	\$412.45	\$412.45
19	ROY, YVES	20/07/2020	AMZN MKTP CA*MV7VY3AD0	CELLPHONE CASE	1-4-2413-3500	\$24.73	\$24.73
20	VILLENEUVE, MARIO	10/07/2020	AMZN MKTP CA*MJ76N7MK2	TV MOUNTING KIT	1-4-2143-3070	\$35.99	
21	VILLENEUVE, MARIO	06/07/2020	CONCEPT CONTROLS INC	FIT TESTING MACHINE PROBE REFILL	1-4-2123-3215	\$272.05	
22	VILLENEUVE, MARIO	02/07/2020	MTO RUS DRIVER CERT PR	DRIVER TRAINING REGISTRATIONS	1-4-2133-3745	\$20.00	\$328.04
23	VOISINE, PIERRE	03/08/2020	NATIONAL BANK	MASTERCARD ANNUAL FEE	1-4-1233-3032	\$11.67	
24	VOISINE, PIERRE	28/07/2020	LATENT FORENSIC SERVIC	N95 MASKS	1-4-2123-3585	\$655.72	
25	VOISINE, PIERRE	24/07/2020	TIM HORTONS #1492	ICO TRAINING	1-4-2113-3440	\$16.60	
26	VOISINE, PIERRE	31/07/2020	VARIDSEK* 1877 370 833	STANDING DESK ACCESSORY	1-4-2413-3500	\$734.50	\$1,418.49
Total						\$6,252.97	\$6,252.97



REPORT N° AME-20-43-R

Date	05/08/2020
Submitted by	Claire Lemay
Subject	Draft Plan of Subdivision – Pt Lot C Con 5 – Paul Murphy & Hugues Giocondese
File N°	D-12-124

1) **NATURE/GOAL :**

The purpose of this report is to present an application for a draft plan of subdivision for the creation of 9 new lots having frontage on Clark Rd in the village of Clarence Point. The properties will be serviced by private well and septic systems.

2) **DIRECTIVE/PREVIOUS POLICY :**

N/A

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS the proposed subdivision of Part of Lot C, Concession 5 (Clark Road) submitted by Hugues Giocondese and Paul Murphy conforms to the Provincial Policy Statement 2020, conforms to the Official Plan of the United Counties of Prescott and Russell, and complies with the requirements of the City of Clarence-Rockland Zoning By-law 2016-10;

AND WHEREAS the Planning Committee recommended on August 5th, 2020 the approval of the Draft Plan of Subdivision prepared by André P. Barrette, OLS, dated June 24, 2020 for the property described as Part of Lot C, Concession 5, in the village of Clarence Point, with the conditions of approval recommended by the Infrastructure and Planning Department staff in report AMÉ-20-37-R, except conditions 11 to 16, 36, 44, and 47 and with a modification to condition 57 to extend the deadline from 3 years to 5 years;

AND WHEREAS the Infrastructure and Planning Department deems it prudent to include all of the recommended conditions from the report AMÉ-20-37-R, with a modification to the wording of condition 47 and with a modification to the lapse date in condition 57;

THAT Municipal Council approve the Draft Plan of Subdivision prepared by André P. Barrette, OLS, dated June 24, 2020 for the property described as Part of Lot C, Concession 5, in the village of Clarence Point, with the conditions of approval recommended by the Infrastructure and Planning Department staff in report AMÉ-20-43-R.

ATTENDU QUE le lotissement proposé pour une partie du lot C, concession 5 (chemin Clark) soumis par Hugues Giocondese et Paul Murphy est conforme à la Déclaration de principes provinciale, est

conforme au Plan officiel des Comtés unis de Prescott et Russell, et est conforme au Règlement de zonage de la Cité de Clarence-Rockland 2016-10; et

ATTENDU QUE le Comité d'aménagement a recommandé le 5 août 2020 l'approbation de l'ébauche de plan de lotissement préparée par André P. Barrette, AGO et datée le 24 juin 2020 pour la propriété décrite comme étant une partie du lot C, concession 5, dans le village de Clarence Point, avec les conditions d'approbation recommandées par le personnel du département d'Infrastructure et Aménagement du territoire dans le rapport AMÉ-20-37-R, excepté les conditions 11 à 16, 36, 44, et 47 et avec une modification à la condition 57 pour prolonger la date limite de 3 ans à 5 ans; et

ATTENDU QUE le département d'Infrastructure et Aménagement du territoire juge prudent l'inclusion de toutes les conditions recommandées du rapport AMÉ-20-37-R, avec une modification à la formulation de la condition 47 et la date d'échéance de la condition 57; **QUE** le conseil municipal approuve l'ébauche de plan de lotissement préparée par André P. Barrette, AGO et datée le 24 juin 2020 pour la propriété décrite comme étant une partie du lot C, concession 5, dans le village de Clarence Point, avec les conditions d'approbation recommandées par le personnel du département d'Infrastructure et Aménagement du territoire dans le rapport AMÉ-20-43-R.

4) **BACKGROUND :**

An application for a draft plan of subdivision was submitted by Paul Murphy and Hugues Giocondese on June 25, 2020. Public notices were sent to neighbouring property owners within 120m of the subject property and a notice was posted on the site at the corner of Clark Rd and Landry Rd on July 3rd.

The Draft Plan of Subdivision was prepared by André P. Barrette, OLS, and is dated June 24th, 2020; the plan was revised July 20th, 2020. The application was accompanied by a Summary Letter/Planning Rationale prepared by André P. Barrette, OLS, and a Phase 1 ESA and Hydrogeological Study. The Summary Letter and Draft Plan are attached with this report.

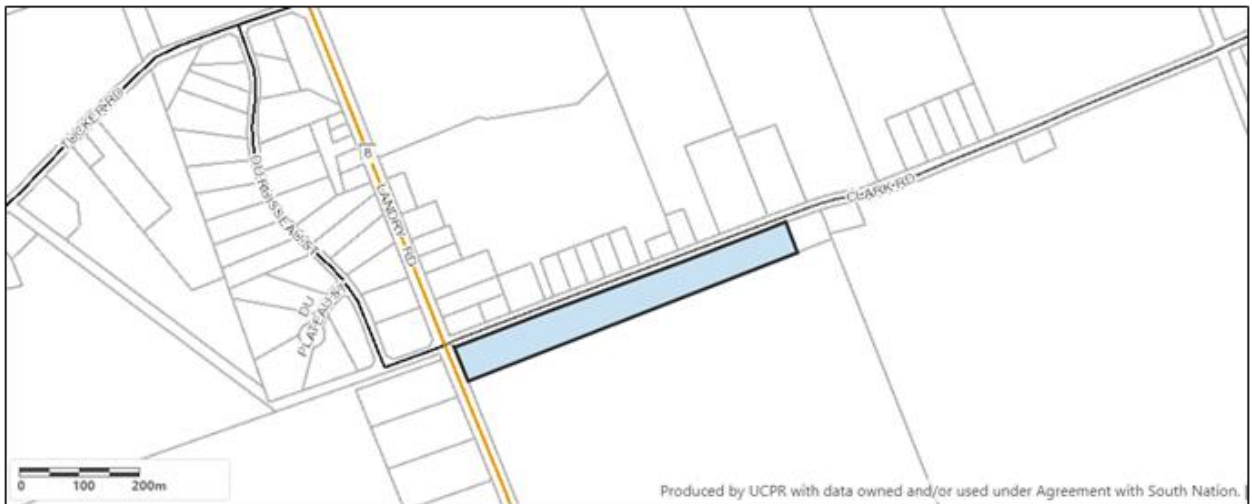


Figure 1: Location of the Subject Property

5) **DISCUSSION :**
Provincial Policy Statement

The Provincial Policy Statement 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The vision for Ontario's land use planning system as mentioned in Part IV of the PPS indicates that the wise management of development may involve directing, promoting or sustaining growth, and as such, long-term gains should take precedence over short-term gains.

Development is directed to settlement areas in policy 1.1.3 of the PPS. The village of Clarence Point is considered a rural settlement area. Section 1.1.4 further clarifies development appropriate for rural areas. Section 1.1.4.2 states: "In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted." Section 1.1.4.3 states that: "When directing development in rural settlement areas in accordance with policy 1.1.3, planning authorities shall give consideration to rural characteristics, the scale of development and the provision of appropriate service levels.

Section 1.6.6.4 of the PPS indicates that development on private services is permitted where "municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned, or feasible," provided that the site is suitable for the long-term provision of such services without negative impacts.

In the context of the subject property, the character of the area and service level available make the proposed development of single detached dwellings on private services appropriate.

United Counties of Prescott and Russell Official Plan

The property is identified under the Community Policy Area designation on Schedule "A" of the Official Plan of the United Counties of Prescott and Russell. This designation supports low and medium density residential uses.

2.3 Community Policy Area

Development is permitted on private services in villages that do not have municipal services available.

Section 2.3.6 of the UCPR OP states that: "2.3.6 On-Site Private Water and Sewer Services Continued development on the basis of private on-site water and sewer services is permitted provided that it can be demonstrated that the aquifer can provide a long term sustainable ground water supply of acceptable quality in accordance with Ministry of Environment and Climate Change guidelines and regulations, and that there is no negative environmental impact (or cumulative negative impact) resulting from the use of on site private water and sewer services." A hydrogeological study has been submitted in support of this development application. The study will be reviewed and approved by South Nation Conservation.

Section 2.3.7 of the UCPR OP addresses residential policies for Community Policy Areas. A range and mix of housing types and densities are promoted. Due to the servicing constraints of the subject property, only low density residential uses are possible.

7.4.1 Plans of Subdivision

Section 7.4.1 of the Official Plan of the United Counties of Prescott and Russell sets out the technical, environmental, and planning and design criteria which must be considered in the review of an application for a draft plan of subdivision.

The proposal meets the criteria for technical considerations because the application is complete as per Section 51 (17) of the Planning Act and applicable regulations, the application conforms to the policies of the Official Plan, the application gives due consideration to the local zoning by-law, and development charges will be assessed at a later date.

The proposal mostly meets the criteria for environmental considerations, however, the hydrogeological study been submitted in support of the application is incomplete and will have to be revised and resubmitted for review and approval by South Nation Conservation. South Nation Conservation is recommending that the decision regarding draft plan approval be deferred until a complete hydrogeological study has been submitted and reviewed. This is because the number of lots or lot size may be affected by the information in the hydrogeological study and because South Nation Conservation will have additional conditions of draft approval to be added once the review has been completed. A Phase I Environmental Site Assessment was completed and submitted in support of this

application. A detailed grading plan, an erosion and sediment control plan, and a stormwater management plan as well as an Environmental Impact Study will be required to be completed by the applicant and approved by the City of Clarence-Rockland Infrastructure and Planning Department.

The proposal meets the planning and design considerations; the proposal is compatible with adjacent uses, consideration is given for road and emergency access, as access to each new lot is to be provided by an existing municipal road (Clark road). The analysis of the Planning Act Section 51 (24) criteria is further elaborated below.

City of Clarence-Rockland Zoning by-law No. 2016-10

The property is located within the "Village Residential First Density (RV1) Zone". This zone permits single detached dwellings as well as semi-detached and duplex dwellings and second dwellings. Depending on the results of the final review of the hydrogeological study, a Zoning By-law Amendment may be required in order to modify the number of units permitted on each lot to reflect the actual capacity of the land and aquifer for septic system infiltration and drinking water quality and quantity.

Planning Analysis

According to the Planning Act, Section 51, paragraph 24 stipulates that "in considering a Draft Plan of Subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality." Also, it shall have regards to the following 12 criteria:

a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2.

Section 2 of the Planning Act sets out a number of matters of provincial interest; these include the protection of ecological systems and agricultural and mineral resources and conservation of features of architectural, cultural, historical, archaeological or scientific interest. The subject site is not in a prime agricultural area, and does not have identified cultural heritage or archaeological resources, nor is it identified as an area of potential mineral resource extraction. It is located within the settlement area. Private water and sewer services will be required for each lot. The proposal contributes to the adequate provision of housing.

b) whether the proposed subdivision is premature or in the public interest.

The proposed development is not premature. It is located on land within the settlement area of Clarence Point adjacent to the southern boundary of the settlement area. The northern side of Clark Road is and has been developed with single detached dwellings for many

years. No municipal services are available; however, municipal services are not planned to be made available in this portion of the village in the foreseeable future.

c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any.

The proposed project conforms to the Official plan since it is currently under the Community Policy Area. There are no adjacent plans of subdivision which need to be considered for the purpose of connectivity of this proposed subdivision.

d) the suitability of the land for the purposes for which it is to be subdivided.

The site is suitable for a low-density residential development since it is located within the Community Policy Area of Clarence Point on an existing municipal road. The subject property is currently used for agricultural purposes and there are no natural hazards or environmental features to consider.

e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highway linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them.

The project consists of 9 new lots, each having access on an existing municipal road. No new roads or pathways are proposed or recommended.

f) the dimensions and shapes of the proposed lots.

The dimensions and shapes of lots will be in conformity with the provisions of the Zoning By-law and the appropriate number of units for each lot will be determined by the hydrogeological study once it has been completed and reviewed and approved by South Nation Conservation.

g) the restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected and the restrictions, if any, on adjoining land.

There are no known restrictions.

h) conservation of natural resources and flood control.

The site does not contain any identified protected natural resources and is not within the floodplain.

i) the adequacy of utilities and municipal services.

The subject development will be serviced by private well and septic system. Arrangements with private utilities will be made by the developer.

j) the adequacy of school sites.

The proposed Subdivision will be served by existing French and English schools in Rockland.

k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes.

The proposal does not include any land to be dedicated to the municipality for park purposes. A payment of Cash-in-lieu of parkland shall be required in accordance with the Parkland Dedication By-law and which fulfills the Official Plan requirements for parkland dedication.

l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy.

The homes to be built on the Subdivision will respect the Ontario Building Code which includes requirements for energy conservation.

6) **CONSULTATION:**

The virtual public meeting of the Planning Committee held August 5th served to obtain comments from the public. As of the date of the writing of this report, three comments from members of the public have been received. These comment letters are attached to this report. The public comments include requests that council ensure the development does not have a negative impact on traffic, road quality, and stormwater management, and highlight some existing concerns local residents have with regards to drainage issues and the quality of Clark Road. Two of the residents who submitted letters with their comments also participated in the Planning Committee meeting via Zoom and voiced their concerns in person. These were: Nelson Paquette and Denis Guay. Their oral submissions touched on the same topics as their written submissions.

The Planning Committee voted on August 5th to recommend Council approval of the Draft Plan of Subdivision with the removal of conditions 11 to 16, 36, 44, and 47 and a modification to condition 57 of the staff report AMÉ-20-37-R. The list of recommended conditions in this report is the same in the previous report, however, conditions 47 and 57 have been modified.

Members of the Planning Committee discussed the need for the hydrogeological study to be completed and reviewed by South Nation Conservation. It was suggested that it would be prudent to wait for this study to be complete prior to granting Draft Approval to the proposed Subdivision. The hydrogeological study which was submitted with the application was considered incomplete by South Nation Conservation because only one test well was drilled and three are required by provincial guidelines. The additional wells have since been drilled and the report is being revised. Councillor Zanth inquired as to

whether the aquifer providing water to the proposed subdivision is the same as the aquifer supplying the nearby development to the north and, if yes, how the existing water quality and quantity concerns of that area may be impacted by the proposed development. The question has been submitted to South Nation Conservation and no response was received yet at the time of writing of this report.

Council may choose to defer its decision until the Regular Council meeting scheduled for September 21st to allow time for the completion and review of the hydrogeological study. If the decision is not deferred, staff may bring forward a recommendation for additional conditions to be added to Council's decision, if warranted by the review of the hydrogeological study.

The Planning Committee recommended that Conditions 11 to 16 of report AMÉ-20-37-R be removed. Discussions centred around whether or not it was appropriate to ask a developer for a project of only 9 new lots on an existing municipal road to complete an extensive traffic study. Such studies are normally required for larger developments. Conditions numbers 11 to 15 were requested by the United Counties of Prescott and Russell. The Official Plan of the United Counties of Prescott and Russell, section 3.3.2 states that: "the County may require a Traffic Impact Study in order to demonstrate how the transportation impacts of the proposed development or redevelopment can be mitigated and addressed" for any "proposed development adjacent to and/or with potential impact to a County Road" such as Landry Road. Section 7.4.23 of the Official Plan also states that the County "may require" a traffic impact study.

The Planning Committee recommended that Condition 36 of report AMÉ-20-37-R be removed. This condition requires the developer to complete a Street Light Plan. It was the opinion of the Committee that Condition 35 requiring the installation of street lights to the City's standards was sufficient. Council may choose to remove this condition in its decision without compromising the safety of residents, as street lights will still be required where appropriate along Clark Road.

The Planning Committee recommended that Condition 44 of report AMÉ-20-37-R be removed. This condition requires the developer to complete a scoped Environmental Impact Study for the watercourse on the subject property. The watercourse in question is a drainage ditch which flows along the rear lot lines of several of the proposed new lots and between lots 6 and 7 into the roadside ditch along Clark Road. There is not currently water in this ditch. The developers expressed their concern that the addition of this requirement will cause significant delays because in order to complete the study properly, the watercourse must be observed throughout the year. An Environmental Impact Study is typically required to be submitted with the application

instead of being added as a condition. In this case, the Environmental Impact Study was not requested at the time of pre-consultation and was therefore not a submission requirement in order to deem the application complete. The watercourse in question does not appear on the mapping of the United Counties of Prescott and Russell. The policies of the Official Plan of the United Counties of Prescott and Russell, section 5.5.7 Fish Habitat requires that an Environmental Impact Study be completed for any watercourse, regardless of whether it is identified in the Official Plan Schedules or not. Specifically, policy 2 of this section states that:

“Where development is proposed within 120 metres of an area of fish habitat as identified on Schedule B or adjacent to an area of fish habitat identified through consultation with the South Nation Conservation or the federal Department of Fisheries and Oceans it must be demonstrated through an environmental impact study carried out in accordance with Section 5.6 that there will be no negative impacts on the natural feature or on the ecological functions for which the feature is identified.”

The Environmental Impact Study is required by the Official Plan of the United Counties and a decision to approve the Draft Plan of Subdivision without this study being a required condition would not be in conformity with the Official Plan.

Furthermore, the Zoning by-law 2016-10 section 4.44.1 requires “consultation with the Conservation Authority (where applicable) or the federal Department of Fisheries and Oceans and may require the preparation of an Environmental Impact Study per Section 5.6 of the UCPR OP” for any proposed development or site alteration within 120 metres of a watercourse. This section also states that:

“Where an existing lot on which a building or structure, which does not require plan of subdivision or site plan control approval, is to be erected or enlarged contains or is adjacent to a waterbody or watercourse, such building or structure but excluding a marine facility, a public bridge, and flood and erosion control works shall be set back a minimum of 30.0 m from the high water mark of the waterbody or watercourse or any other distance as approved in writing by the South Nation Conservation.”

South Nation Conservation, in comments submitted August 6th, 2020, in response to the Planning Committee’s recommendation, notes the following:

“Without the study the applicant would not be able to accommodate a building envelope with the required setback distance in the zoning by-law. Even if we assumed a 30 m setback (which is normally reserved for existing lots) there would not be enough room on Lots 2-6. That setback

reduction will be essential for the accommodation of buildings including private septic systems.”

This is an important consideration, as, if no EIS is completed for the subdivision, individual property owners wishing to build on their new lots within this 120 metre setback would be required to apply for a minor variance and will have to support that minor variance application with a scoped Environmental Impact Study demonstrating no negative impacts in order to be allowed to build closer to the watercourse. If a reduced setback distance is established by a scoped EIS prepared by the developer as a condition of approval of the Draft Plan of Subdivision, no minor variances would be required.

The United Counties of Prescott and Russell submitted the following additional comments in response to the Planning Committee recommendation:

“We agree with the comments from the South Nation Conservation regarding the Scoped EIS. Section 5.5.7 of the UCPR Official Plan states that “Rivers, municipal drains and all other watercourses in the United Counties are either direct or indirect fish habitat.” Therefore, the little watercourse located on the south side of lots 2 to 6 impacts the future buildings on those lots. The EIS will provide a reduced setback for the building envelopes hence helping the developers sell their future lots.”

The Planning Committee recommended that Condition 47 of report AMÉ-20-37-R be removed. Discussions centred around whether or not it was appropriate to ask a developer to complete road improvements for an existing municipal road. It was suggested by some members of the Committee that any road maintenance or improvements required on Clark Road should be the City’s responsibility and not the responsibility of the developer of a project with only 9 new lots. It was also mentioned that the condition is too vague and does not specify if the developer will be required to pave Clark Road or not.

In response to the discussion at the Planning Committee meeting, Condition 47 of this report has been revised in order to indicate specifically what the City’s standard is and to specify that the work is to be completed only for the length of Clark Road along which the subject property has frontage. The developer will not be required to pave Clark Road. Should Council determine that the improvement of Clark Road should be paid for by taxpayers and not by the developer, Council may decide to remove this recommended condition from its decision.

The Planning Committee recommended that Condition 57 of report AMÉ-20-37-R be modified to change the deadline from 3 years to 5 years. The developer had also requested during the Planning

Committee meeting that the deadline be extended from 3 years to 5 years to accommodate any potential delays due to COVID-19. The Infrastructure and Planning Department does not have any objections to extending the deadline to August 24th, 2025, as requested by the applicant.

During the meeting of August 5th 2020, the developer requested that they be exempted from the requirement to install closed ditches on the south side of Clark Road, fronting along the proposed new lots. The developer also requested to be exempted from the requirement to complete a Stormwater Management Plan for the project. The Planning Committee recommended that these requirements remain in place.

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

COMMENTS FROM AGENCIES AND INTERNAL DEPARTMENTS:

Finance Department: No objections.

Protective Services Department: No comments.

Community Services Department requests the payment of cash-in-lieu of Parkland at the rate of 5% of the value of the land.

Infrastructure and Planning Department:

Public Works: Clark Road could definitely use a top up of gravel. With the current traffic level we get lots of complaints from residents regarding the road condition during the melt season. The section deteriorates quickly which makes me question the quality of the road base. Increasing the number of lots without addressing the road condition would increase the number of complaints.

Doing a few tests to confirm the road base and the granular thickness in order to meet our engineering standards should be carried out. This would allow the city to identify any upgrades that could be required to maintain the integrity of the roadway.

There was a sub drain for the road that was installed in the last couple years. There are clean outs in the front ditch of proposed property 1 and 2 that would have to be maintained.

I also have a concern regarding the rear yard drainage which is draining the farmers field. The drainage for the adjacent farmer's field empties via a ditch that crosses the middle of lots 1 thru 7 and in between lot 6 and 7 to empty in the City ditch on Clark. In the spring time that ditch would capture all the snow melt from the field and could cause localised rear yard flooding. We would need to ensure we identify who would be responsible to maintain this drainage ditch and the 350 mm drainage pipe that outlets on lot 1.

This drainage ditch and pipe currently drains the farmer's field from the top and bottom of the hill. If the City would be responsible to maintain these drainage ditches, then an easement would be required between lots 6 and 7 and in the back of lots 1 to 7.

Capital projects: In 2016 (or maybe 2017) we flattened that first hill and redid all the ditches. There was some granulars added at that time but very inconsistent. The purpose of the additional granulars was to reduce the slope of the hill not necessary to rebuilt the road.

As for the road structure, I'm of the opinion that the developer should do a few tests to confirm granular thickness in order to meet our engineering standards.

Comments from Canada Post are attached.

HydroOne Comments: Hydro One does have some plant in the vicinity of this proposed development. Please advise the developer to contact Hydro One's subdivision design group at their earliest convenience if they are proceeding with this development so a design can be started for the Hydro Servicing of the lots.

South Nation Conservation:

The hydrogeological review was not considered complete; once we complete a review we can give an opinion on lot sizing and servicing layout. This should be completed before draft plan approval to ensure the number of lots is appropriate. Once the review is done we would propose conditions related to the orientation of services on the lots.

An environmental impact study would be required as a condition of draft plan approval since nothing has been provided.

The stormwater management brief and lot grading and drainage plan are usually reviewed prior to Draft Plan approval with detailed design completed before final approval. This must be required as a condition of Draft Plan.

Other than that, SNC has standard conditions we would include:

1. That the Subdivision Agreement contains wording acceptable to South Nation Conservation stating that the above noted conditions will be implemented.
2. That South Nation Conservation be provided with digital copies of Final Versions of all relevant technical reports.

Comments from the United Counties of Prescott and Russell are attached.

COMMENTS FROM THE INFRASTRUCTURE AND PLANNING DEPARTMENT

Draft Plan Conditions

1. This approval applies to the Draft Plan certified by André P. Barrette, OLS, dated June 24, 2020 and revised July 20, 2020, showing 9 proposed lots, each with frontage on Clark Road.
2. The Owner agrees, by entering into a Subdivision agreement, to satisfy all requirements, financial and otherwise, of the City of Clarence-Rockland, including but not limited to, the phasing of the plan for registration, the provision of roads, the installation of services, utilities and drainage.
3. That the Subdivision agreement between the Owner and the City of Clarence-Rockland be registered against the land to which it applies once the Plan of Subdivision is registered.
4. Prior to any further division of Lots or Blocks, the City of Clarence-Rockland may require an additional agreement to address any new or amended conditions.
5. The Owner agrees to convey, at no cost to the City of Clarence-Rockland, all easements and reserves that are required at the discretion and to the satisfaction of the City of Clarence Rockland.
6. The Owner shall obtain such permits as may be required from Municipal or Provincial authorities and shall file copies thereof with the Director of Infrastructure and Planning.
7. The Owner shall employ Professional Engineers to the satisfaction of the City, to design and supervise the construction of the Subdivision Works in accordance with the City's Specifications. No deviation from the City Specifications is permitted without the written consent of the City. « As Built » drawings of the development works shall be provided to the City's satisfaction, once construction is completed.
8. The Owner agrees to implement the recommendations of all applicable reports. The Owner acknowledges and agrees that all reports and/or studies required as a result of the approval of the Plan of Subdivision shall be implemented to the satisfaction of the City at the sole expense of the Owner. Furthermore, the City may require certification by the Owner's Professional consultants that the works have been designed and constructed in accordance with the approved reports, studies, standards specifications and plans to the satisfaction of the City.

Zoning

9. Prior to registration of the Plan of Subdivision, the City of Clarence-Rockland shall be satisfied that the proposed Plan of Subdivision conforms with a Zoning by-law approved under the requirements of the Planning Act, with all possibility of appeal to the Local Planning Appeal Tribunal (LPAT) exhausted. A zoning by-law amendment shall be required, based on the information provided by the final approved hydrogeological study and terrain analysis, in order to limit the number of dwelling units per lot to the maximum recommended by this study. This includes removing semi-detached dwellings, linked-detached dwellings, and duplex dwellings from the list of permitted residential uses.
10. For each registration, the Owner shall provide a surveyor's certificate from an Ontario Land Surveyor identifying the frontage and area of all lots/blocks on the final plan.

Highways/Roads/Walkways

11. That the Owner shall submit a Transportation Impact Study (TIS) certified by a qualified Professional Engineer with expertise in undertaking such studies which measures and analyzes traffic impacts, transit impacts and implications for traffic at the existing intersection of County Road No. 8 (Landry Road) and Clark Road, for review and approval by the Director of the Public Works Department of the United Counties of Prescott and Russell and by the City of Clarence-Rockland. The TIS shall consider the proposed Guay (City file No.: D-12-ZZZ) and Trillium (City file No.: D-12-119) proposed subdivisions traffic. The developers should consider producing a jointly single traffic study and/or to enter into a cost-sharing agreement on any required public works improvements.
12. That the Owner shall agree in the Subdivision Agreement to carry out the recommendations contained in the approved Transportation Impact Study. Where applicable, such improvements shall be constructed at the Owner's expense and to the satisfaction of the Counties. The Owner shall provide "As-Builts" drawings of the improvement works, to the satisfaction of the Counties, once said works are "deemed completed" and accepted by the Counties.
13. That the Owner shall submit to the United Counties of Prescott and Russell county road off-site works engineering design drawings and cost estimate as may be required from the approved Transportation Impact Study, for review and approval by the Director of the Public Works Department, to the satisfaction of the Counties.
14. That the Owner shall agree in the Subdivision Agreement to construct any improvements as may be required from the approved Transportation Impact Study in accordance with the Counties'

latest development standards and specifications, and secure by an irrevocable letter of credit 100% of the approved cost estimate for off-site works, to the satisfaction of the Counties.

15. That the Owner shall agree in the Subdivision Agreement that all county road widenings required as per the submitted Transportation Impact Study shall be dedicated as public highways for final approval and shall be deeded to the United Counties of Prescott and Russell, to the satisfaction of the Counties.
16. That the Owner shall agree in the Subdivision Agreement that all municipal road widening required as per the submitted Transportation Impact Study shall be dedicated as public highways for final approval and shall be deeded to the City of Clarence-Rockland, to the satisfaction of the City of Clarence-Rockland.
17. That the Owner shall agree in the Subdivision Agreement, in wording satisfactory to the County that the Owner and/or its agents, shall obtain a Road Cut Permit from the United Counties of Prescott and Russell prior to the commencement of any works within any County Road right-of-way, in association with this development.
18. That the Owner shall agree in the Subdivision Agreement that County Road 8 (Landry Road) shall be reinstated to the satisfaction of the United Counties of Prescott and Russell if damage occurs from construction traffic, as deemed necessary by the Counties.
19. That the Owner shall agree in the Subdivision Agreement that all roads allowances, daylight triangles (Block 11) and road widenings required and included within this Plan of Subdivision shall be dedicated as public highways for final approval and shall be deeded to the United Counties of Prescott and Russell at no cost, no encumbrances and to the satisfaction of the Counties.
20. That a 0.30 metre-reserve (foot reserve) along County Road 8 (Landry Street) be dedicated on the proposed Lot 9 (Block 10) for final approval and shall be deeded to the United Counties of Prescott and Russell at no cost, no encumbrances and to the satisfaction of the Counties.

Park and Open Space

21. That the owner pays 5% of the value of the land as cash-in-lieu of parkland in accordance with the City of Clarence-Rockland Parkland Dedication By-law.

Stormwater Management Plan, Sediment and Erosion Control Plan

22. The Owner agrees to prepare a Serviceability Study and describe how it is to be implemented in accordance with current Stormwater Management Best Practices to the satisfaction of the City of Clarence-Rockland. The final version of the report will ensure that the entire stormwater management plan is designed according to, and is consistent with the most recent version of MOE Stormwater Management and Design Manual. Quantity treatment should have pre and post development values equaled; and quality treatment should reach a minimum of 80% Total Suspended Solids removal.
23. The Owner agrees to prepare a Sediment and Erosion Control Plan appropriate to site conditions prior to undertaking any site alterations (filling, grading, removal of vegetation, etc.) and how it is to be implemented during all the phases of the site preparation and construction in accordance with the current Best Management Practices for Erosion and Sediment Control to the satisfaction of the City of Clarence-Rockland.
24. Prior to registration, or prior to an application for an Environmental Compliance Approval from the Ministry of Environment and Climate Change for any stormwater works, whichever comes first, the Owner shall prepare a "Stormwater Site Management Plan" in accordance with a Conceptual Stormwater Site Management Plan. The Stormwater Site Management Plan shall identify the sequence of its implementation in relation to the construction of the subdivision and be in accordance with the Stormwater Best Management Practices, and shall be to the satisfaction of the City of Clarence-Rockland.
25. In completion of all Storm Water works, the Owner shall provide certification to the City of Clarence-Rockland, through a Professional Engineer, that all measures have been implemented in conformity with the Stormwater Management Plan.
26. That a drainage easement be registered in favour of the City of Clarence-Rockland to comprise the drainage ditch between lots 6 and 7 and along the rear of lots 1 through 7, if required by the Stormwater Management Plan.
27. Prior to final approval, the Owner shall submit to the United Counties of Prescott and Russell the Stormwater Management Plan, the detailed Storm Water Management Report, the Erosion and Sediment Control Plan and the detailed Grading Plan for review and approval by the Director of the Public Works Department, to the satisfaction of the Counties.

Grading

28. The Owner agrees to prepare and submit a Lot Grading and Drainage Plan, prepared by a Civil Engineer licensed in the Province of Ontario and indicate how it is to be implemented to the satisfaction of the City of Clarence-Rockland.
29. The Owner shall grade, landscape and install erosion control measures on any portion of the proposed lots or adjacent lands in the possession of the Owner which have been filled or where the natural vegetation has been disturbed which, in the opinion of the Director of Infrastructure and Planning, is creating a nuisance, hazard and/or eyesore.

Septic Systems

30. The Owner agrees that the design, construction and operation of each individual septic system shall be conforming to Ontario Building Code.

Utilities

31. Such easements and maintenance agreements which may be required for electrical, gas, telephone and cablevision facilities, shall be provided and agreed to by the Owner, to the satisfaction of the appropriate authority, and that the Owner shall ensure that these easement documents are registered on title immediately following registration of the final plan, and the affected agencies are duly notified.
32. Where the relocation or removal of any existing on-site/adjacent utility facility, including electrical, gas, telephone and cablevision, is required as a direct result of the development, the Owner shall pay the actual cost associated therewith to the satisfaction of the appropriate utility authority.
33. The Owner shall meet the requirements of Canada Post Corporation for postal delivery facilities, to the satisfaction of the City of Clarence Rockland.
34. The Owner shall meet the requirements of Enbridge Gas Distribution Inc. and Hydro One, to the satisfaction of the City of Clarence Rockland.

Streets and Street lights

35. The street lights shall meet the standards of the City of Clarence-Rockland. Please note that LED lights are required.
36. The Owner agrees to prepare a "Street Light Plan" for all the Subdivision to the satisfaction of the City of Clarence-Rockland.

37. The Owner agrees to enter into a cost sharing agreement with the developers of the Trillium and Guay subdivisions for any additional lighting and/or electrical modification/upgrades to the intersection of Landry Road and Clark Road.

Purchase and Sale Agreements and Covenants on Title

38. Any person who, prior to draft approval, entered into a Purchase and Sale's Agreement with respect to lots or blocks created by this Subdivision, shall be permitted to withdraw from such agreement without penalty and with full refund of any deposit paid, up until the acknowledgement noted below. The Owner shall provide the City of Clarence-Rockland an acknowledgement from those purchasers who signed before the plan was draft approved, that the plan had not received draft approval by the City of Clarence-Rockland. The Owner agrees that the Purchase and Sale's Agreements signed prior to draft approval shall be amended to contain a clause to notify purchasers of this fact.

Financial Requirements

39. Upon Draft Plan approval, City services and infrastructures within the Plan of Subdivision may be installed provided appropriate financial security, insurance, and a letter of indemnity are posted to the satisfaction of the City of Clarence Rockland.
40. Prior to registration of the Plan of Subdivision, the City of Clarence Rockland shall be satisfied that the processing fee, if any required, has been paid in full.

Civic Addressing

41. That the civic address numbering shall be submitted for review and approval to the United Counties of Prescott and Russell to ensure compliance with the 911 database systems.

Survey Requirements and GIS

42. The Owner/developer shall provide, to the satisfaction of the United Counties of Prescott and Russell, a georeferenced dwg file showing only the new and existing parcel limits together with the related lots and blocks numbers from the final plan intended for registration. The file projection must be in UTM NAD 83 Zone 18N.
43. That the owner/developer shall provide to the Planning Department of the United Counties of Prescott and Russell a copy in PDF format of the final plan intended for registration.

Environment

44. That the Owner submit a scoped Environmental Impact Study to demonstrate that the development shall have no negative impacts on the surrounding natural features, including any fish habitat connected to the watercourse on the subject property. The study shall be completed by a qualified professional and reviewed and approved by South Nation Conservation to the satisfaction of the City of Clarence-Rockland.
45. That the Owner submit a hydrogeological study and terrain analysis prepared by a qualified professional to demonstrate that there is sufficient quantity and quality of water to service the proposed lots and that the capability of the soil to absorb the effluent from the private septic systems. The study shall be prepared in accordance with the Ministry of Environment and Climate Change guidelines and regulations and shall indicate the potential impact on source water aquifers if secondary dwelling units were proposed in the future. The study shall be completed to the satisfaction of the City of Clarence-Rockland and South Nation Conservation.

Other Conditions

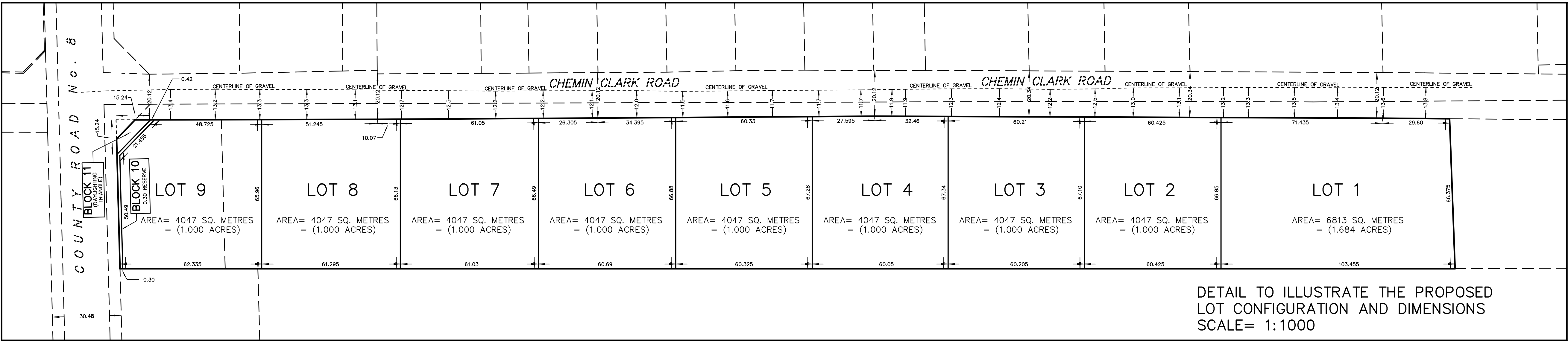
46. That the Owner provides a Geotechnical Report to the satisfaction of the City of Clarence-Rockland.
47. The Owner agrees to complete tests of the quality of the road base and granular thickness of Clark Road and to complete any works necessary in order to achieve a thickness of 12 inches of Granular B and 6 inches of Granular A for the portion of Clark Road from the intersection with Landry Road to a point 580 metres to the east of Landry Road, to the satisfaction of the City of Clarence-Rockland.
48. That the Subdivision Agreement contains wording acceptable to South Nation Conservation stating that the above noted conditions will be implemented.
49. That South Nation Conservation be provided with digital copies of Final Versions of all relevant technical reports.
50. That the City shall provide to the Planning Department of the United Counties of Prescott and Russell a copy of the executed Subdivision Agreement.
51. That the Owner acknowledges that the Subdivision Agreement shall contain wording acceptable to the United Counties of Prescott and Russell in order to implement the above noted conditions.
52. Prior to final approval, the Approval Authority shall be advised in writing by the United Counties of Prescott and Russell how

conditions 11 to 15, 17 to 20, 27, 41 to 43, 50 and 51 have been satisfied.

Closing Conditions

53. The Owner shall inform the purchaser after registration of each lot or block of the development charges that have been paid or which are still applicable to the lot or block. The applicable development charges shall be as stated as of the time of the conveyance of the relevant lot or block and the statement shall be provided at the time of the conveyance. The statement of the owner of the applicable development charges shall also contain the statement that the development charges are subject to changes in accordance with the Development Charges Act, 1997 and the Education Development Charges Act.
 54. At any time prior to final approval of this plan for registration, the City of Clarence Rockland may, in accordance with Section 51 (44) of the Planning Act, R.S.O. 1990, amend, delete or add conditions and this may include the need for amended or new studies.
 55. The Subdivision Agreement shall state that the conditions run with the land and are binding on the Owner's heirs, successors and assigns.
 56. Prior to registration of the Plan of Subdivision, the City of Clarence Rockland is to be satisfied that Conditions 1 to 55 have been fulfilled.
 57. If the Plan of Subdivision has not been registered by August 24, 2025, the draft approval shall lapse pursuant to Section 51 (32) of the Planning Act, 1990. Extensions may only be granted under the provisions of Section 51 (33) of the said Planning Act prior to the lapsing date.
- 8) **FINANCIAL IMPACT (expenses/material/etc.):**
N/A
 - 9) **LEGAL IMPLICATIONS :**
N/A
 - 10) **RISK MANAGEMENT :**
N/A
 - 11) **STRATEGIC IMPLICATIONS :**
N/A
 - 12) **SUPPORTING DOCUMENTS:**

Draft Plan of Subdivision
Planning Application Summary Letter
United Counties of Prescott and Russell Comments and Conditions
Canada Post Commenting Letter
Bell Canada Comments
Public Comments submitted by Lyse Guay
Public Comments submitted by Nelson Paquette
Public Comments submitted by Marie-Eve Desjardins

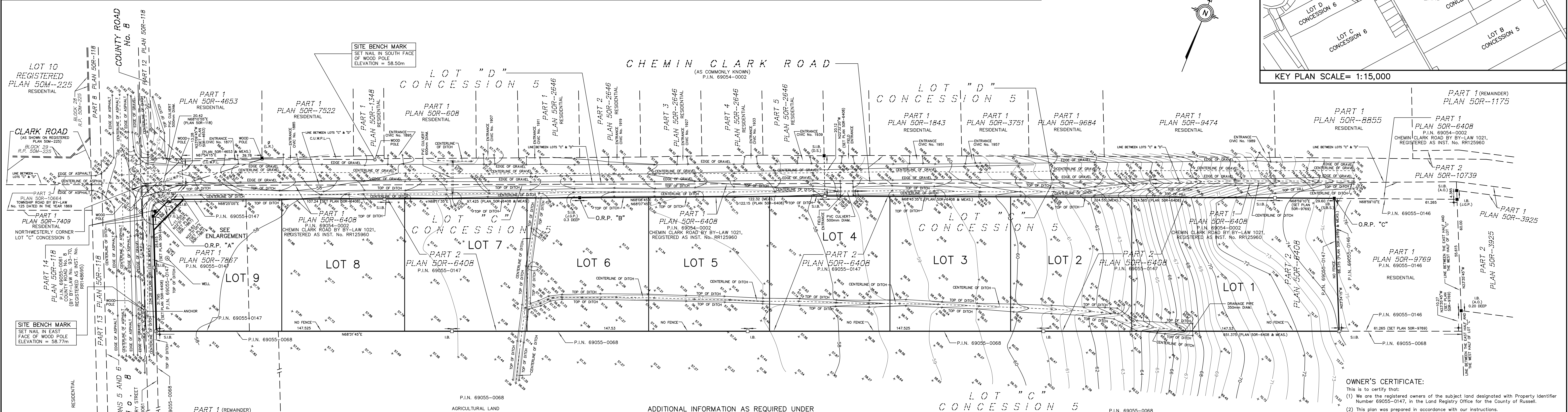
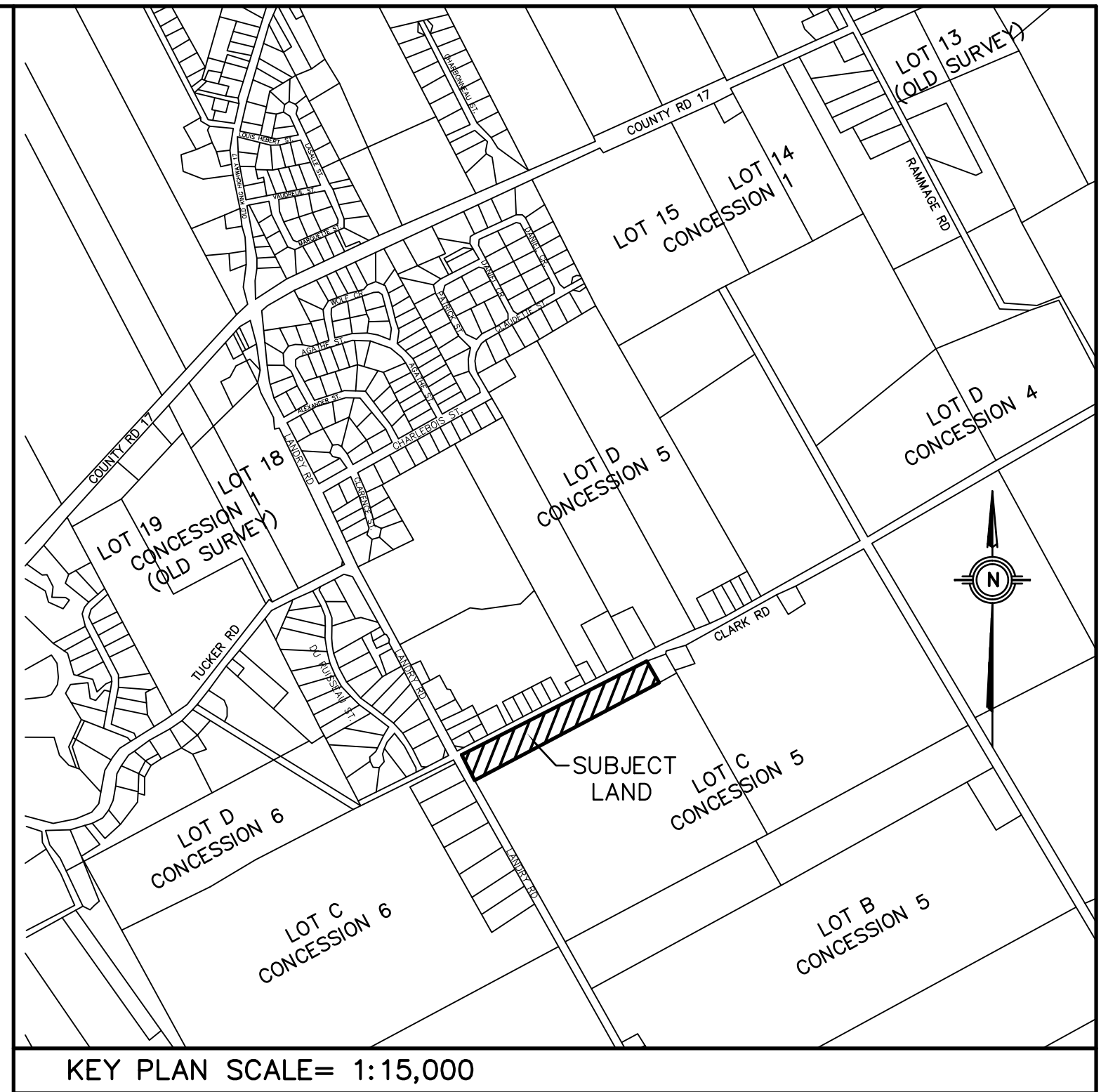


DRAFT PLAN OF SUBDIVISION
OF PART OF
LOT "C"
CONCESSION 5
GEOGRAPHIC TOWNSHIP OF CLARENCE
NOW IN THE CITY OF CLARENCE-ROCKLAND
COUNTY OF RUSSELL

SURVEYED BY ANDRE P. BARRETTE, O.L.S., 2020

SCALE 1 : 750

Distances, elevations and coordinates shown on this plan are in metres and can be converted to feet by dividing with 0.3048.



ADDITIONAL INFORMATION AS REQUIRED UNDER
SECTION 51(17) OF THE PLANNING ACT, R.S.O. 1990, C. P.13

- (A) THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ARE CERTIFIED BY ANDRE P. BARRETTE, O.L.S., OF THE FIRM SCHULTZ BARRETTE SURVEYING, AS SHOWN HEREON.
- (B) THERE ARE NO PROPOSED NEW STREETS WITHIN THE PROPOSED SUBDIVISION AND THE LOCATION, WIDTH AND NAMES OF THE EXISTING ADJUTING STREETS ARE ILLUSTRATED HEREON.
- (C) THE KEY PLAN ILLUSTRATES THAT THE APPLICANT DOES NOT OWN ANY ADJACENT LAND. THE KEY PLAN ILLUSTRATES THE NEARBY SUBDIVISIONS AND SEVERANCES TO THE PROPOSED SUBDIVISION. THE KEY PLAN ALSO ILLUSTRATES THE EXISTING STREET CONFIGURATION IN THE VICINITY OF THE SUBJECT LAND AND THE RELATIONSHIP OF THE SUBJECT LAND WITH THE ADJACENT LOT FABRIC OF THE GEOGRAPHIC TOWNSHIP OF CLARENCE.
- (D) THE PURPOSE OF THIS PROPOSED DEVELOPMENT IS TO CREATE NINE SINGLE FAMILY DWELLING LOTS, AS ILLUSTRATED HEREON, NAMELY LOTS 1, 2, 3, 4, 5, 6, 7, 8 AND 9. BLOCK 10 ILLUSTRATES A 0.3-METRE RESERVE. BLOCK 11 ILLUSTRATES A DAYLIGHTING TRIANGLE TO BE CONVEYED TO THE CORPORATION OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL.
- (E) THE EXISTING USES OF ALL ADJOINING LANDS ARE SHOWN HEREON.
- (F) THE APPROXIMATE DIMENSIONS AND LAYOUT OF THE PROPOSED LOTS ARE SHOWN IN THE DETAIL PORTION OF THE PLAN.
- (G) NATURAL AND ARTIFICIAL FEATURES ARE ILLUSTRATED HEREON.
- (H) DOMESTIC WATER SUPPLY WILL BE PROVIDED BY ARTESIAN WELLS.
- (I) THE SITE IS UNDERLAIN BY 100mm OF TOPSOIL FOLLOWED BY A LAYER OF CLAYEY SILTY SAND OF A VARYING THICKNESS OF 0.3m TO 1m FOLLOWED BY FAT CLAY.
- (J) MEASURED SPOT ELEVATIONS AND INTERPOLATED CONTOURS ARE SHOWN HEREON.
- (K) THERE ARE NO MUNICIPAL SERVICES AVAILABLE OR TO BE AVAILABLE TO THE LAND PROPOSED TO BE SUBDIVIDED. PRIVATE SEPTIC SERVICES WILL BE USED FOR EACH PROPOSED DWELLING. SWALES AND DITCHES WILL BE USED TO MANAGE THE STORMWATER. TELEPHONE, CABLE VISION, AND ELECTRICITY WILL BE CONNECTED TO EXISTING SERVICES ON THE ADJOINING STREETS.
- (L) THERE ARE NO EXISTING RESTRICTIVE COVENANTS OR EASEMENTS AFFECTING THE LANDS TO BE SUBDIVIDED.

LEGEND:

- denotes survey monument found
□ denotes survey monument set
S.I.B. denotes 25mm square Standard Iron Bar 1.2m long
S.S.I.B. denotes 25mm square Short Standard Iron Bar 0.6m long
I.B. denotes 16mm square Iron Bar 0.6m long
Ø denotes 19mm round Iron Bar 0.6m long
C.C. denotes Concrete Monument
C.M. denotes Witness
INST. No. denotes Instrument Number
MEAS. denotes a Measured distance or direction
PROP. denotes a Proportional distance or direction
D.S. denotes David P.J. Schultz, O.L.S.
S.B.S. denotes Schultz Barrette Surveying
I.O. denotes an S.I.B. set due to insufficient Overburden
B.G.S. denotes a Global Navigation Satellite System
P.I.N. denotes Property Identifier Number
R.B. denotes 25mm square Iron Rock Bar 0.15m long
R.P.L. denotes 16mm square Iron Rock Plug 0.3m long
C.P. denotes 5mm diameter Concrete Pin 0.05m long
x denotes a measured elevation at the location of the "x"
M.T.M. denotes 3-degree Modified Transverse Mercator projection
G.N.S.S. denotes Geodetic Survey of Canada Bench Mark 00119100180 with a published elevation of 61.643 metres (CGVD28:78).
J.G.P. denotes Jean-Guy Payette Ltd.
A.O.V. denotes Annis O'Sullivan Vallebakk Inc.
C.U.W.P.L. denotes Centeline of Utility Wood Pole Line
S.C. denotes Stantec Geomatic
A.O. denotes Annis & O'Sullivan Ltd.
671 denotes F.H. Gooch O.L.S.

NOTES:

- (1) Bearings are MTM Grid, derived from Observed Reference Points A, B and C, by Real Time Kinematic Network Observations (using the Leica Smartnet G.N.S.S. precision wide area network), M.T.M. Zone 9, NAD83(CRS v6) Epoch 2010.00.
- (2) For bearing comparisons, a rotation of 0°54'25" counter-clockwise (more West and less East) was applied to bearings on Reference Plans 50R-118, 50R-4653, 50R-6408, 50R-7867 and 50R-9769.
- (3) Distances are ground and can be converted to grid by multiplying by the combined scale factor of 1.00001480.
- (4) Elevations shown hereon are geodetic, derived from the Geodetic Survey of Canada Bench Mark 00119100180 with a published elevation of 61.643 metres (CGVD28:78).
- (5) It is the responsibility of the building contractor or any other contractor to have the underground services located by the respective utility companies prior to undertaking any type of excavation.
- (6) This plan does not purport to illustrate the location of underground services.
- (7) This plan is not valid unless it is an embossed original copy issued by the surveyor.
- (8) The topographic data on this plan was collected under winter conditions. Snow and ice conditions may have precluded us from determining the location and nature of some topographical data that would otherwise be visible under snow-free conditions.

OWNER'S CERTIFICATE:

- This is to certify that:
- (1) We are the registered owners of the subject land designated with Property Identifier Number 69055-0147, in the Land Registry Office for the County of Russell.
- (2) This plan was prepared in accordance with our instructions.

June 24, 2020 "HUGUES GIOCONDESE" "PAUL MURPHY"
HUGUES GIOCONDESE PAUL MURPHY

SURVEYOR'S CERTIFICATE:

- I certify that:
- (1) This survey and plan are correct and in accordance with the Surveys Act, the Surveyors Act and the Land Titles Act and the regulations made under them.
- (2) The survey was completed on February 26, 2020.
- (3) I certify that the boundaries of the lands to be subdivided and their relationship to the adjacent lands is correctly shown.

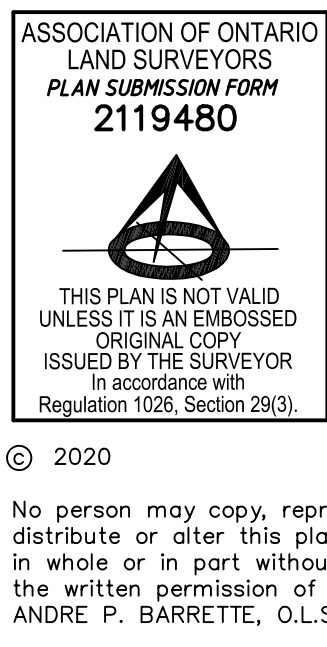
June 24, 2020
Revised July 20, 2020


"ANDRE P. BARRETTE"
Andre P. Barrette
Ontario Land Surveyor

POINT I.D.	NORTHING	EASTING
O.R.P. A	5046 057.384	403 018.672
O.R.P. B	5046 143.887	403 213.296
O.R.P. C	5046 281.391	403 563.732

CAUTION : COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

Arpentages SCHULTZ BARRETTE Surveying
Ontario Land Surveyors
Hawkesbury, Ontario
Tel: 613-632-7611 Fax: 613-632-8297
Job No. 18467(4) Ref. No. Con. 5-C(4)





Arpentages

SCHULTZ BARRETTE

Surveying

un, rue Principale Est, bureau 510, Hawkesbury, Ontario, K6A 1A1
 One Main Street East, Suite 510,

Tel: (613) 632-7611
 Fax: (613) 632-2897
 Courriel / Email: info@sbsurveying.ca

David P.J. Schultz (retired)
André P. Barrette
 Arpenteur-Géomètre de l'Ontario
 Ontario Land Surveyor

June 24, 2020
 Revised June 29, 2020

Claire Lemay, Planner
 City of Clarence-Rockland
 1560 Laurier Street
 Rockland, Ontario
 K4K 1P7

Dear Claire Lemay:

SUBJECT: Planning Application Summary Letter to support a Draft Plan of Subdivision Application on part of Lot 'C' in Concession 5 of the Geographic Township of Clarence, now in the City of Clarence-Rockland, in the County of Russell

1.0 INTRODUCTION AND DEVELOPMENT PROPOSAL

Our clients, Hugues Giocondese and Paul Murphy, acquired a vacant property located West of 2000 Clarke Road in the community of Clarence Point on September 30, 2019. The lot is zoned Village Residential First Density (RV1) Zone in the municipal zoning By-Law Number 2016-10. The owners want to create nine single-family dwellings on this land. Each dwelling unit would be serviced by private water and sanitary installations.

The proposed single family dwellings are consistent with the existing neighbouring residential uses located on a local road and with neighbouring subdivisions in this vicinity. Pursuant to section 1.12 of the municipal zoning by-law, this proposal was first discussed on May 20, 2020, in a pre-consultation meeting with the City of Clarence-Rockland Planning Department. Input was provided on the proposed development and a confirmation of the materials to be submitted to support the Draft Plan of Subdivision Application.

We demonstrated on the Draft Plan of Subdivision that Clarke Road is already 20 metres wide, County Road 8 is 30.48 metres wide, that Block 10 is proposed as a 0.30-metre reserve and that Block 11 will describe a 15.24-metre day-lighting triangle to be conveyed to the Corporation of the United Counties of Prescott and Russell.

2.0 LOCATION AND SITE DESCRIPTION

The subject land has a 581-metre frontage along Clarke Road and approximately 66 metres in depth, in the community of Clarence Point. The property has an area of 3.93 hectares. The site is designated in the Parcel Register for the Land Titles Division of the County of Russell with Property Identifier Number (PIN) 69055-0147.

Clarke Road was widened in 1989 to a minimum of 20 metres from the North limit (see By-Law No. 1021) yielding an approximate distance of 13 metres from the centerline of grade to the northerly limit of the subject land. Consequently, the need to widen the road was previously addressed.

The area surrounding the subject land consists of mostly single family dwellings to the North, West and East. The property benefits from the proximity of Country Road No. 8, which links with County Road No. 17 to provide a readily available road access to commuters to access jobs in the greater Ottawa area. Furthermore, many community amenities are within a short drive in the community of Rockland, such as commercial and professional uses on Laurier Street, Edwards Street and County Road No. 17, a library, a medical clinic, churches, restaurants, a park, a community hall, a grocery store, a furniture store and schools, to name a few. This proximity to community amenities reduces the need and reliance to travel to neighbouring large urban centres for these services.

3.0 REGULATORY FRAMEWORK

3.1 Provincial Policy Statement (PPS) 2020

The Provincial Policy Statement 2020 (PPS), issued under the authority of Section 3 of the *Planning Act* and in effect since May 1, 2020, provides direction on matters of provincial interest related to land use planning. The *Planning Act* requires that decisions affecting planning matters 'be consistent with' policy statements issued under the *Planning Act*.

The proposed development supports one of the goals of the PPS at section 1.1.3.1, which states that: "Settlement areas shall be the focus of growth and development." It goes on to state that development should efficiently use land and resources to avoid the need for unjustified and uneconomical expansion of municipal infrastructure and public service facilities. At section 1.6.6.4: "Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development." The Hydrogeological Study Report prepared by DST Consulting Engineers supports the use of private water and septic services.

The effective use of municipal resources and public service facilities is also a clear objective to minimize unnecessary public expenditures. Furthermore, by encouraging development in a settlement area, it relieves the pressure for development in prime agricultural areas.

3.2 United Counties of Prescott and Russell Official Plan

The Community Policy Area designation of this property applies to partially serviced and un-serviced villages and hamlets, where it is recognized that the lack of full water and sewer infrastructures can represent a significant constraint to growth. The policies are intended to permit continued development while also ensuring that costly unplanned engineered water and sewer infrastructures will not be required to resolve environmental problems in the future.

The County Official Plan at Section 2.3.1 permits: “continued development while also ensuring that costly unplanned engineered water and sewer infrastructures will not be required to resolve environmental problems in the future.” At Section 2.3.6 it states that: “Continued development on the basis of private on-site water and sewer services is permitted provided that it can be demonstrated that the aquifer can provide a long term sustainable ground water supply of acceptable quality in accordance with Ministry of Environment and Climate Change guidelines and regulations, and that there is no negative environmental impact (or cumulative negative impact) resulting from the use of on site private water and sewer services.”

3.3 City of Clarence-Rockland municipal zoning By-Law Number 2016-10

The City of Clarence-Rockland municipal zoning By-Law Number 2016-10 contains minimum building requirements for a Village Residential First Density (RV1) Zone designation. Section 6.5.1 permits single family dwellings. A minimum lot area of 2500 square metres is achieved with this proposal. Similarly, the proposal easily exceeds the minimum lot frontage requirement of 38 metres.

4.0 CONCLUSION

In considering the proposed Draft Plan of Subdivision Application, with due regard to the applicable policy framework, the proposed development represents good planning and is in the public interest. Overall, the proposed development complies with key policy objectives at the Provincial, County and Municipal levels. It optimizes the use of un-serviced lands within the existing Community Policy Area, it capitalizes on the proximity of public arterial roads, and it encourages and promotes an infill development.

Sincerely,



André P. Barrette,
Ontario Land Surveyor

July 28, 2020

City of Clarence-Rockland
Claire Lemay
Planning Department
1560, Laurier Street
Rockland, ON, K4K 1P7

Correspondence transmitted to email address: clemay@clarence-rockland.com

**Subject: Proposed Draft Plan of Subdivision
Part of Lot C, Concession 5, Clarence Point
Hugues Giocondese and Paul Murphy
Your File No.: D-12-124**

Mrs Lemay:

The Planning and Forestry Department in consultation with the Emergency Services Department and the Public Works Department of the United Counties of Prescott and Russell (UCPR) has completed its review of the above-noted Draft Plan of Subdivision application. The following outlines our comments, requirements and conditions of approval.

We note, from Schedule "A" of the UCPR Official Plan, that the subject property is located within the Community Policy Area of Clarence Point. We understand that the subdivision proposal consists of 9 lots intended for single detached dwellings. Each new lot will have access on the existing Clark Road.

Further, the Hydrogeological Study Report dated June 25, 2020 and prepared by DST Consulting Engineers Inc indicates that the water quantity is sufficient for a single detached dwelling containing 4 bedrooms. The City should request the evaluation of the potential impact on source water aquifers if secondary dwelling units were proposed in the future. As an alternative the City might want to consider controlling the addition of second units through the means of the zoning by-law.

In addition, when drafting the preliminary approval conditions, we kindly ask you to respect the provisions of Section **7.4.1 'Plans of Subdivision'** of the UCPR Official Plan and to include the following conditions:

1. That the Owner shall submit a Transportation Impact Study (TIS) certified by a qualified Professional Engineer with expertise in undertaking such studies which measures and analyzes traffic impacts, transit impacts and implications for traffic at the existing intersection of County Road No. 8 (Landry Road) and Clark Road, for review and approval by the Director of the Public Works Department of the United Counties of Prescott and Russell. The TIS shall consider the proposed Guay (City file No.: D-12-ZZZ) and Trillium (City file No.: D-12-119) proposed subdivisions traffic.
2. That the Owner shall agree in the Subdivision Agreement to carry out the recommendations contained in the approved Transportation Impact Study. Where applicable, such improvements shall be constructed at the Owner's expense and to the satisfaction of the Counties. The Owner shall provide "As-Built" drawings of the improvement works, to the satisfaction of the Counties, once said works are "deemed completed" and accepted by the Counties.
3. That the Owner shall submit to the United Counties of Prescott and Russell county road off-site works engineering design drawings and cost estimate as may be required from the approved Transportation Impact Study, for review and approval by the Director of the Public Works Department, to the satisfaction of the Counties.
4. That the Owner shall agree in the Subdivision Agreement to construct any improvements as may be required from the approved Transportation Impact Study in accordance with the Counties' latest development standards and specifications, and secure by an irrevocable letter of credit 100% of the approved cost estimate for off-site works, to the satisfaction of the Counties.
5. That the Owner shall agree in the Subdivision Agreement that all county road widenings required as per the submitted Transportation Impact Study shall be dedicated as public highways for final approval and shall be deeded to the United Counties of Prescott and Russell, to the satisfaction of the Counties.
6. That the Owner shall agree in the Subdivision Agreement, in wording satisfactory to the County that the Owner and/or its agents, shall obtain a Road Cut Permit from the United Counties of Prescott and Russell prior to the commencement of any works within any County Road right-of-way, in association with this development.
7. That the Owner shall agree in the Subdivision Agreement that County Road 8 (Landry Road) shall be reinstated to the satisfaction of the United Counties of Prescott and Russell if damage occurs from construction traffic, as deemed necessary by the Counties.
8. That the Owner shall agree in the Subdivision Agreement that all roads allowances, daylight triangles (Block 11) and road widenings required and included within this Plan of Subdivision shall be dedicated as public highways for final approval and shall be deeded to the United Counties of Prescott and Russell at no cost, no encumbrances and to the satisfaction of the Counties.

9. That a 0.30 metre-reserve (foot reserve) along County Road 8 (Landry Street) be dedicated on the proposed Lot 9 (Block 10) for final approval and shall be deeded to the United Counties of Prescott and Russell at no cost, no encumbrances and to the satisfaction of the Counties.
10. Prior to final approval, the Owner shall submit to the United Counties of Prescott and Russell the Stormwater Management Plan, the detailed Storm Water Management Report, the Erosion and Sediment Control Plan and the detailed Grading Plan for review and approval by the Director of the Public Works Department, to the satisfaction of the Counties.
11. That the civic address numbering shall be submitted for review and approval to the United Counties of Prescott and Russell to ensure compliance with the 911 database systems.
12. The Owner/developer shall provide, to the satisfaction of the United Counties of Prescott and Russell, a georeferenced dwg file showing only the new and existing parcel limits together with the related lots and blocks numbers from the final plan intended for registration. The file projection must be in UTM NAD 83 Zone 18N.
13. That the owner/developer shall provide to the Planning Department of the United Counties of Prescott and Russell a copy in PDF format of the final plan intended for registration.
14. That the City shall provide to the Planning Department of the United Counties of Prescott and Russell a copy of the executed Subdivision Agreement.
15. That the Owner acknowledges that the Subdivision Agreement shall contain wording acceptable to the United Counties of Prescott and Russell in order to implement the above noted conditions.
16. Prior to final approval, the Approval Authority shall be advised in writing by the United Counties of Prescott and Russell how conditions 1 through 15 have been satisfied.

We would appreciate receiving a copy of your Council's decision on this application for our records. We trust this information is to your satisfaction. Should you require further explanation please contact the undersigned.

Sincerely,



Dominique Lefebvre, MCIP, RPP
Supervisor of Planning



July 8, 2020

Reference: **D-12-124**

Claire Lemay
Cité Clarence Rockland City

Thank you for contacting Canada Post regarding plans for the Plan of Subdivision Proposal **West of 2000 Clarke Rd**

Please see Canada Post's feedback regarding the proposal, below.

Service type and location

1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes (CMBs).
2. Given the number and the layout of the lots in the subdivision, we have not determined the amounts of site(s). **The CMB's location will be determined at the time of the preliminary CUP Plan.**
3. **If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment with parcels compartments within these buildings to Canada Post's specifications.**
4. **If additional gravel or culvert is required, it will provided by the developer as per Canada Post standards.**

Municipal requirements

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.
3. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s),

Please see Appendix A for any additional requirements for this developer.

Regards,

Daniel Bedard
PO Box 8037, Ottawa T
Ottawa, Ontario
K1G 3H6
Cell: 613-899-2566

Appendix A**Additional Developer Requirements:**

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
 - Any required walkway across the boulevard, per municipal standards
 - Any required curb depressions for wheelchair access, with an opening of at least two meters (consult Canada Post for detailed specifications)

Draft Plan of Subdivision (D-12-124) - West of 2000 Clarke Rd

circulations@wsp.com

Mon 7/20/2020 8:58 AM

To: Claire Lemay <clemay@clarence-rockland.com>;

2020-07-20

Claire Lemay

Clarence-Rockland
Rockland, Ontario, K4K 1P7

Attention: Claire Lemay

Re: Draft Plan of Subdivision (D-12-124) - West of 2000 Clarke Rd; Your File No. D-12-124

Our File No. 87355

Dear Sir/Madam,

We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:

"The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

The Owner agrees that should any conflict arise with existing Bell Canada facilities or easements within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost."

The Owner is advised to contact Bell Canada at planninganddevelopment@bell.ca during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.

It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.

If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

To ensure that we are able to continue to actively participate in the planning process and provide detailed provisioning comments, we note that we would be pleased to receive circulations on all applications received by the Municipality and/or recirculations.

We note that WSP operates Bell Canada's development tracking system, which includes the intake and processing of municipal circulations. However, **all responses to circulations and requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP.** WSP is not responsible for the provision of comments or other responses.

Should you have any questions, please contact the undersigned.

Yours truly,

Meaghan Palynchuk
Manager - Municipal Relations

Network Provisioning

T: 905-540-7254 / M: 289-527-3953

Email: planninganddevelopment@bell.ca

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-LAEmHhHzdJzBITWfa4Hgs7pbKI

À: Corporation de la Cité Clarence-Rockland

De: 1957 chemin Clark Road
Clarence-Rockland
K4K 1K7

OBJET: Plan de lotissement Dossier D-12-124. Observations .

J'aimerais apporter des observations à l'égard de la proposition du Plan de lotissement D-12-124.

-Nous sommes des maisons unifamiliales , le zonage doit être pour ce type de maisons. Je suis contre le multi-zonage qui permet la construction de résidences à logements. La valeur de nos propriétés en serait affectée.

-Étant sur des puits et fosses septiques, seul des maisons unifamiliales peuvent être construites sur un terrain d'un acre. Nappe phréatique pourrait être affectée.

-Une étude environnementale et hydrographique sont nécessaire pour assurer le bon débit d'eau dans nos puits. La partie arrière des lots est adjacent à une zone agricole.

-Le chemin Clark doit être améliorer pour recevoir plus de circulation présentement il y a beaucoup de poussière, une circulation de camions va et vient, la détérioration des accotements . Une surface en asphalte ou agrégats devrait être mis. Ceci devrait être inclus dans les conditions du demandeur.

-Une lumière de rue serait à penser sur la rue. L'éclairage est essentiel pour la circulation dans la côte sur le chemin Clark.

-Un changement de désignation du chemin Clark pour autre que local, sinon j'aimerais qu'à l'entrée du chemin une affiche qui indique la désignation « circulation locale pas de camion lourd » et « attention à nos enfants » pour la sécurité des enfants. De nouvelles familles qui s'installent, doivent savoir leurs enfants en sécurité sur la rue.

-Avec le développement il faudrait penser aux services municipaux (eaux, égouts), nous sommes des résidents à part entière.

Bien à vous
Denis/Lyse Guay
Résidents

1957 chemin Clark Road
Rockland
4K4 1K7

Re: Plan of subdivision (File No. D-12-124)

Nelson Paquette <nelsonpaquette@hotmail.com>

Mon 8/3/2020 9:23 AM

To: Claire Lemay <clemay@clarence-rockland.com>;

Hello Ms Lemay,

As per our telephone conversation on July 30th, I am sending this email, with concerns I have, pertaining to the proposal of a new subdivision on Clark Road.

My principal residence is located at 463 Landry Road, across from the recently vacated ambulance centre, with my property extending all the way to Clark Road. Starting on my property at 1907 Clark Road, a drainage ditch was installed by the city of Clarence-Rockland that runs through my property and flows to Landry Road not far from my main residence, approximately, 25 plus years ago. This drainage ditch basically drains all the residential properties at the bottom end of Clark Road.

Over the years, this drainage ditch has eroded and has created issues on my land that caused flooding on my property. Approximately 5 years ago, after bringing this problem to the attention of the city, they came in and did repairs by cleaning and installing rip-rap along some sections of the ditch. The sections that had rip-rap installed, appear to be holding up so far. But a section beginning at Clark Road, was not supported by such a method and has again eroded to the point where the ditch is filling in and the banks on my property are collapsing, causing the water flow from Clark Road to be hindered.

Even though Clark Road had some major repairs done to it a few years ago to try and direct some of the water flow towards Landry Road, instead of through my property, this does not appear to have alleviated problems with erosion involving this drainage ditch.

My major concern now, is should this proposal for a new subdivision be approved, I would experience an even larger flow of water through my property causing further damage to the drainage ditch and in turn creating issues for me.

According to a letter filed with the city at the time of construction of this drainage ditch, an agreement was written up that the city, would be responsible for all upkeep and maintenance of this ditch described above.

My intentions are not to hinder progress within our community, but only to prevent any further issues for me and my property concerning this drainage problem. I believe there are some simple and inexpensive solutions to this problem and look forward to discussing this further with city officials.

Thank You

Nelson Paquette
463 Landry Road
Clarence-Rockland
613.446.4158

Approbation plan chemin clark avec 9 lots

Marie-Eve Desjardins <caron_marie-eve@hotmail.com>

Wed 8/5/2020 8:34 PM

To: Claire Lemay <clemay@clarence-rockland.com>;

Je m'appelle Marie-Eve Desjardins et avec mon conjoint Patrick Desjardins nous habitons 2000 Clark rd et avant de faire l'approbation d'un plan de lotissement, nous aimerions s'assurer qu'il y aura de l'asphalte sur la rue Clark. Nous aimerions aussi avoir des lampadaires pour mieux éclairer le chemin. Agrandir le chemin serait aussi un très grand atout. Nous avons une famille, et c'est sure que si on aurait un chemin asphalté cela ferait plus de sens.

Merci

Marie-Eve D.

Provenance : [Courrier](#) pour Windows 10



REPORT N° CLERK2020-06

Date	10/08/2020
Submitted by	Monique Ouellet, Clerk
Subject	Council Meeting Procedures
File N°	Click here to enter text.

1) **NATURE/GOAL :**

The purpose of this report is to inform Council of the procedures being established in order to resume in-person meetings while respecting the current measures prescribed by the Eastern Ontario Public Health Unit.

Furthermore, this report will serve to inform Council of the recent changes made to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

2) **DIRECTIVE/PREVIOUS POLICY :**

In April 2020, further to the adoption of Ontario Bill 187, Council amended its Meeting Procedure By-law in order to allow for the use of electronic participation during a declared emergency.

3) **DEPARTMENT'S RECOMMENDATION :**

THAT Report No. CLERK2020-06 with regards to resuming to in-person meetings and changes made to the *Municipal Act, 2001*, be received as information.

QUE le Rapport no. CLERK2020-06 au sujet du retour aux réunions en personne et des changements apportés à la *Loi de 2001 sur les municipalités* soit reçu à titre d'information.

4) **BACKGROUND :**

Under the declared state of emergency, through this COVID-19 Pandemic situation, strict directives have been put in place by the Eastern Ontario Health Unit thus restricting gatherings to a limit of 5 people, which disabled the City to hold in-person meetings.

5) **DISCUSSION :**

Resume In-Person Meetings

Our region is now in Stage 3 of the Framework for Reopening, which allows a gathering limit of a maximum of 50 people, subject to physical distancing of at least two (2) meters with people from outside their households or social circles.

Further to this announcement, staff has established the following procedures to allow the City to resume the Committee of the Whole

Meetings, Regular Council Meetings and Planning Committee Meetings to in-person meetings while respecting the prescribed measures starting on August 24th, 2020.

- 1- Meetings will temporarily be held in the Training Room located at the Rockland Fire Station in order to allow compliance with the prescribed social distancing measures;
- 2- Participating members (Council, Staff, Technical Team) will be required to sign-in after successfully completing a COVID-19 Assessment Questionnaire and thus attesting that they will follow the prescribed measures (social distancing, mask, hand washing, etc.) upon entering the meeting location.
- 3- The general public will be authorized to attend the in-person meetings after registering with the Clerk (restricted to the number of available seats) and registrants will be required to meet the following conditions:
 - a. provide the pertinent contact information;
 - b. successfully complete a COVID-19 Assessment Questionnaire;
 - c. Sign-in, thus attesting that they will follow the prescribed measures (social distancing, mask, hand washing, etc.) upon entering the meeting location.
- 4- The meetings will be broadcast on Facebook Live (voice only) with an option to broadcast with video, subject to the availability of TVC22.

Changes to the *Municipal Act, 2001*

Changes were made to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place.

Furthermore, changes were made to give municipalities the authority to amend their procedure by-law to allow members of Council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

The Ministry of Municipal Affairs and Housing has provided information sheets in order to provide further information with regards to these amendments, which have been attached to this report.

Should Council wish to act on this authority, an amendment to the current Procedure By-law will be required.

6) **CONSULTATION:**

n/a

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

n/a

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

n/a

9) **LEGAL IMPLICATIONS :**

As noted in the discussion part of this report, should Council wish to implement the authority granted by the changes made to the *Municipal Act, 2001*, an amendment to the City of Rockland Meeting Procedure By-law is required.

10) **RISK MANAGEMENT :**

In resuming to In-Person Meetings, there is a risk associated with a potential spread of COVID-19, however, strict measures have been put in place to manage that risk.

11) **STRATEGIC IMPLICATIONS :**

n/a

12) **SUPPORTING DOCUMENTS:**

- Information sheets submitted by the MMAH

Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
 - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW 2020-71****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 197, on July 21, 2020 to allow the procedure by-law to provide for electronic participation in meetings;

WHEREAS it is deemed expedient to amend the said By-law no. 2017-154, to allow for the use of electronic participation;

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 Replacing Section 12.2 to read:

"In the event of extenuating circumstances or in the event of a declared state of emergency, all meetings may be held at any convenient location, within or outside the municipality, which is accessible to Members of Council and staff."

1.2 Replacing Section 12.3 to read:

"Notwithstanding section 12.2, if extenuating circumstances exist or in the event of a declared state of emergency, upon the authorization of the majority of Council or the Mayor, all meetings may be held by electronic participation, which participation shall be established by the Administration according to the circumstances.

1.3 Replacing Section 15.3 to read:

"Notwithstanding section 15.1, if extenuating circumstances exist or in the event of a declared state of emergency where a meeting is held by electronic participation, the meeting may be accessible by broadcasting only, which broadcasting shall be

established by the Administration according to the circumstances. This Section does not apply to closed meetings.”

1.4. Replacing Section 17.2.1. to read:

“Notwithstanding section 17.2 if extenuating circumstances exist or in the event of a declared state of emergency where a meeting is held by electronic participation, the closed meeting may be held by electronic participation, subject to the following conditions:

17.2.1.1. That access codes for electronic participation shall be published on the closed meeting agenda and made available exclusively to authorized participants; **and**

17.2.1.2. That each participant shall, at the beginning of the closed meeting confirm that he or she is located in a private area which allows him or her to certify that the confidentiality of the information and discussions will be kept.”

1.5. Adding the following Section 17.3.1.

“Notwithstanding Section 17.3, when a closed meeting is held by electronic participation, the Mayor shall, at the next regular meeting, provide a verbal report to the public on the disposition of items discussed in closed meeting without revealing any confidential security, personal, personnel or legal matters.”

1.6. Replace the following Sections 77.11 to read:

“Any member of a Standing Committee may upon request, be authorized to participate on a committee via teleconference subject to all of the following conditions:

- Obtaining the approval of the Chair
- Upon 24 hours’ notice to the Clerk”

1.7. Replace the following Section 77.12. to read:

“Any committee member who participates in a meeting under article 77.11 may take part in any discussion or debate, and will be authorized to vote and considered to determine quorum.”

1.8. Replace the following Section 77.13 to read:

“Notwithstanding sections 77.11 and 77.12, if extenuating

circumstances exist or in the event of a declared state of emergency, the standing committee may be held by electronic participation, according to the terms and conditions outlined in Schedule "B3" to this by-law"

1.9. Replace the following Section 82 to read:

"EXTENUATING CIRCUMSTANCES AND STATE OF EMERGENCY

82.1. If extenuating circumstances exist or in the event of a declared state of emergency, all the procedures outlined in the present Procedure By-Law apply."

1.10. Repeal Schedule B3 to By-Law 2020-37 being "Procedures in case of declared emergency for standing committees" and replace for Schedule B3 – Procedures in case of electronic participation for standing committees.

2. THAT this by-law shall come in full force and effect on date of its adoption.

READ, DONE AND PASSED IN OPEN COUNCIL THIS 24th DAY OF AUGUST 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

Schedule B3 to By-Law 2020-71, being a by-law to amend Procedure by-law 2017-154

PROCEDURES IN CASE OF ELECTRONIC PARTICIPATION FOR STANDING COMMITTEES

A. Place of meeting

1. If extenuating circumstances exist or in the event of a declared state of 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 extenuating circumstances exist or in the event of a declared state of 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.

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

By-law 2017-154

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL AND THE COMMITTEES OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND AND TO REPEAL BY-LAW NO. 2015-56, AS AMENDED.

WHEREAS pursuant to Section 238, Chapter 25, of the *Municipal Act, 2001, as amended*, every municipality shall pass a procedure by-law for governing the calling, place, proceedings and public notice of meetings;

AND WHEREAS it is necessary and expedient to make and establish rules and regulations for the conduct of its members and to set out certain standing policies to more efficiently transact the business of Council;

AND WHEREAS Council now deems it expedient to enact a new by-law to govern the proceedings of Council and the Committees of the Corporation of the City of Clarence-Rockland;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND ENACT AS FOLLOWS:

PART I – INTERPRETATION

1. RULES OF PROCEDURE – (SUSPENSION OF)

- 1.1 The proceedings of the Council and of its Committees, the conduct of the members and the calling of meetings will be governed by the provisions of the *Municipal Act* and the rules and regulations contained in this by-law, and, except as provided herein, the rules of parliamentary procedures as contained in Robert's Rules of Order, shall be followed for governing the proceedings of Council and the Committees thereof and the conduct of its members.
- 1.2 Notwithstanding subsection 1.1 hereof, the rules and regulations contained in this by-law may be suspended by a two-third (2/3) vote of the members present and voting, but by not less than a majority of the whole Council voting in favour thereof.

2. DEFINITIONS

- 2.1 **“Act”** means the Municipal Act as amended from time to time.
- 2.2 **“Ad Hoc Committee”** means a special purpose committee of limited duration, created by Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council.
- 2.3 **“Agenda”** means a list of items of business which have been approved to come before a meeting for decision.
- 2.4 **“Chief Administrative Officer”** means the Chief Administrative Officer referred to in Section 229 of the Municipal Act, 2001.
- 2.5 **“Clerk”** means the person appointed pursuant to Section 228 of the Municipal Act, 2001, or the Deputy-Clerk in his/her absence.
- 2.6 **“Chair”** or **“Chairperson”** means the Chair or “Chairperson” of a Committee.
- 2.7 **“City”** means the City of Clarence-Rockland.
- 2.8 **“Closed Meeting”** means a meeting of the Council or Committee, which is not open to the public and which is provided for in accordance with the Municipal Act and with the provisions of this by-law.
- 2.9 **“Committee”** means a Committee of Council and includes Standing Committees, Joint Committees, Ad Hoc Committees, Advisory Committees and Special Committees.
- 2.10 **“Committee of the Whole”** means a committee comprised of all the members of Council.
- 2.11 **“Consent Items Motion”** means a motion which allows items which do not require discussion or debate to be grouped together on the agenda and to be dealt with one resolution of Council. Any member of Council, without a second may request that an item so grouped be removed from the Consent Item Motion and dealt with separately.

- 2.12 **“Council”** means the Council of the Corporation of the City of Clarence-Rockland.
- 2.13 **“Council Chamber”** means the Council Chamber of the City of Clarence-Rockland located at 415 Lemay Street, Clarence Creek.
- 2.14 **“Councillor”** means a person elected or appointed as a member of Council but does not include the Mayor.
- 2.15 **“Day”** does not include Saturday, Sunday or a holiday.
- 2.16 **“Department Head”** means the official responsible for a department within the Corporation.
- 2.17 **“Deputy-Mayor”** means a Councillor appointed to act in place of the Mayor as defined in a By-law adopted by the Council of the Corporation of the City of Clarence-Rockland.
- 2.18 **“Holiday”** means a holiday as defined by the Interpretation Act, R.S.O., 1990, Chapter 1.11, as amended.
- 2.19 **“Local Board”** means a Board established by the City of Clarence Rockland and includes the Clarence-Rockland Public Library board.
- 2.20 **“Mayor”** means the Head of Council of the Corporation of the City of Clarence-Rockland or the Deputy-Mayor in his/her absence as defined in the current appointing By-law, if any.
- 2.21 **“Meeting”** means a gathering of the members of the Council, Committee or local board where quorum is achieved and either public business or public policy over which the Council or committee has jurisdiction or control is discussed or deliberated in a way that may materially advance the business or decision-making of Council, committee or local board.
- 2.22 **“Member”** means a member of Council or Committee.
- 2.23 **“Motion (Privileged)”** means any motion considered important enough to be dealt with immediately. The following motions are privileged motions and shall take precedence as follows:
- 2.23.1 To set the time to continue the meeting;
- 2.23.2 To adjourn (if made after the time set to conclude the meeting);
- 2.23.3 To recess;
- 2.23.4 To raise a question of privilege affecting an individual or affecting the assembly.
- 2.24 **“Motion (Incidental or Procedural)”** means any motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof, and include motions relating to the following categories:
- 2.24.1 Rules;
- 2.24.2 Information;
- 2.24.3 Efficiency;
- 2.24.4 Voting.
- 2.25 **“Motion to Receive and File”** means a motion, which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time.
- 2.26 **“Motion (Substantive or Main)”** means an independent motion complete in itself. A substantive or main motion is a motion to bring before the assembly any particular subject; it cannot be made when any other motion is on the floor; it takes precedence of no other motions.
- 2.27 **“Motion (Subsidiary)”** means a motion which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- 2.27.1 To Postpone Temporarily (Lay on the Table): If there is a reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it will be taken up again before the end of the meeting. (refer to item 63)

- 2.27.2 To Close debate (put the motion to a vote): If it is desired to close debate of a motion or pending motion so that it will come to an immediate vote. (refer to item 62)
- 2.27.3 To Limit or Extend Limits of Debate: If it is desired to continue consideration of a motion but debate is consuming too much time, a member can move to place a limit on the debate, on the other hand, if special circumstances make it advisable to permit more or longer speeches than under the normal rules, a motion to do so can be made; or, it may sometimes be desirable to combine the elements of limitation and extension, as in limiting the length of speeches but allowing more speeches per member.
- 2.27.4 To Postpone to a Certain Time: If it is desired to consider the main motion later in the same meeting or at another meeting. (refer to item 61)
- 2.27.5 To Commit or to Refer: It may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the motion or resolution over to a committee for study or redrafting by staff before the assembly considers it further. (refer to item 60)
- 2.27.6 To Amend: A main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning before the main motion is voted on. (refer to item 59)
- 2.27.7 To Postpone Indefinitely: If a member wishes to dispose of a motion that has been brought before the assembly without bringing it to a direct vote, the member can do so by moving to Postpone Indefinitely. (refer to item 58)
- 2.28 **“Municipal Office”** means the Municipal Office located at 1560 Laurier Street in Rockland, Ontario.
- 2.29 **“Municipality”** means the Corporation of the City of Clarence-Rockland.
- 2.30 **“Notice of Motion”** means a written notice, including the names of the mover and seconder, advising Council that the motion described therein will be brought at a subsequent meeting.
- 2.31 **“Personal Privilege”** means the raising of a question, which concerns a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole have been impugned.
- 2.32 **“Point of Order”** means a statement made by a member of Council during a meeting, drawing to the attention of the Mayor a breach of the Rules of Procedure.
- 2.33 **“Presiding Officer”** means the Mayor or the Chairperson of a committee, or a member of Council or a member of a Committee appointed amongst its members to preside at a meeting in the absence of the Mayor or the Committee’s Chairperson.
- 2.34 **“Quorum”** means a majority of members of Council or Committee.
- 2.35 **“Recorded Vote”** means the recording of the name and vote in the minutes of every member voting on any matter or motion.
- 2.36 **“Resolution”** means a formal determination made by Council on the basis of a main motion, duly placed before a regularly constituted meeting of the Council for debate and decision, and duly passed.
- 2.37 **“Rule or Rules of Procedure”** means the rules and regulations provided in this by-law.
- 2.38 **“Standing Committee”** means such Committees of Council as are so designated by the Council by by-law or resolution and includes Committee of the Whole.
- 2.39 **“Teleconference”** means a conference made up of participants in different locations who communicate by telephone. *(as amended by 2020-37)*
- 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. *(as amended by 2020-37)*
- 2.41 **“Videoconference”** means a conference made of participants in different locations who communicate by electronically sending video and sound. *(as amended by 2020-37)*
- 2.42 **“Whole Council”** means all members of Council whether present or absent from a meeting. *(as amended by 2020-37)*

PART II – DUTIES OF THE MAYOR

3. MAYOR'S DUTIES

It shall be the duty of the Mayor to carry out the responsibilities set forth in the Municipal Act, section 225 and:

- 3.1 To open the meeting of the Council by taking the chair and calling the members to order;
- 3.2 To preside at all Council meetings;
- 3.3 To announce the business before the Council and the order in which it is to be acted upon;
- 3.4 To receive and submit, in the proper manner, all motions presented by the members of Council;
- 3.5 To put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the results;
- 3.6 To sit as an ex officio member of all Standing and other Committees of the Council and be entitled to vote at meetings;
- 3.7 To select members of all Standing Committees and to appoint Committee Chairs when deemed necessary.
- 3.8 To decline to put to a vote, motions which infringe upon the Rules of Procedure;
- 3.9 To enforce the Rules of Procedure;
- 3.10 To restrain the members, when engaged in debate, within the Rules of Procedure;
- 3.11 To enforce on all occasions, the observance of order and decorum at a meeting;
- 3.12 To call by name any member persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- 3.13 To permit questions to be asked of any officer of the Municipality, through the Chair, in order to provide information to assist any debate when he/she deems it proper;
- 3.14 To provide information to members of Council on any matter touching on the business of the Municipality;
- 3.15 To receive all messages and other communications and announce them to the Council;
- 3.16 To authenticate by signature, when necessary, all by-laws and resolutions of Council;
- 3.17 To rule on any points of order raised by the members of Council;
- 3.18 To inform the members of Council of the proper procedure to be followed;
- 3.19 To represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
- 3.20 Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be fixed by the Mayor; and
- 3.21 To order any person or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the person or group to vacate the Council Chamber where such behaviour persists;
- 3.22 To answer, redirect, or refer questions and enquiries from the public accordingly.
- 3.23 To adjourn the meeting when the business is concluded.

4. PARTICIPATION OF THE MAYOR IN DEBATE

- 4.1 The Mayor may state relevant facts and his/her position on any matter before the Council without leaving the chair, but to move a motion or debate a motion, he/she must first leave the chair.

- 4.2 If the Mayor desires to leave the chair to move a motion or to take part in the debate pursuant to subsection 4.1, or otherwise, the Mayor will call upon a member to preside until the issue is resolved.

PART III – DUTIES OF A MEMBER OF COUNCIL

5. COUNCIL MEMBERS' DUTIES

- 5.1 To prepare for meetings, including reviewing the agenda and background information prior to the meeting;
- 5.2 To deliberate on the business submitted to Council;
- 5.3 To vote when a motion is put to a vote, unless prohibited from voting by law;
- 5.4 To abide by Council's decision once a decision is made;
- 5.5 To attend Local Board and Committee Meetings to which the member has been appointed by the Mayor and accepted by the Council member;
- 5.6 To respect the Rules of Procedure.
- 5.7 To act in accordance with the Oath of Allegiance and Oath of Elected Office.

PART IV – FOLLOWING AN ELECTION

6. ORIENTATION SESSION

- 6.1 In the case of an election year, an orientation session shall be held between November 1st and the first day of the term of the newly elected Council to welcome new members of Council.
- 6.2 A copy of the procedural by-law shall be provided to newly elected members of council prior to the inaugural meeting.

7. INAUGURAL MEETING

- 7.1 The inaugural meeting of the Council following a regular election, shall be considered the Council's first meeting and shall be held at 7:00 p.m., on the first day in December that is not a Friday, Saturday or Sunday, in the Council Chambers of the City of Clarence-Rockland or in a location as may be determined by the incoming Mayor.
- 7.2 At the first meeting in December of the new term of office, pursuant to Section 232(1) of the Municipal Act, 2001, a member of Council shall not take his/her seat until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose.
- 7.3 The Clerk shall be responsible for the content of the agenda of the Inaugural Meeting and the arrangements for the inaugural proceedings.

8. AGENDA - INAUGURAL MEETING

- 8.1 At the inaugural meeting of the Council, in an election year, the Agenda shall be printed as follows:
- 8.1.1 Opening of the Meeting
- 8.1.2 Mayor's Declaration of Office and Oath of Allegiance
- 8.1.3 Councillors' Declaration of Office and Oath of Allegiance
- 8.1.4 Councillors' Inaugural Address
- 8.1.5 Mayor's Inaugural Address
- 8.1.6 Adjournment

PART V – COUNCIL

9. REGULAR MEETINGS

- 9.1 The regular meetings of Council will be held on the first and third Monday of every month, except during the month of July when there will be no regular meetings. In the month of January, the Council meeting shall be held on the second and fourth Monday. All

meetings shall be scheduled for 7:15 p.m., however when a closed session is planned, the closed session may be held prior to 7:15 p.m., but not earlier than 6:00 p.m. Notice that the closed session will be held prior to 7:15 p.m. shall be posted on the city's website, the city's bulletin board and on the agenda. Except for opening the meeting, approving the agenda, obtaining declarations of pecuniary interest and the holding of a closed session, all other matters on the agenda shall not be addressed prior to 7:15 p.m. In the event that such day is a holiday, Council shall meet on the following Wednesday, unless otherwise provided by resolution of the Council. Meetings of Council shall be held in the Council Chambers, unless otherwise decided upon by the majority of Council.

- 9.2 The date, place and time of the meeting may be changed by the Mayor, if extenuating circumstances exist.
- 9.3 Prior to the end of each calendar year, the Clerk shall prepare and distribute a regular public meeting schedule for the incoming year, which shall be approved by Council. The schedule shall incorporate any necessary adjustments, including but not limited to public or civic holidays, March Break and scheduled conferences. When the day for a regular meeting is a holiday, the schedule shall incorporate any necessary adjustments to the meeting dates. The meeting shall be held on the next Wednesday immediately following the holiday.

10. SPECIAL MEETINGS

- 10.1 A special meeting of the Council will be convened:
 - 10.1.1 Upon being summoned by the Mayor; or
 - 10.1.2 Upon receipt of a petition of the majority of the members of Council.
- 10.2 Upon receipt of a petition set out in Section 10.1.2, the Clerk shall summon a special meeting for the purpose(s) and at the time stated in the petition. No member may add or remove his/her name from the petition filed under this section.
- 10.3 The special meeting agenda will be prepared by the Clerk as directed by the Mayor and if the meeting is called by a petition of the majority of the members, the Agenda will be prepared by the Clerk for the purpose stated in the petition.
- 10.4 Notice of all special meetings of the Council setting forth the matters to be considered at such special meeting will be given to all members of Council, not less than two (2) business days in advance of the time fixed for the meeting by electronic mail or by delivery to the residence or to the place of business of the member, and the Clerk shall attempt to give such other notice of the meeting to the member by telephone or as otherwise practical within the circumstances.
- 10.5 Notice of all special meetings of Council shall be posted on the city's website and in the main lobby of the municipal office not less than forty eight hours (48) in advance of the time fixed for the meeting. Notice shall also be given to the local media by electronic mail.
- 10.6 The Council will not consider or decide any matter not set forth in the notice calling the special meeting.

11. EMERGENCY MEETING

- 11.1 Notwithstanding the notice requirement set out in Section 10.4 above, in urgent or extraordinary circumstances, an emergency special meeting of the Council may be called by the Mayor without notice, to consider and deal with such urgent and extraordinary matters.

12. PLACE OF MEETING

- 12.1 All the meetings will be held in the Council Chamber, unless otherwise decided upon by the majority of Council or by the Mayor, if extenuating circumstances exist.
- 12.2 In the event of an Emergency declared by the Head of Council or any other Lead Agency as identified in the "Emergency Management Act" within the confines of a declared emergency, where the Council Chamber is not accessible, Council Meetings may be held at any convenient location, within or outside the municipality, which is accessible to Members of Council and staff.
- 12.3 Notwithstanding section 12.2, if the Head of Council or any other Lead Agency as identified in the "Emergency Management Act" declares a state of health emergency, the meeting may be held by electronic participation, which participation shall be established by the Administration according to the circumstances. *(as amended by 2020-26)*

13. CANCELLATION OF MEETINGS

- 13.1 Council may cancel a regularly scheduled meeting by passing a motion to this effect at a meeting preceding the cancelled meeting. Adequate notice of the change shall be provided by:
 - 13.1.1 Posting a notice on the website and in the main lobby of the municipal office; and
 - 13.1.2 Giving notice to the local media by email.
- 13.2 The Mayor may cancel any meeting of Council if he/she is of the opinion that weather conditions and/or an emergency situation warrants same and in such a situation, the Clerk shall inform all members of Council and the media prior to the scheduled time of the subject meeting and in such a situation, the meeting shall be rescheduled to take place the next following Monday at 7:15 p.m. local time.

14. SEATING AT THE COUNCIL TABLE

- 14.1 Seating at the Council table shall be determined by the Mayor, however the Mayor shall sit in the centre seat at the Council table.

15. MEETINGS OPEN TO PUBLIC

- 15.1 The meetings of the Council shall be open to the public;
- 15.2 The Mayor may expel any person for improper conduct at a meeting (see item 29 – rules of order and decorum).
- 15.3 Notwithstanding section 15.1, if the Head of Council or any other Lead Agency as identified in the “Emergency Management Act” declares a state of health emergency, the meeting may be accessible by broadcasting only, which broadcasting shall be established by the Administration according to the circumstances. *(as amended by 2020-26 and 2020-31)*

16. CLOSED MEETINGS

- 16.1 Council, local board or Committee may, with or without notice, by resolution, close a meeting or part of a meeting to members of the public if the subject matter being considered is:
 - 16.1.1 The security of the property of the Municipality or local board;
 - 16.1.2 Personal matters about an identifiable individual, including municipal employees;
 - 16.1.3 A proposed or pending acquisition of land by the municipality;
 - 16.1.4 Labour relations or employee negotiations;
 - 16.1.5 Litigation or potential litigation, including matters before administrative tribunals;
 - 16.1.6 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 16.1.7 A matter in respect of which the Council, may hold a closed meeting under another Act;
 - 16.1.8 Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 16.1.9 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - 16.1.10 A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - 16.1.11 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - 16.1.12 The meeting is held for the purpose of educating or training the members and, at the meeting, no member discusses or otherwise deals with any matter in a way

that materially advances the business or decision-making of the council, local board or committee.

- 16.2 Council shall, by resolution, close a meeting or part of a meeting to the public where the subject matter relates to:
- 16.3 The consideration of a request under the “Municipal Freedom of Information and Protection of Privacy Act”;
- 16.4 An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the *Municipal Act* (a municipal ombudsman) or the investigator referred to in subsection 239.2(1) of the *Municipal Act* (a municipal closed meeting investigator).

17. PROCEDURE – CLOSED MEETING

- 17.1 Before holding a meeting or part of a meeting that is closed to the public, the Council, local board or committee shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered, including a closed meeting for educational or training purposes.
- 17.2 Where a meeting or part of a meeting is closed to the public, members of Council may retire from the Council Chambers to an adjacent meeting room and all persons not specifically invited to attend the closed meeting may remain in the Council Chambers. When in closed session, no one shall leave and re-enter the meeting room without the approval of the Mayor or Committee Chairman.
 - 17.2.1 Notwithstanding section 17.2, if the Head of Council or any other Lead Agency as identified in the “Emergency Management Act” declares a state of health emergency, the closed meeting may be held by electronic participation, subject to the following conditions: *(as amended by 2020-31)*
 - 17.2.1.1. That access codes for electronic participation shall be published on the closed meeting agenda and made available exclusively to authorized participants; **and** *(as amended by 2020-31)*
 - 17.2.1.2. That each participant shall, at the beginning of the closed meeting confirm that he or she is located in a private area which allows him or her to certify that the confidentiality of the information and discussions will be kept. *(as amended by 2020-31)*
- 17.3 Upon resuming in open meeting, the Mayor shall provide a verbal report to the public on the disposition of items discussed in closed meeting without revealing any confidential security, personal, personnel or legal matters.
- 17.4 A meeting shall not be closed to the public during the taking of a vote. However, a meeting may be closed to the public during a vote if both conditions are satisfied:
 - 17.4.1 Subsection 16.1 or 16.2 permits or requires a meeting to be closed to the public; **and**
 - 17.4.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
- 17.5 Minutes of closed meetings shall be adopted at the next scheduled closed meeting and kept in confidence by the Clerk.

18. COMMENCEMENT OF MEETING

- 18.1 As soon as there is quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.

19. ABSENCE OF THE MAYOR OR REFUSAL OF THE MAYOR TO PRESIDE

- 19.1 Should the Mayor not be in attendance within fifteen (15) minutes after the time fixed for a meeting, and there is a quorum present, the Deputy Mayor shall call the meeting to order.
- 19.2 When the Mayor refuses to act, or the office is vacant, the Deputy Mayor shall act in the place and stead of the head.

- 19.3 Should the Mayor and the Deputy Mayor not be in attendance, refuse to act, or the offices are vacant, the members may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
- 19.4 While so acting, the Deputy Mayor or the appointed presiding officer will have all the powers of the mayor and will be entitled to vote as a member.

20. NO QUORUM AT BEGINNING OF THE MEETING

- 20.1 The quorum for a Council meeting is five members of Council.
- 20.2 If no quorum is present to enable a meeting to commence thirty (30) minutes after the time fixed for a meeting of the Council, the Clerk shall record the names of the members present and the members will stand discharged from waiting further.
- 20.3 If a meeting does not take place because of the lack of a quorum under subsection (1) hereof, the Council will meet at the next regularly scheduled meeting of the Council or at such other time and place as the Mayor shall announce.
- 20.4 The Clerk shall attempt to give notice of any meeting so rescheduled by telephone, electronic mail or as is otherwise practical within the time available.

21. UNFINISHED BUSINESS – QUORUM LOST

- 21.1 If during the course of a meeting, a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled meeting of the Council or at such other time and place as the Mayor shall announce.
- 21.2 If, in the Mayor's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting.
- 21.3 The Clerk shall give notice of any meeting so adjourned and to be reconvened by telephone or as is otherwise practical within the time available.

22. CURFEW

- 22.1 Council and Committee meetings shall stand adjourned at 10:30 p.m. but business may be continued upon consent of the majority of all members present.

23. COUNCIL CHAMBERS

- 23.1 No person, except a member of Council or an authorized employee of the Municipality shall be allowed to come on the Council floor, as described in appendix 'C', within the Council Area during the meeting of the Council without permission of the Mayor.
- 23.2 No person except a member of Council or an authorized employee of the Municipality shall, before or during a meeting of the Council, place on the desks of members or otherwise distribute any material whatsoever. All material is to be submitted to the Clerk for distribution to Council upon approval of the Mayor.

24. LEAVING CHAMBERS ON ADJOURNMENT

- 24.1 At the end of a meeting, the members of Council shall not leave their places until the meeting has been adjourned.

PART VI – ORDER OF PROCEEDINGS – AGENDA AND MINUTES

25. COUNCIL MEETING AGENDA

- 25.1 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be made without requiring an amendment to this by-law:
 - 25.1.1 **Call to Order**
As soon as there is quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.
 - 25.1.2 **Prayer**
 - 25.1.3 **Adoption of the Agenda**
Amendment and/or additions to the proposed agenda may be permitted by majority approval of the members present.

25.1.4 Disclosure of Pecuniary Interest

It is at this point that any member of Council may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which a member was absent.

25.1.5 Closed Meeting (if applicable)**25.1.6 Closed Meeting Report (if applicable)****25.1.7 Announcements / Special Presentations****25.1.8 Question/Comment Period**

It is at this point that a person, after seeking permission from the Presiding Officer, shall introduce himself/herself and address his/her question/comment on any matter which is related to any agenda item to the Presiding Officer.

The Presiding Officer may, if he or she so wishes, answer the question, refer same to another member of Council or, he or she may ask that the question be referred to the Chief Administrative Officer in writing and answered in writing.

Any person, who is not a member of Council or an appointed official, shall be allowed to address Council on the subject once only, except in the case of rebuttal. The maximum time allowed in all circumstances for a question/comment shall be three (3) minutes per person per meeting. There shall be a maximum of 30 minutes dedicated to the question/comment period.

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

The Presiding Officer may, at any time, ask any person that is not following the correct procedures to stop immediately and, if the person persists, the Presiding Officer may ask the person to leave the Council Chambers.

25.1.9 Council Members' Items

At this point, consideration is given to all motions introduced by the members of Council through 'Notice of Motion' at a previous meeting. Such a motion shall not be considered or otherwise disposed of by the Council unless the mover of the motion is in attendance at the meeting. Any member may agree to second the motion if the seconder is absent from the meeting when the motion is called for by the chair.

25.1.10 Consent Items

All of the items listed in the consent items section of the agenda shall be the subject of one motion and that motion shall be neither debatable nor amendable; provided however, that any member of Council may ask for any item(s) included in the consent item motion to be separated from that motion whereupon the consent motion without the separated item(s) shall be put, and the separated item(s) shall each be considered immediately thereafter.

Consent items include but are not necessarily limited to the following types of matters:

- 25.1.10.1 Minutes of Council, Committees and Boards
- 25.1.10.2 Staff and/or Committee reports previously presented at the Committee of the Whole Meeting for which Council did not request additional information and which contain clear 'take action, give approval or receive for information' recommendations.
- 25.1.10.3 Resolution to approve accounts/salaries paid and accounts payable
- 25.1.10.4 Proclamations
- 25.1.10.5 Routine matters.

The following note shall be added under Consent Items in the agenda: All items listed under the Consent Items will be enacted by one motion. A unanimous vote is required for consent items. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion that a consent item be separated from the motion. The separated item(s) shall be considered immediately thereafter.

25.1.11 Staff / Committees Reports not included under consent items

Every Staff/Committee report shall be introduced with a resolution to receive the report, or adopt the recommendation(s) as presented. The department heads or Committee Chair may be required to provide some clarifications during debate. If a By-law needs to be considered as a result of the recommendation, it shall be considered under By-law items.

25.1.12 By-laws

Every by-law is generally introduced either by means of the Department Head's Report or Committee Report. One motion is in order to give all by-laws first, second and third readings. If a member of Council has a question on a particular by-law, he/she may move that Council exempt a particular by-law from the main motion to allow for further debate. After all by-laws have passed, the Clerk shall be responsible for their correctness should they be amended.

25.1.13 **Confirmatory By-law**

A confirmation by-law shall be passed at each regular and special meeting of Council to confirm the decisions of Council.

25.1.14 **Adjournment**

- 25.2 The business of the Council shall be considered in the order set forth on the Agenda; however the Presiding Officer, with the approval of the majority of the members of Council present may vary the order in which the items are presented to better deal with matters before the Council.

26. **DELIVERY OF THE AGENDA TO THE MEMBERS AND PUBLIC**

- 26.1 Subjects to be included on the agenda, should be submitted by the department heads to the Clerk no later than 12:00 p.m. on the Monday prior to the regular or committee of the whole meeting of Council.
- 26.2 Insofar as is practicable, agenda packages are to be made available for public viewing before the end of the work day on the Friday before each regular or committee of the whole meeting at City Hall and on the city's website (www.clarence-rockland.com).
- 26.3 The Clerk or his/her delegate shall ensure that (insofar as it is practicable) an agenda package, including all supporting documentation, is distributed to each member of Council before the end of the day on the Wednesday preceding the regular or committee of the whole meeting. The agenda packages shall also be made available to Members of Council and Directors electronically.

27. **MINUTES**

- 27.1 Minutes shall be kept by the Clerk and shall record, in both official languages (English and French), with the English version being considered the official version, the following:
- 27.1.1 The place, date and time of the meeting;
- 27.1.2 The names of the Presiding Officer, Councillors and staff in attendance (motivated absences shall be identified);
- 27.1.3 The late arrivals and early departures of members;
- 27.1.4 The reading, if requested, correction and adoption of the minutes of prior meetings;
- 27.1.5 Declarations of pecuniary interest; and
- 27.1.6 All other proceedings of the meeting without note or comment.

Once adopted, the minutes shall be signed by the Mayor and by the Clerk.

28. **DELEGATIONS**

- 28.1 All delegations must address Council at a Committee of the Whole meeting and an effort will be made to allow no more than two (2) delegations at any one meeting.
- 28.2 Anyone desiring to address the Council shall complete and submit to the Clerk, a delegation form (attached as Schedule 'A') accompanied with all supporting documentation at least seven (7) days prior to the Committee of the Whole meeting. Requests from delegations who have previously addressed Council on a topic shall not be granted unless they can prove that they have new information to present to Council.

Any and all material to be presented or distributed (including, but not limited to slide or handouts) during the delegation be provided to the Clerk seven (7) days prior to the Committee of the Whole meeting and distributed to members of Council in advance of the Committee of the Whole meeting. Only the material provided to the Clerk will be allowed to be presented.

- 28.3 Delegation requests regarding any aspect of an official plan amendment, zoning by-law amendment or plans of subdivisions or condominiums will not be accepted between the

conclusion of a public consultation meeting which was conducted in accordance with the Planning Act and final reading of the by-law.

28.4 Delegations shall be limited to a maximum of ten (10) minutes.

29. RULES OF ORDER AND DECORUM

29.1 The following rules of order and decorum shall be adhered to at all times during meetings.

29.1.1 The public shall:

29.1.1.1 Remain seated at all times, except for the person who has been given permission to speak.

29.1.1.2 Refrain from making noise, comments, or engage in a conversation between one another;

29.1.1.3 Listen to the person who is speaking and shall not interrupt said person;

29.1.1.4 Respect the fact that no person shall address Council without having been recognized by the Presiding Officer.

29.1.1.5 Address questions and remarks to the Presiding Officer;

29.1.2 No person is allowed to speak unless they have first been recognized by the Presiding Officer.

29.1.3 Any person making personal impertinent, slanderous and profane remarks will be ordered to vacate the room by the Presiding Officer.

29.1.4 No person shall make remarks or complain to the Presiding Officer by using offensive or abusive language, and if the person refuses to apologize, the person will be ordered to vacate the room immediately.

29.1.5 Persons may address themselves in English or French when they have the floor.

29.1.6 Persons may not display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms.

PART VII – RULES OF CONDUCT AND DEBATE

30. ADDRESS THE MAYOR

30.1 Any member desiring to speak, shall so signify their intent in such a manner as the Mayor may direct, and, upon being recognized, will address the Chair.

31. ORDER OF SPEAKING

31.1 When two or more members signify their desire to speak, the Mayor will recognize the member, who, in his/her opinion, signified first and next recognize the other member(s).

32. CONDUCT OF MEMBERS

32.1 No member shall:

32.1.1 Speak until he/she has addressed himself/herself and has been recognized by the Mayor;

32.1.2 Disturb another member, or the Council itself, by any disorderly behaviour disconcerting to any member speaking;

32.1.3 Use offensive words during the Council or committee meetings against the Council or staff;

32.1.4 Speak on any subject other than the subject in debate;

32.1.5 Where a matter has been discussed *in camera*, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the *in camera* meeting;

32.1.6 Disobey the Rules of Procedure or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.

- 32.2 Where a member has been called to order by the Mayor for failing to observe the provisions of subsection 32.1 and the member persists in any such disobedience after having been called to order by the Mayor, the Mayor may immediately order the member to leave the Council Chambers for improper conduct, and if the member apologizes, the Mayor may permit the member to retake his/her seat.

33. PRIVILEGE

- 33.1 Where a member considers that the member's rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the member may, as a matter of privilege, rise at any time, with the consent of the Mayor, for the purpose of drawing the attention of the Council to the matter.
- 33.2 Upon being recognized by the Mayor, the member shall state the question of privilege.
- 33.3 The Mayor shall resolve the question of privilege, or require that the question be seconded and permit a debate and a vote to be held on the question.

34. POINTS OF ORDER

- 34.1 The Mayor shall preserve order and decide points of order.
- 34.1.1 When a member desires to address a point of order, he/she shall ask leave of the Mayor to raise a point of order and, after leave is granted, he/she shall state the point of order to the Mayor;
- 34.1.2 The Mayor rules on the point of order;
- 34.1.3 Thereafter, a member shall only address the Mayor for the purpose of appealing the Mayor's decision to the Council;
- 34.1.4 If no member appeals, the decision of the mayor shall be final;
- 34.1.5 The Council, if appealed to, shall call a vote without debate on the following question: 'Shall the Mayor's decision be sustained?', and its decision shall be final.

35. MEMBERS SPEAKING

- 35.1 When a member is speaking, no other member will interrupt the member except to raise a point of order or to raise a question of privilege.

36. MOTION READ

- 36.1 Any member may require the motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

37. TIME LIMITED

- 37.1 During Regular Council meetings, no member, without leave of the Mayor, shall speak to the same motion, or in reply, for longer than five minutes. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.

38. MOTION PUT – NO FURTHER DEBATE

- 38.1 After any motion is put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result is declared, and the decision of the Mayor as to whether the motion has been put, is conclusive.

PART VIII – VOTING DURING COUNCIL MEETINGS

39. SECRET BALLOT

- 39.1 No vote shall be taken during a meeting of the Council by secret ballot or other form of secret vote.

40. ALL MEMBERS VOTE

- 40.1 Every member present at a meeting of the Council, when a motion is put, shall vote thereon, unless prohibited by statute, in which case it shall be recorded.
- 40.2 Any member may abstain from voting, but the vote shall be recorded as a negative vote.
- 40.3 When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the motion approved.

41. UNRECORDED VOTE

- 41.1 The manner of determining the decision of the Council on a motion is at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

42. DIVISION OF THE MOTION

- 42.1 When the matter under consideration contains distinct recommendations or propositions, a member may request that the motion be divided. The proposer must delineate clearly the division proposed. The proposer may also suggest that a single motion be removed from the composite motion to be debated and voted on separately.
- 42.2 If the individual motions are truly independent, the motion must be divided on the demand of one member. The Presiding officer, will decide if the composite motion is divisible but may, if unsure, seek guidance from the assembly. The Presiding officer's decision is subject to appeal.
- 42.3 Upon allowing the division, the Presiding officer puts each component parts of the motion and presents them as individual motions to be debated and voted on separately.

43. RECORDED VOTE

- 43.1 Any member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- 43.2 When a member on any matter or motion requests a recorded vote, the Mayor shall ask each member to announce his/her vote openly to be recorded in the minutes, starting with the member who has requested the recorded vote, with the Chair voting last.
- 43.3 If a vote is to be recorded as herein provided, the Mayor shall announce the result, and the Clerk shall record them in the minutes.

44. DISPUTING VOTE

- 44.1 If a member disagrees with the announcement of the Mayor that a motion is carried or lost, the member may, but only immediately after the declaration by the Mayor, object to the Mayor's decision and require a recorded vote to be taken.

45. TIE VOTE

- 45.1 A resolution on which the voting results are a tie shall be declared lost.

46. VOTING

- 46.1 When the Mayor calls for the vote on a motion, each member shall occupy their seat until the result of the vote has been declared by the Mayor, and during such time, no member shall walk across the room, speak to any other member, or make any noise or disturbance. A member who is absent from his/her seat does not have the right to vote.

47. TWO-THIRDS VOTE

- 47.1 A two-thirds vote shall be deemed to have been accomplished with the following voting in the affirmative.
- 47.1.1 Six of nine members
- 47.1.2 Six of eight members
- 47.1.3 Five of seven members
- 47.1.4 Five of six members
- 47.1.5 Five of five members

48. DISCLOSURES OF PECUNIARY INTEREST

- 48.1 At all times and under all circumstances, members shall be guided by and shall have regard to the Municipal Conflict of Interest Act.
- 48.2 If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall:
- 48.2.1 Disclose his/her interest and is required to file a written statement of the interest at the meeting or as soon as possible afterwards;

- 48.2.2 Leave his/her seat and is required to leave the Chambers/Meeting room;
- 48.2.3 Not take part in the consideration or discussion of the said matter;
- 48.2.4 Not vote on any motion in regard to the said matter;
- 48.2.5 Not attempt in any way before, during and/or after the meeting to influence the voting on any such motion.
- 48.3 When a meeting is not open to the public, in addition to complying with the requirements of Section (1) hereof, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 48.4 Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose his/her interest and otherwise comply at the first meeting of council or committee as the case may be, attended after the particular meeting.
- 48.5 The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of council, as the case may be, and any such record shall appear in the minutes of that particular meeting.
- 48.6 The Clerk shall establish and maintain a registry of statements and declarations of interests of members, and make it available for public inspection.
- 48.7 The failure of one or more members to comply with Section (1) hereof shall not affect the validity of the meeting in regards to the said matter.

PART IX – COMMITTEE OF THE WHOLE

49. PROCEDURE

- 49.1 While sitting in Committee of the Whole, the rules governing the procedure of the Council and the conduct of the members shall be observed except that the number of times of speaking on any motion shall be limited to two times without permission from the chair, provided that no member speaks more than once until every member who desires to speak has spoken.
- 49.2 Subject to Section 16, the Committee of the Whole may, go into closed session and may exclude all persons from a meeting or part of a meeting. During such period, all persons not specifically invited to remain by the Committee shall retire from the Chamber.

50. COMMITTEE OF THE WHOLE MEETINGS

- 50.1 The Committee of the Whole meetings will be held on the first and third Monday of every month, at 8:00 p.m., except during the month of July when there will be no Committee of the Whole meetings. In the month of January, the Committee of the Whole meeting shall be held on the second and fourth Monday. In the event that such day is a holiday, Council shall meet on the following Wednesday, unless otherwise provided by resolution of the Council. Meetings of the Committee of the Whole shall be held in the Council Chambers, unless otherwise decided by the majority of the Committee of the Whole members.
- 50.2 The date, place and time of the meeting may be changed by the Mayor, if extenuating circumstances exist.
- 50.3 Prior to the end of each calendar year, the Clerk shall prepare and distribute a Committee of the Whole meeting schedule for the incoming year, which shall be approved by Council in the form of a by-law. The schedule shall incorporate any necessary adjustments, including but not limited to public and civic holidays, March Break and scheduled conferences.
- 50.4 Committee of the Whole meetings shall stand adjourned at 10:30 p.m., but business may be continued upon consent of the majority of Council members present.
- 50.5 Committee of the Whole will receive and vote on recommendations to be put before Council for formal approval at a Council meeting, but will not receive resolutions and/or by-laws.

51. AGENDA – COMMITTEE OF THE WHOLE

- 51.1 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be made without requiring an amendment to this by-law

51.1.1. Call to Order

As soon as there is quorum after the hour set for the meeting, the Presiding Officer shall take the chair and call the members present to order.

51.1.2. Adoption of the Agenda

Amendments and/or additions to the proposed agenda may be permitted by majority vote of the members present.

51.1.3. Disclosure of Pecuniary Interest

It is at this point that any member may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which a member was absent.

51.1.4. Delegations and Presentations

Delegations are limited to ten (10) minutes and must complete a Delegation Request Form as per Schedule A1. Refer to Item 28.

51.1.5. Petitions and Correspondence

It is at this point that any petitions and correspondence items that lead to an action or decision of Council will be introduced for discussion. It should be noted, however, that the Clerk or Chief Administrative Officer may, upon receipt, refer any communication or petition to a Committee or Department Head without the prior consideration of Committee of the Whole or Council.

51.1.6. Notice of Motions

A notice of motion will introduce business that the member intends Council to deal with at the next regular Council meeting and shall be introduced in writing and signed by the mover and seconder.

51.1.7. Question/Comment Period

It is at this point that a person, after seeking permission from the Presiding Officer, shall introduce himself/herself and address his/her question/comment on any matter to the Presiding Officer.

The Presiding Officer may, if he or she so wishes, answer the question, refer same to another member of Council or, he or she may ask that the question be referred to the Chief Administrative Officer in writing and answered in writing.

Any person, who is not a member of Council or an appointed official, shall be allowed to address Council on the subject once only, except in the case of rebuttal. The maximum time allowed in all circumstances for a question/comment shall be three (3) minutes per person per meeting. There shall be a maximum of 30 minutes dedicated to the question/comment period.

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

The Presiding Officer may, at any time, ask any person that is not following the correct procedures to stop immediately and, if the person persists, the Presiding Officer may ask the person to leave the Council Chambers.

51.1.8. Report from the United Counties of Prescott and Russell**51.1.9. Report from Departments/Committees****51.1.10. Other Items****51.1.11. Adjournment****PART X – RESOLUTIONS AND MOTIONS****52. READING**

- 52.1. Every motion shall be read by the mover, after which the Mayor asks if there is a seconder for the motion. Once seconded, the Mayor opens the floor for discussion and/or debate.

- 52.2. Immediately prior to voting on a motion, the Mayor or Presiding Officer shall state the motion in the precise form it is to be recorded in the minutes, including any amendments to the motion.

53. REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION

- 53.1. Before the motion is stated by the Chair, it belongs to the mover of the motion and he/she can withdraw it or modify it without the permission of the assembly. The mover either repeats the motion in the modified version or states that the motion is withdrawn.
- 53.2. If the person who seconds the motion withdraws his/her second from the modified form, the chair can ask for another seconder to the motion.
- 53.3. Before the chair opens the discussion and/or debate on the motion, another member can ask the chair if the mover of the motion will accept a change in the motion. The mover can either accept or reject the proposed change. (This may be referred to as a 'Friendly Amendment'). If the mover rejects the proposed change, the member suggesting the change can propose a formal amendment after the motion has been open for discussion and/or debate by the Mayor.
- 53.4. If the motion is under discussion and the mover wants to withdraw it, he/she must ask permission of the Council. Permission to withdraw is not debatable. If there is an objection, the presiding officer puts it to a vote.
- 53.5. A withdrawn motion is not recorded in the minutes unless the motion has been properly moved and seconded.

54. NO DEBATE UNTIL READ

- 54.1. No member shall speak on any motion until it is first read and seconded, and the mover is entitled to speak first if the member so elects. If debated, the motion shall be read again before being put.

55. MOTIONS RULED OUT OF ORDER

- 55.1. Wherever the Mayor is of the opinion that a motion or resolution is contrary to the Rules of Procedure, or is not within its jurisdiction, the Mayor shall rule the motion or resolution out of order.

56. MOTIONS

- 56.1. Privileged and Subsidiary motions may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure.
- 56.2. All main motions and resolutions shall be in writing and include the name of the mover and seconder.
- 56.3. A mover may withdraw his/her motion or his/her Notice of Motion at any time prior to being read by the Chair and commencement of debate thereon.
- 56.4. There shall never be more than one main motion before the Council at one time.
- 56.5. When the resolution under consideration contains two or more proposals, the same shall, at the request of any members of Council, be divided. Members can only divide motions that can stand by themselves.
- 56.6. Any Member may require the resolution under discussion to be read a second time for his/her information, at any time during debate, but not so as to interrupt a member speaking.

57. ORDER OF CONSIDERATION

- 57.1. When a motion is under consideration, no motion shall be received except a privileged, subsidiary or incidental/procedural motion which takes precedence over the motion to which they apply at the time they are made.
- 57.2. Privileged and Subsidiary motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:
- 57.2.1. To set the time to continue the meeting (debatable):
- 57.2.2. To adjourn – if moved after time set for concluding the meeting (not debatable):
- 57.2.3. To recess (debatable):
- 57.2.4. To raise a question of privilege – if raised in the form of a motion (debatable):

57.2.5. Postpone temporarily - To lay on the table (not debatable);

57.2.6. To close debate - move the motion be put (not debatable);

57.2.7. To limit or extend debate (debatable);

57.2.8. To postpone (defer) to a certain time (debatable);

57.2.9. To refer (debatable);

57.2.10. To amend (debatable if the motion to which it is applied is debatable);

57.2.11. To postpone indefinitely (debatable);

58. POSTPONE INDEFINITELY

58.1. The motion to "Postpone Indefinitely" allows Council to avoid making a decision on a main motion by delaying the decision to an undetermined time beyond the current meeting.

58.2. If the motion to "Postpone Indefinitely" is carried, the matter may not be brought back at the same meeting. If the motion is defeated, discussion on the main motion continues.

58.3. The motion is debatable (only to outline the reasons why the motion should or should not be dealt with immediately) but not amendable and requires a majority vote.

59. AMENDMENT

59.1. A motion to amend proposes a formal change to the pending motion and shall be presented in writing at the request of the Presiding Officer.

59.2. A motion to amend is debatable if the motion to which it is applied is debatable.

59.3. The amendment shall be relevant and not contrary to the principle of the motion under consideration.

59.4. Only one motion to amend the main motion shall be allowed at one time and only one motion to amend an amendment shall be allowed at one time; third level amendments are not permitted.

59.5. The motion to amend shall be put in the reverse order to the order in which it is moved. For example, the amendment to an amendment (secondary amendment) would be put first, then the amendment to the main motion (as amended, if a secondary amendment was carried), and finally the main motion (as amended, if the amendment was carried).

59.6. Notwithstanding subsection (59.4), any amendment(s) to a motion may be placed in the order to be determined by the Mayor as the most logical, practical and expeditious in all of the circumstances.

60. MOTION TO REFER

60.1. A motion to refer to a Committee, Board, Official or Commission should include the following elements:

60.1.1. The entity to which the subject or motion is being referred;

60.1.2. The instructions given to carry out its mandate;

60.1.3. When the entity is to finally report.

60.2. If the motion to postpone indefinitely is pending when a main motion is referred, the motion to postpone indefinitely is dropped from further consideration. Pending amendments, however, go to the committee with the main motion, and are reported with it.

60.3. A motion to refer is debatable and amendable and requires a majority vote.

61. MOTION TO POSTPONE (DEFER) TO A CERTAIN TIME

61.1. A matter postponed or deferred to a certain date and time shall have precedence over all other business on such date and time, immediately following the completion of the pending business

61.2. The motion to postpone (defer) to a certain time is debatable and amendable and requires a majority vote.

- 61.3. If the purpose is to set aside business for a short period of time, but no later than the end of the meeting, a member should make a motion to “postpone temporarily” (lay on the table). (see item 63).
- 61.4. If the purpose is to avoid making a decision on a main motion to an undetermined time beyond the current meeting, a member should make a motion “to postpone indefinitely”. (see item 58).

62. CLOSE DEBATE (PUT THE MOTION TO A VOTE)

- 62.1. A motion to close debate stops all debate on the pending motion or a series of consecutive pending motions, and puts the motion to a vote immediately.
- 62.2. The motion to close debate cannot be moved by a member who has already debated the motion, unless another member has subsequently debated the motion.
- 62.3. A motion to close debate, if carried without qualification, shall have an effect only on the immediately pending motion.
- 62.4. The motion to close debate is not debatable, but is amendable (as to the number of consecutive pending motions debate is being closed on), and requires a two-third (2/3) vote.
- 62.5. “the motion to close debate” is not allowed in committees.

63. POSTPONE TEMPORARILY (MOTION TO LAY ON THE TABLE)

- 63.1. A motion to “Postpone temporarily” is in order to set aside business for a short period of time, but no later than the end of the meeting. It is used when an interruption in the meeting makes it expedient not to continue with the business at that time.
- 63.2. The motion to “Postpone temporarily” is not debatable or amendable and requires a majority vote.
- 63.3. An item of business that has been “Postponed temporarily” may be taken up again through a motion to resume consideration.
- 63.4. If business has been “Postponed temporarily” in a meeting and no motion to resume consideration is made, or is not assumed by the Presiding officer before adjournment, the business falls to the floor and may only be initiated again at the next meeting through a new main motion.
- 63.5. The motion to “Postpone temporarily” is out of order if the evident intent is to kill or avoid dealing with the motion, in this case, it shall be treated as if it was a motion to “Postpone Indefinitely”.

64. NOTICE OF MOTION

- 64.1. A Notice of Motion shall be in writing and include the name of the mover and seconder;
- 64.2. All Notices of Motion received by the Clerk prior to or at the Notices of Motion segment of the Agenda may be read out by the mover or the Mayor during that segment. Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next regular meeting.
- 64.3. Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

65. DISPENSING WITH NOTICE

- 65.1. Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds (2/3) of the whole Council.

66. RECONSIDERATION

- 66.1. A motion to reconsider a vote is a main motion. It permits Council to consider reversing a decision it has made at that meeting.
- 66.2. Only a member that voted on the prevailing side can make the motion to reconsider, although anyone can second it.
- 66.3. A motion to reconsider is not amendable and requires a two-third (2/3) vote to be carried.
- 66.4. If there is no business pending, the motion is taken up immediately. If business is pending, the chair tells the Clerk to make a note that the motion to reconsider has been

made; it isn't taken up until the Chair or a member calls the motion to reconsider the vote when no other business is pending before the meeting concludes, as it would lose effect at adjournment.

- 66.5. If the motion to reconsider the vote is carried, the motion being reconsidered is placed before the Council as if it had never been voted on; procedurally, it is considered a newly made main motion and all rights of the members are renewed with regard to debate.
- 66.6. No motion shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

67. AMEND OR RESCIND A PREVIOUS DECISION

- 67.1. A motion to amend or rescind a previous decision is a main motion. It brings a substantive proposal that has been previously decided back before the meeting for a new decision by the members.
- 67.2. A motion to amend or rescind a previous decision is subject to giving notice in accordance with Section 64.
- 67.3. The motion is debatable and amendable and requires the same vote as the original motion required.
- 67.4. A motion to rescind and to amend a previous decision is not in order in the following circumstances
 - 67.4.1. When it has previously been moved to reconsider the vote on the main motion, and the motion can be reached by calling up the motion to reconsider;
 - 67.4.2. When something has been done, as a result of the vote on the main motion, that is impossible to undo. (the unexecuted part of an order, however, can be rescinded or amended).

68. MOTION TO ADJOURN

- 68.1. A motion to adjourn is always privileged when made **after** the time set to conclude the meeting. As a privileged motion, the motion to adjourn is not debatable and requires a majority vote.
- 68.2. A motion to adjourn is a main motion if made **before** the time set to conclude the meeting. As a main motion, the motion to adjourn is debatable, amendable and requires a majority vote. It shall always be in order except as provided as follows;
 - 68.2.1. When another motion is pending;
 - 68.2.2. When a member is speaking or during the verification of a vote;
 - 68.2.3. When resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by the Council;
- 68.3. A motion to adjourn without qualification, if carried, brings a meeting of the Council to an end.
- 68.4. A motion to adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the meeting of the Council to continue at such time.

PART XI – BY-LAWS

69. READING OF BY-LAWS AND RELATED PROCEEDINGS

- 69.1. The Clerk shall endorse on all by-laws enacted by the Council, the dates of the several readings, if any.
- 69.2. Every by-law, which has been enacted by the Council, shall be numbered, dated and deposited in the office of the Clerk for safekeeping.
- 69.3. Every by-law shall be under the seal of the Corporation and shall be signed by the Mayor and by the Clerk.

PART XII – COMMITTEES

70. PROCEDURE

- 70.1. Except as otherwise provided for herein, a Committee shall conform to the rules governing protocol and procedure of Council.

71. ESTABLISHMENT/APPOINTMENT OF COMMITTEE MEMBERS

- 71.1. Standing Committees, Special or Ad Hoc Committees may be established by the Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of Council.
- 71.2. Council Members required to serve on any Committee of Council shall be appointed by the Mayor subject to the member's acceptance.
- 71.3. Council Members to be appointed to any Board, Commission or other body to which the Council is required or empowered to appoint persons shall be appointed by the Mayor subject to the member's acceptance.

72. MAYOR EX OFFICIO

- 72.1. The Mayor is an *ex officio* member of every Committee.
- 72.2. Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, being the Mayor, as provided for in subsection (1) hereof.
- 72.3. The Mayor may vote and otherwise participate in the business of the Committee, without any restriction, on the same basis as any other Committee member.

73. STANDING COMMITTEE

- 73.1. The Mayor shall appoint the Chairman of each Standing Committee.
- 73.2. The Chairman of each Standing Committee and the members thereof shall hold office for a term of one year or until their successors are appointed.
- 73.3. A Planning Standing Committee shall be established as per the Terms of Reference attached hereto as Schedule 'B2'.

74. COUNCIL REPRESENTATION TO LIAISE WITH DEPARTMENTS

- 74.1. The Mayor shall appoint a Council member as representative to maintain an ongoing liaison with the following departments:
- Administration;
 - Finance;
 - Infrastructure & Engineering;
 - Community Services;
 - By-law Enforcement Services;
 - Fire Department.

75. TERMS OF REFERENCE

- 75.1. Subject to the provision of any general or special act, the Council, in establishing any Committee, shall set forth the Terms of Reference of the Committee and such other provisions as the Council deems proper.
- 75.2. The Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees or refer it to the Committee of the Whole and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.
- 75.3. Each member of Council shall have the opportunity to serve on a Committee.
- 75.4. The Terms of Reference for Committees of Council shall be those adopted by Council from time to time and included as a Schedule to this By-law.

76. QUORUM

- 76.1. A quorum in any Committee is the majority of the voting Members of the Committee as appointed, and the Mayor, if present, is a member to be included in determining the quorum.
- 76.2. A Committee shall not consider any business if a quorum is not present.
- 76.3. If there is no quorum within fifteen minutes after the time fixed for the meeting, the meeting shall stand adjourned until the next regular meeting.

77. MEETINGS – STANDING COMMITTEES

- 77.1. Standing Committees shall meet once a month at such time and place as defined in its Terms of Reference, subject to the direction of the Council. Prior to the end of each calendar year, a schedule of standing committee meetings shall be prepared and posted on the City's website.
- 77.2. The Chair may cancel one or more regular meetings of the Standing Committee if in the Chair's opinion such meetings are not necessary for the proper conduct of the business of the Committee.
- 77.3. In case of an emergency and in the absence of the Committee Chair and of the Mayor, a Standing Committee meeting may be called by the Chief Administrative Officer in such a way as he/she may deem best without regard to any length of notice to the Members.
- 77.4. The Standing Committee Chair shall preside and, in the absence of the Committee Chair, an Acting-Chair, selected amongst the members of the Committee shall preside.
- 77.5. The Chair of the Standing Committee may vote on any motion before the Committee, and, in the event of an equality of votes, the motion being voted upon is deemed lost.
- 77.6. Members of Council who are not members of a Standing Committee may attend meetings of the Committee and take part in any discussion or debate, but shall not be allowed to vote and shall not be seated at the Committee table but in the public area.
- 77.7. The Standing Committee shall consider and report on such matters only as have been referred to them by the Council or such matters as identified within their Terms of Reference and jurisdiction.
- 77.8. Members may speak more than once to the same motion.
- 77.9. The meetings of the Standing Committees shall be open to the public and the provisions of Section 16 and 17 shall apply.
- 77.10. The Standing committee agenda shall be established by the responsible department representative in consultation with the Chairperson of the committee. The Chairperson shall report the recommendations of the Standing Committee to Council at a Committee of the Whole meeting or at a Council meeting.
- 77.11. Any member of a Standing Committee may upon request, be authorized to participate on a committee via teleconference subject to all of the following conditions:
 - Obtaining the approval of the Chair
 - Maximum one member per meeting; and
 - Upon 24 hours' notice to the Secretary of the Standing Committee.
- 77.12. Any committee member who participates in a meeting under article 77.11 may take part in any discussion or debate, but shall not be authorized to vote and cannot be considered to determine quorum.
- 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 (*as amended by 2020-37*)

78. GENERAL PROVISIONS FOR COMMITTEES

- 78.1. Anyone wishing to address a Standing Committee shall notify the Clerk or the Secretary of the Committee, at least seven (7) days prior to the date of the meeting, and shall specify the nature of the business to be discussed. No person, without leave of the Committee shall speak for no longer than 10 minutes.
- 78.2. Each Standing Committee shall diligently pursue its duties and shall report to Council on every matter and motion coming before it within its Terms of Reference and jurisdiction.
- 78.3. When a point of order is raised or when a member is called to order in a Committee, the same procedure shall be adopted as in Council, except that the question shall be decided by the Committee Chair, subject to an appeal to the members of the Committee.
- 78.4. When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Council.
- 78.5. The Department Head or an employee of the Department designated by the Department Head, shall act as Secretary to the Committee to which he/she is responsible and he/she is to prepare the agenda in consultation with the Department Head and Committee Chairperson and shall also prepare the meeting minutes.

- 78.6. The Secretary of the Standing Committee shall be responsible to its department head or the Chief Administrative Officer if the secretary is the department head. No individual member of a committee shall give directions directly to staff.

79. MINUTES AND RECOMMENDATIONS OF COMMITTEES

- 79.1. Each Standing Committee shall submit its recommendations in the form of a written report to Council at a Committee of the Whole for further discussion, or at a Council meeting for consideration.
- 79.2. The Chairman or representative of the Committee may be called upon to further explain the recommendation.
- 79.3. Minutes of committees shall be submitted to Council for information purposes, once approved by the Committee.

80. VACANCY ON COMMITTEES AND BOARDS

- 80.1. Should any member of a Committee fail to attend three (3) consecutive regular or special meetings without being excused by the Committee, the Committee may certify such failure and the membership of such person on the Committee may be terminated and the Mayor may appoint another member to fill the vacancy, subject to the member's acceptance.
- 80.2. Should a member of a Committee or Board die, resign or be otherwise disqualified, the Council shall, by resolution, declare his/her seat vacant and, upon the recommendation of the Mayor, appoint another member to fill the vacancy, subject to the member's acceptance.
- 80.3. Should any Committee neglect or refuse to give due attention to any matter before it, the Council may by resolution, discharge such Committee and appoint another Committee in its place.
- 80.4. Should the Chair of any Committee neglect or refuse to call meetings necessary to conduct the business of the Committee, or he/she conducts the business of the committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal or action to the Mayor, who may remove such Chair from office and appoint another member as Chair, subject to the member's acceptance.

PART XIII – GENERAL PROVISIONS

81. RECORDING EQUIPMENT

- 81.1. At the meetings of Council only, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing of recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of any new media whatsoever, may be permitted as long as it does not interfere with the proceedings and shall be subject to the approval and/or direction of the Mayor unless otherwise decided by the Council.

82. STATE OF HEALTH EMERGENCY

- 82.1. If the Head of Council or any other Lead Agency as identified in the "Emergency Management Act" declares a state of health emergency, all the procedures outlined in the present Procedure By-Law apply. (as amended by 2020-26)

83. NOTICE OF COUNCIL AND COMMITTEE MEETINGS

- 83.1. The Corporation of the City of Clarence-Rockland will provide notice of Council meetings and committee meetings by posting a meeting schedule on the city's website at www.clarence-rockland.com. Notices of special meetings will be posted on the city's website and on the bulletin board in the main lobby of the City Hall and whenever possible, sent to local media via electronic mail.

84. EXECUTION OF DOCUMENTS

- 84.1. Whenever the execution of any document is required to give effect to any resolution or by-law of the Municipality, the Mayor and the Clerk have general authority for and in the name of the Municipality to execute and to affix the seal of the Municipality to such documents.

85. AMENDMENT OR REPEAL

85.1. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is given as prescribed in the City’s Notice By-law, and the waiving of the notice is prohibited.

86. REPEAL

86.1. That the City of Clarence-Rockland By-law No. 2015-56 as amended, is hereby repealed.

87. EFFECT

87.1. This by-law will come in full force and effect on the 1st day of January 2018.

88. SHORT TITLE

88.1. This By-law may be referred to as the “Procedure By-Law”.

Read a first, second and third time and passed this xx day of March, 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

SCHEDULE A1 -DELEGATION REQUESTS

Pursuant to Council Procedural's By-law, all delegations must address Council at a Committee of the Whole meeting. Committee of the Whole meetings are held on the first and third Monday of every month at 8:00 p.m. In the event that such day is a holiday, Council shall meet at the same hour on the next following day, which is not a public or civic holiday, unless otherwise provided by resolution of Council. **There is no Committee of the Whole meeting in July and in January the meeting is held on the second and fourth Monday of the month.** Delegations are limited to a maximum of ten minutes.

How to make a delegation request

1. Anyone desiring to address the Council shall complete the attached form and submit it to the Clerk at least seven (7) days prior to the Committee of the Whole meeting. If a request form is received late or if the Agenda is deemed full, the Request Form shall be considered for the next Committee of the Whole meeting.
2. Related or background information shall also be provided with the request form at least seven (7) days prior to the Committee of the Whole meeting and will be included in Council's package for their review before the meeting.

At the meeting

Public delegations are always the first item on the Committee of the Whole agenda. The Mayor will invite delegations to the podium to speak on their issues. Delegation presentations are limited to 10 minutes. Following the presentation, the Mayor and Councillors may ask questions to the delegation. Upon closure of the discussion, Council may direct staff to prepare a resolution for their consideration at a future Council meeting or refer the item to the appropriate department and/or committee for further input or advice.

Important information about public meetings held under the Planning Act

Public meetings held under the Planning Act, give property owners/residents the opportunity to voice opinions or comments regarding an application for the approval of:

1. Zoning By-law Amendments
2. Official Plan Amendments
3. Plans of Subdivision or Condominium.

Such public meetings are generally held and scheduled during an Infrastructure, Planning and Public Utilities Standing Committee meeting with notice given to immediate area residents. Under the *Planning Act*, if you do not express your views at the Public meeting or in writing to the Clerk's Department before or during the public meeting, the Ontario Municipal Board (OMB) may refuse your request for referral (objection) or dismiss all or part of your appeal without holding a hearing. In light of the above, delegation requests regarding any aspect of an official plan amendment, zoning by-law amendment or plans of subdivisions or condominiums will not be accepted between the conclusion of a Public meeting and Final Reading of the By-law.

Schedule A2 -DELEGATION REQUEST FORM

Date of request:		Council Meeting Date Request:	
Applicant name (and title if applicable):			
Organization (if applicable):			
Address:			
Tel. # of contact person:			
Email:			
Subject of presentation:			
Purpose of presentation:	NB:If requesting action of Council, clearly describe what you are asking for below or on a separate sheet. ___ information only ___ requesting funding ___ requesting letter of support ___ other (provide details below)		
Name of individual(s) making presentation:	1. 2.		
Will you be providing supporting documentation:	___ Yes ___ No If yes (please complete): ___ PowerPoint presentations (one electronic copy in PowerPoint format must be submitted with this request) ___ publication in agenda (one original or electronic copy must be submitted with this request) ___ handouts at meeting (bring at least 11 copies)		
Technical requirements needed:	___ projector ___ other (provide details)		
I understand and agree to these procedures for delegations and agree to abide by them.			
Signature _____ Date: _____			

SCHEDULE B1 -COMMITTEE OF THE WHOLE

Membership: The Committee of the Whole shall consist of all members of Council.

Committee Role: The Committee of the Whole allows members of Council to deal with matters in a less formal manner than at a Regular Council meeting. Matters are not formally adopted but recommendations are made to a subsequent meeting of Council at which time the recommendations of the Committee are normally adopted and acted on.

Responsibilities: The Committee of the Whole will act as a sounding board for various issues and proposals submitted by staff, committees and/or the general public.

The Committee will:

- review proposed changes to policies/by-laws of the municipality;
- provide feedback and general direction to staff on issues that will require Council approval;
- receive presentations from staff and/or groups and individuals on matters of interest to the municipality;
- review other matters referred to the Committee.

Meetings: Meetings shall be held at 8:00 p.m. on the first and third Monday of each month except in the month of July where there will be no meeting. In the month of January, the meeting shall be held on the second and fourth Monday of the month.

Support Staff: The Clerk shall be responsible to provide administrative support staff to assist in the preparation of the agendas, minutes and recommendations of the Committee.

SCHEDULE B2 –PLANNING

- Membership:** The Planning Committee shall consist of three members of Council and two member of the community. All appointments to the committee shall be for a term of one year, beginning on December 1st and ending on November 30th. The term may be extended at the discretion of the Mayor.
- Committee Role:** The primary role of the committee is to review official plan and zoning by-law amendment applications. The secondary role is to provide guidance and input on planning policies, subdivision applications, planning standards and special planning studies.
- Responsibilities:** To review and provide recommendations to the Council on land development regulations and policy and specific land development applications, including, but not limited to, the following:
- Official plan;
 - Zoning by-law;
 - Subdivision plans;
 - Planning studies
 - Other matters referred to the Committee by Council, the department head, and/or the Chief Administrative Officer
- Meetings:** Meetings shall be held at 7:00 pm on the first Wednesday of each month except in the month of July where there will be no meeting. In the month of January, the meeting shall be held on the second Wednesday of the month.
- Support Staff:** The Clerk shall be responsible to provide administrative support staff to assist in the preparation of the agendas, minutes and recommendations of the Committee.
- Reporting:** The Planning Committee shall submit its recommendations in the form of a written report to Council at a Council meeting for consideration.

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.

SCHEDULE ‘C’ – Floor of Council

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CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

By-law 2017-154

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL AND THE COMMITTEES OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND AND TO REPEAL BY-LAW NO. 2015-56, AS AMENDED.

WHEREAS pursuant to Section 238, Chapter 25, of the *Municipal Act, 2001, as amended*, every municipality shall pass a procedure by-law for governing the calling, place, proceedings and public notice of meetings;

AND WHEREAS it is necessary and expedient to make and establish rules and regulations for the conduct of its members and to set out certain standing policies to more efficiently transact the business of Council;

AND WHEREAS Council now deems it expedient to enact a new by-law to govern the proceedings of Council and the Committees of the Corporation of the City of Clarence-Rockland;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND ENACT AS FOLLOWS:

PART I – INTERPRETATION

1. RULES OF PROCEDURE – (SUSPENSION OF)

- 1.1 The proceedings of the Council and of its Committees, the conduct of the members and the calling of meetings will be governed by the provisions of the *Municipal Act* and the rules and regulations contained in this by-law, and, except as provided herein, the rules of parliamentary procedures as contained in Robert's Rules of Order, shall be followed for governing the proceedings of Council and the Committees thereof and the conduct of its members.
- 1.2 Notwithstanding subsection 1.1 hereof, the rules and regulations contained in this by-law may be suspended by a two-third (2/3) vote of the members present and voting, but by not less than a majority of the whole Council voting in favour thereof.

2. DEFINITIONS

- 2.1 **“Act”** means the Municipal Act as amended from time to time.
- 2.2 **“Ad Hoc Committee”** means a special purpose committee of limited duration, created by Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council.
- 2.3 **“Agenda”** means a list of items of business which have been approved to come before a meeting for decision.
- 2.4 **“Chief Administrative Officer”** means the Chief Administrative Officer referred to in Section 229 of the Municipal Act, 2001.
- 2.5 **“Clerk”** means the person appointed pursuant to Section 228 of the Municipal Act, 2001, or the Deputy-Clerk in his/her absence.
- 2.6 **“Chair”** or **“Chairperson”** means the Chair or “Chairperson” of a Committee.
- 2.7 **“City”** means the City of Clarence-Rockland.
- 2.8 **“Closed Meeting”** means a meeting of the Council or Committee, which is not open to the public and which is provided for in accordance with the Municipal Act and with the provisions of this by-law.
- 2.9 **“Committee”** means a Committee of Council and includes Standing Committees, Joint Committees, Ad Hoc Committees, Advisory Committees and Special Committees.
- 2.10 **“Committee of the Whole”** means a committee comprised of all the members of Council.
- 2.11 **“Consent Items Motion”** means a motion which allows items which do not require discussion or debate to be grouped together on the agenda and to be dealt with one resolution of Council. Any member of Council, without a second may request that an item so grouped be removed from the Consent Item Motion and dealt with separately.
- 2.12 **“Council”** means the Council of the Corporation of the City of Clarence-Rockland.

- 2.13 **“Council Chamber”** means the Council Chamber of the City of Clarence-Rockland located at 415 Lemay Street, Clarence Creek.
- 2.14 **“Councillor”** means a person elected or appointed as a member of Council but does not include the Mayor.
- 2.15 **“Day”** does not include Saturday, Sunday or a holiday.
- 2.16 **“Department Head”** means the official responsible for a department within the Corporation.
- 2.17 **“Deputy-Mayor”** means a Councillor appointed to act in place of the Mayor as defined in a By-law adopted by the Council of the Corporation of the City of Clarence-Rockland.
- 2.18 **“Holiday”** means a holiday as defined by the Interpretation Act, R.S.O., 1990, Chapter 1.11, as amended.
- 2.19 **“Local Board”** means a Board established by the City of Clarence Rockland and includes the Clarence-Rockland Public Library board.
- 2.20 **“Mayor”** means the Head of Council of the Corporation of the City of Clarence-Rockland or the Deputy-Mayor in his/her absence as defined in the current appointing By-law, if any.
- 2.21 **“Meeting”** means a gathering of the members of the Council, Committee or local board where quorum is achieved and either public business or public policy over which the Council or committee has jurisdiction or control is discussed or deliberated in a way that may materially advance the business or decision-making of Council, committee or local board.
- 2.22 **“Member”** means a member of Council or Committee.
- 2.23 **“Motion (Privileged)”** means any motion considered important enough to be dealt with immediately. The following motions are privileged motions and shall take precedence as follows:
- 2.23.1 To set the time to continue the meeting;
- 2.23.2 To adjourn (if made after the time set to conclude the meeting);
- 2.23.3 To recess;
- 2.23.4 To raise a question of privilege affecting an individual or affecting the assembly.
- 2.24 **“Motion (Incidental or Procedural)”** means any motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof, and include motions relating to the following categories:
- 2.24.1 Rules;
- 2.24.2 Information;
- 2.24.3 Efficiency;
- 2.24.4 Voting.
- 2.25 **“Motion to Receive and File”** means a motion, which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time.
- 2.26 **“Motion (Substantive or Main)”** means an independent motion complete in itself. A substantive or main motion is a motion to bring before the assembly any particular subject; it cannot be made when any other motion is on the floor; it takes precedence of no other motions.
- 2.27 **“Motion (Subsidiary)”** means a motion which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- 2.27.1 To Postpone Temporarily (Lay on the Table): If there is a reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it will be taken up again before the end of the meeting. (refer to item 63)

- 2.27.2 To Close debate (put the motion to a vote): If it is desired to close debate of a motion or pending motion so that it will come to an immediate vote. (refer to item 62)
- 2.27.3 To Limit or Extend Limits of Debate: If it is desired to continue consideration of a motion but debate is consuming too much time, a member can move to place a limit on the debate, on the other hand, if special circumstances make it advisable to permit more or longer speeches than under the normal rules, a motion to do so can be made; or, it may sometimes be desirable to combine the elements of limitation and extension, as in limiting the length of speeches but allowing more speeches per member.
- 2.27.4 To Postpone to a Certain Time: If it is desired to consider the main motion later in the same meeting or at another meeting. (refer to item 61)
- 2.27.5 To Commit or to Refer: It may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the motion or resolution over to a committee for study or redrafting by staff before the assembly considers it further. (refer to item 60)
- 2.27.6 To Amend: A main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning before the main motion is voted on. (refer to item 59)
- 2.27.7 To Postpone Indefinitely: If a member wishes to dispose of a motion that has been brought before the assembly without bringing it to a direct vote, the member can do so by moving to Postpone Indefinitely. (refer to item 58)
- 2.28 **“Municipal Office”** means the Municipal Office located at 1560 Laurier Street in Rockland, Ontario.
- 2.29 **“Municipality”** means the Corporation of the City of Clarence-Rockland.
- 2.30 **“Notice of Motion”** means a written notice, including the names of the mover and seconder, advising Council that the motion described therein will be brought at a subsequent meeting.
- 2.31 **“Personal Privilege”** means the raising of a question, which concerns a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole have been impugned.
- 2.32 **“Point of Order”** means a statement made by a member of Council during a meeting, drawing to the attention of the Mayor a breach of the Rules of Procedure.
- 2.33 **“Presiding Officer”** means the Mayor or the Chairperson of a committee, or a member of Council or a member of a Committee appointed amongst its members to preside at a meeting in the absence of the Mayor or the Committee’s Chairperson.
- 2.34 **“Quorum”** means a majority of members of Council or Committee.
- 2.35 **“Recorded Vote”** means the recording of the name and vote in the minutes of every member voting on any matter or motion.
- 2.36 **“Resolution”** means a formal determination made by Council on the basis of a main motion, duly placed before a regularly constituted meeting of the Council for debate and decision, and duly passed.
- 2.37 **“Rule or Rules of Procedure”** means the rules and regulations provided in this by-law.
- 2.38 **“Standing Committee”** means such Committees of Council as are so designated by the Council by by-law or resolution and includes Committee of the Whole.
- 2.39 **“Teleconference”** means a conference made up of participants in different locations who communicate by telephone. *(as amended by 2020-37)*
- 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. *(as amended by 2020-37)*
- 2.41 **“Videoconference”** means a conference made of participants in different locations who communicate by electronically sending video and sound. *(as amended by 2020-37)*
- 2.42 **“Whole Council”** means all members of Council whether present or absent from a meeting. *(as amended by 2020-37)*

PART II – DUTIES OF THE MAYOR

3. MAYOR'S DUTIES

It shall be the duty of the Mayor to carry out the responsibilities set forth in the Municipal Act, section 225 and:

- 3.1 To open the meeting of the Council by taking the chair and calling the members to order;
- 3.2 To preside at all Council meetings;
- 3.3 To announce the business before the Council and the order in which it is to be acted upon;
- 3.4 To receive and submit, in the proper manner, all motions presented by the members of Council;
- 3.5 To put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the results;
- 3.6 To sit as an ex officio member of all Standing and other Committees of the Council and be entitled to vote at meetings;
- 3.7 To select members of all Standing Committees and to appoint Committee Chairs when deemed necessary.
- 3.8 To decline to put to a vote, motions which infringe upon the Rules of Procedure;
- 3.9 To enforce the Rules of Procedure;
- 3.10 To restrain the members, when engaged in debate, within the Rules of Procedure;
- 3.11 To enforce on all occasions, the observance of order and decorum at a meeting;
- 3.12 To call by name any member persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- 3.13 To permit questions to be asked of any officer of the Municipality, through the Chair, in order to provide information to assist any debate when he/she deems it proper;
- 3.14 To provide information to members of Council on any matter touching on the business of the Municipality;
- 3.15 To receive all messages and other communications and announce them to the Council;
- 3.16 To authenticate by signature, when necessary, all by-laws and resolutions of Council;
- 3.17 To rule on any points of order raised by the members of Council;
- 3.18 To inform the members of Council of the proper procedure to be followed;
- 3.19 To represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
- 3.20 Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be fixed by the Mayor; and
- 3.21 To order any person or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the person or group to vacate the Council Chamber where such behaviour persists;
- 3.22 To answer, redirect, or refer questions and enquiries from the public accordingly.
- 3.23 To adjourn the meeting when the business is concluded.

4. PARTICIPATION OF THE MAYOR IN DEBATE

- 4.1 The Mayor may state relevant facts and his/her position on any matter before the Council without leaving the chair, but to move a motion or debate a motion, he/she must first leave the chair.

- 4.2 If the Mayor desires to leave the chair to move a motion or to take part in the debate pursuant to subsection 4.1, or otherwise, the Mayor will call upon a member to preside until the issue is resolved.

PART III – DUTIES OF A MEMBER OF COUNCIL

5. COUNCIL MEMBERS' DUTIES

- 5.1 To prepare for meetings, including reviewing the agenda and background information prior to the meeting;
- 5.2 To deliberate on the business submitted to Council;
- 5.3 To vote when a motion is put to a vote, unless prohibited from voting by law;
- 5.4 To abide by Council's decision once a decision is made;
- 5.5 To attend Local Board and Committee Meetings to which the member has been appointed by the Mayor and accepted by the Council member;
- 5.6 To respect the Rules of Procedure.
- 5.7 To act in accordance with the Oath of Allegiance and Oath of Elected Office.

PART IV – FOLLOWING AN ELECTION

6. ORIENTATION SESSION

- 6.1 In the case of an election year, an orientation session shall be held between November 1st and the first day of the term of the newly elected Council to welcome new members of Council.
- 6.2 A copy of the procedural by-law shall be provided to newly elected members of council prior to the inaugural meeting.

7. INAUGURAL MEETING

- 7.1 The inaugural meeting of the Council following a regular election, shall be considered the Council's first meeting and shall be held at 7:00 p.m., on the first day in December that is not a Friday, Saturday or Sunday, in the Council Chambers of the City of Clarence-Rockland or in a location as may be determined by the incoming Mayor.
- 7.2 At the first meeting in December of the new term of office, pursuant to Section 232(1) of the Municipal Act, 2001, a member of Council shall not take his/her seat until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose.
- 7.3 The Clerk shall be responsible for the content of the agenda of the Inaugural Meeting and the arrangements for the inaugural proceedings.

8. AGENDA - INAUGURAL MEETING

- 8.1 At the inaugural meeting of the Council, in an election year, the Agenda shall be printed as follows:
 - 8.1.1 Opening of the Meeting
 - 8.1.2 Mayor's Declaration of Office and Oath of Allegiance
 - 8.1.3 Councillors' Declaration of Office and Oath of Allegiance
 - 8.1.4 Councillors' Inaugural Address
 - 8.1.5 Mayor's Inaugural Address
 - 8.1.6 Adjournment

PART V – COUNCIL

9. REGULAR MEETINGS

- 9.1 The regular meetings of Council will be held on the first and third Monday of every month, except during the month of July when there will be no regular meetings. In the month of January, the Council meeting shall be held on the second and fourth Monday. All

meetings shall be scheduled for 7:15 p.m., however when a closed session is planned, the closed session may be held prior to 7:15 p.m., but not earlier than 6:00 p.m. Notice that the closed session will be held prior to 7:15 p.m. shall be posted on the city's website, the city's bulletin board and on the agenda. Except for opening the meeting, approving the agenda, obtaining declarations of pecuniary interest and the holding of a closed session, all other matters on the agenda shall not be addressed prior to 7:15 p.m. In the event that such day is a holiday, Council shall meet on the following Wednesday, unless otherwise provided by resolution of the Council. Meetings of Council shall be held in the Council Chambers, unless otherwise decided upon by the majority of Council.

- 9.2 The date, place and time of the meeting may be changed by the Mayor, if extenuating circumstances exist.
- 9.3 Prior to the end of each calendar year, the Clerk shall prepare and distribute a regular public meeting schedule for the incoming year, which shall be approved by Council. The schedule shall incorporate any necessary adjustments, including but not limited to public or civic holidays, March Break and scheduled conferences. When the day for a regular meeting is a holiday, the schedule shall incorporate any necessary adjustments to the meeting dates. The meeting shall be held on the next Wednesday immediately following the holiday.

10. SPECIAL MEETINGS

- 10.1 A special meeting of the Council will be convened:
 - 10.1.1 Upon being summoned by the Mayor; or
 - 10.1.2 Upon receipt of a petition of the majority of the members of Council.
- 10.2 Upon receipt of a petition set out in Section 10.1.2, the Clerk shall summon a special meeting for the purpose(s) and at the time stated in the petition. No member may add or remove his/her name from the petition filed under this section.
- 10.3 The special meeting agenda will be prepared by the Clerk as directed by the Mayor and if the meeting is called by a petition of the majority of the members, the Agenda will be prepared by the Clerk for the purpose stated in the petition.
- 10.4 Notice of all special meetings of the Council setting forth the matters to be considered at such special meeting will be given to all members of Council, not less than two (2) business days in advance of the time fixed for the meeting by electronic mail or by delivery to the residence or to the place of business of the member, and the Clerk shall attempt to give such other notice of the meeting to the member by telephone or as otherwise practical within the circumstances.
- 10.5 Notice of all special meetings of Council shall be posted on the city's website and in the main lobby of the municipal office not less than forty eight hours (48) in advance of the time fixed for the meeting. Notice shall also be given to the local media by electronic mail.
- 10.6 The Council will not consider or decide any matter not set forth in the notice calling the special meeting.

11. EMERGENCY MEETING

- 11.1 Notwithstanding the notice requirement set out in Section 10.4 above, in urgent or extraordinary circumstances, an emergency special meeting of the Council may be called by the Mayor without notice, to consider and deal with such urgent and extraordinary matters.

12. PLACE OF MEETING

- 12.1 All the meetings will be held in the Council Chamber, unless otherwise decided upon by the majority of Council or by the Mayor, if extenuating circumstances exist.
- 12.2 In the event of extenuating circumstances or in the event of a declared state of emergency, all meetings may be held at any convenient location, within or outside the municipality, which is accessible to Members of Council and staff. *(as amended by 2020-71)*
- 12.3 Notwithstanding section 12.2, if extenuating circumstances exist or in the event of a declared state of emergency, upon the authorization of the majority of Council or the Mayor, all meetings may be held by electronic participation, which participation shall be established by the Administration according to the circumstances. *(as amended by 2020-26 and 2020-71)*

13. CANCELLATION OF MEETINGS

- 13.1 Council may cancel a regularly scheduled meeting by passing a motion to this effect at a meeting preceding the cancelled meeting. Adequate notice of the change shall be provided by:
 - 13.1.1 Posting a notice on the website and in the main lobby of the municipal office; and
 - 13.1.2 Giving notice to the local media by email.
- 13.2 The Mayor may cancel any meeting of Council if he/she is of the opinion that weather conditions and/or an emergency situation warrants same and in such a situation, the Clerk shall inform all members of Council and the media prior to the scheduled time of the subject meeting and in such a situation, the meeting shall be rescheduled to take place the next following Monday at 7:15 p.m. local time.

14. SEATING AT THE COUNCIL TABLE

- 14.1 Seating at the Council table shall be determined by the Mayor, however the Mayor shall sit in the centre seat at the Council table.

15. MEETINGS OPEN TO PUBLIC

- 15.1 The meetings of the Council shall be open to the public;
- 15.2 The Mayor may expel any person for improper conduct at a meeting (see item 29 – rules of order and decorum).
- 15.3 Notwithstanding section 15.1, if extenuating circumstances exist or in the event of a declared state of emergency where a meeting is held by electronic participation, the meeting may be accessible by broadcasting only, which broadcasting shall be established by the Administration according to the circumstances. This Section does not apply to closed meetings. (as amended by 2020-26, 2020-31 and 2020-71)

16. CLOSED MEETINGS

- 16.1 Council, local board or Committee may, with or without notice, by resolution, close a meeting or part of a meeting to members of the public if the subject matter being considered is:
 - 16.1.1 The security of the property of the Municipality or local board;
 - 16.1.2 Personal matters about an identifiable individual, including municipal employees;
 - 16.1.3 A proposed or pending acquisition of land by the municipality;
 - 16.1.4 Labour relations or employee negotiations;
 - 16.1.5 Litigation or potential litigation, including matters before administrative tribunals;
 - 16.1.6 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 16.1.7 A matter in respect of which the Council, may hold a closed meeting under another Act;
 - 16.1.8 Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 16.1.9 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - 16.1.10 A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - 16.1.11 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - 16.1.12 The meeting is held for the purpose of educating or training the members and, at the meeting, no member discusses or otherwise deals with any matter in a way

that materially advances the business or decision-making of the council, local board or committee.

- 16.2 Council shall, by resolution, close a meeting or part of a meeting to the public where the subject matter relates to:
- 16.3 The consideration of a request under the “Municipal Freedom of Information and Protection of Privacy Act”;
- 16.4 An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the *Municipal Act* (a municipal ombudsman) or the investigator referred to in subsection 239.2(1) of the *Municipal Act* (a municipal closed meeting investigator).

17. PROCEDURE – CLOSED MEETING

- 17.1 Before holding a meeting or part of a meeting that is closed to the public, the Council, local board or committee shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered, including a closed meeting for educational or training purposes.
- 17.2 Where a meeting or part of a meeting is closed to the public, members of Council may retire from the Council Chambers to an adjacent meeting room and all persons not specifically invited to attend the closed meeting may remain in the Council Chambers. When in closed session, no one shall leave and re-enter the meeting room without the approval of the Mayor or Committee Chairman.
 - 17.2.1. Notwithstanding section 17.2, if extenuating circumstances exist or in the event of a declared state of emergency where a meeting is held by electronic participation, the closed meeting may be held by electronic participation, subject to the following conditions: *(as amended by 2020-31 and 2020-71)*
 - 17.2.1.1. That access codes for electronic participation shall be published on the closed meeting agenda and made available exclusively to authorized participants; **and** *(as amended by 2020-31)*
 - 17.2.1.2. That each participant shall, at the beginning of the closed meeting confirm that he or she is located in a private area which allows him or her to certify that the confidentiality of the information and discussions will be kept. *(as amended by 2020-31)*
- 17.3 Upon resuming in open meeting, the Mayor shall provide a verbal report to the public on the disposition of items discussed in closed meeting without revealing any confidential security, personal, personnel or legal matters.
 - 17.3.1. Notwithstanding Section 17.3, when a closed meeting is held by electronic participation, the Mayor shall, at the next regular meeting, provide a verbal report to the public on the disposition of items discussed in closed meeting without revealing any confidential security, personal, personnel or legal matters.
- 17.4 A meeting shall not be closed to the public during the taking of a vote. However, a meeting may be closed to the public during a vote if both conditions are satisfied:
 - 17.4.1 Subsection 16.1 or 16.2 permits or requires a meeting to be closed to the public; **and**
 - 17.4.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
- 17.5 Minutes of closed meetings shall be adopted at the next scheduled closed meeting and kept in confidence by the Clerk.

18. COMMENCEMENT OF MEETING

- 18.1 As soon as there is quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.

19. ABSENCE OF THE MAYOR OR REFUSAL OF THE MAYOR TO PRESIDE

- 19.1 Should the Mayor not be in attendance within fifteen (15) minutes after the time fixed for a meeting, and there is a quorum present, the Deputy Mayor shall call the meeting to order.

- 19.2 When the Mayor refuses to act, or the office is vacant, the Deputy Mayor shall act in the place and stead of the head.
- 19.3 Should the Mayor and the Deputy Mayor not be in attendance, refuse to act, or the offices are vacant, the members may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
- 19.4 While so acting, the Deputy Mayor or the appointed presiding officer will have all the powers of the mayor and will be entitled to vote as a member.

20. NO QUORUM AT BEGINNING OF THE MEETING

- 20.1 The quorum for a Council meeting is five members of Council.
- 20.2 If no quorum is present to enable a meeting to commence thirty (30) minutes after the time fixed for a meeting of the Council, the Clerk shall record the names of the members present and the members will stand discharged from waiting further.
- 20.3 If a meeting does not take place because of the lack of a quorum under subsection (1) hereof, the Council will meet at the next regularly scheduled meeting of the Council or at such other time and place as the Mayor shall announce.
- 20.4 The Clerk shall attempt to give notice of any meeting so rescheduled by telephone, electronic mail or as is otherwise practical within the time available.

21. UNFINISHED BUSINESS – QUORUM LOST

- 21.1 If during the course of a meeting, a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled meeting of the Council or at such other time and place as the Mayor shall announce.
- 21.2 If, in the Mayor's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting.
- 21.3 The Clerk shall give notice of any meeting so adjourned and to be reconvened by telephone or as is otherwise practical within the time available.

22. CURFEW

- 22.1 Council and Committee meetings shall stand adjourned at 10:30 p.m. but business may be continued upon consent of the majority of all members present.

23. COUNCIL CHAMBERS

- 23.1 No person, except a member of Council or an authorized employee of the Municipality shall be allowed to come on the Council floor, as described in appendix 'C', within the Council Area during the meeting of the Council without permission of the Mayor.
- 23.2 No person except a member of Council or an authorized employee of the Municipality shall, before or during a meeting of the Council, place on the desks of members or otherwise distribute any material whatsoever. All material is to be submitted to the Clerk for distribution to Council upon approval of the Mayor.

24. LEAVING CHAMBERS ON ADJOURNMENT

- 24.1 At the end of a meeting, the members of Council shall not leave their places until the meeting has been adjourned.

PART VI – ORDER OF PROCEEDINGS – AGENDA AND MINUTES

25. COUNCIL MEETING AGENDA

- 25.1 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be made without requiring an amendment to this by-law:
 - 25.1.1 **Call to Order**
As soon as there is quorum after the hour set for the meeting, the Mayor shall take the chair and call the members present to order.
 - 25.1.2 **Prayer**

25.1.3 Adoption of the Agenda

Amendment and/or additions to the proposed agenda may be permitted by majority approval of the members present.

25.1.4 Disclosure of Pecuniary Interest

It is at this point that any member of Council may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which a member was absent.

25.1.5 Closed Meeting (if applicable)**25.1.6 Closed Meeting Report (if applicable)****25.1.7 Announcements / Special Presentations****25.1.8 Question/Comment Period**

It is at this point that a person, after seeking permission from the Presiding Officer, shall introduce himself/herself and address his/her question/comment on any matter which is related to any agenda item to the Presiding Officer.

The Presiding Officer may, if he or she so wishes, answer the question, refer same to another member of Council or, he or she may ask that the question be referred to the Chief Administrative Officer in writing and answered in writing.

Any person, who is not a member of Council or an appointed official, shall be allowed to address Council on the subject once only, except in the case of rebuttal. The maximum time allowed in all circumstances for a question/comment shall be three (3) minutes per person per meeting. There shall be a maximum of 30 minutes dedicated to the question/comment period.

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

The Presiding Officer may, at any time, ask any person that is not following the correct procedures to stop immediately and, if the person persists, the Presiding Officer may ask the person to leave the Council Chambers.

25.1.9 Council Members' Items

At this point, consideration is given to all motions introduced by the members of Council through 'Notice of Motion' at a previous meeting. Such a motion shall not be considered or otherwise disposed of by the Council unless the mover of the motion is in attendance at the meeting. Any member may agree to second the motion if the seconder is absent from the meeting when the motion is called for by the chair.

25.1.10 Consent Items

All of the items listed in the consent items section of the agenda shall be the subject of one motion and that motion shall be neither debatable nor amendable; provided however, that any member of Council may ask for any item(s) included in the consent item motion to be separated from that motion whereupon the consent motion without the separated item(s) shall be put, and the separated item(s) shall each be considered immediately thereafter.

Consent items include but are not necessarily limited to the following types of matters:

25.1.10.1 Minutes of Council, Committees and Boards

25.1.10.2 Staff and/or Committee reports previously presented at the Committee of the Whole Meeting for which Council did not request additional information and which contain clear 'take action, give approval or receive for information' recommendations.

25.1.10.3 Resolution to approve accounts/salaries paid and accounts payable

25.1.10.4 Proclamations

25.1.10.5 Routine matters.

The following note shall be added under Consent Items in the agenda: All items listed under the Consent Items will be enacted by one motion. A unanimous vote is required for consent items. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion that a consent item be separated from the motion. The separated item(s) shall be considered immediately thereafter.

25.1.11 Staff / Committees Reports not included under consent items

Every Staff/Committee report shall be introduced with a resolution to receive the report, or adopt the recommendation(s) as presented. The department heads or Committee Chair may be required to provide some clarifications during debate. If

a By-law needs to be considered as a result of the recommendation, it shall be considered under By-law items.

25.1.12 **By-laws**

Every by-law is generally introduced either by means of the Department Head's Report or Committee Report. One motion is in order to give all by-laws first, second and third readings. If a member of Council has a question on a particular by-law, he/she may move that Council exempt a particular by-law from the main motion to allow for further debate. After all by-laws have passed, the Clerk shall be responsible for their correctness should they be amended.

25.1.13 **Confirmatory By-law**

A confirmation by-law shall be passed at each regular and special meeting of Council to confirm the decisions of Council.

25.1.14 **Adjournment**

- 25.2 The business of the Council shall be considered in the order set forth on the Agenda; however the Presiding Officer, with the approval of the majority of the members of Council present may vary the order in which the items are presented to better deal with matters before the Council.

26. **DELIVERY OF THE AGENDA TO THE MEMBERS AND PUBLIC**

- 26.1 Subjects to be included on the agenda, should be submitted by the department heads to the Clerk no later than 12:00 p.m. on the Monday prior to the regular or committee of the whole meeting of Council.
- 26.2 Insofar as is practicable, agenda packages are to be made available for public viewing before the end of the work day on the Friday before each regular or committee of the whole meeting at City Hall and on the city's website (www.clarence-rockland.com).
- 26.3 The Clerk or his/her delegate shall ensure that (insofar as it is practicable) an agenda package, including all supporting documentation, is distributed to each member of Council before the end of the day on the Wednesday preceding the regular or committee of the whole meeting. The agenda packages shall also be made available to Members of Council and Directors electronically.

27. **MINUTES**

- 27.1 Minutes shall be kept by the Clerk and shall record, in both official languages (English and French), with the English version being considered the official version, the following:
- 27.1.1 The place, date and time of the meeting;
- 27.1.2 The names of the Presiding Officer, Councillors and staff in attendance (motivated absences shall be identified);
- 27.1.3 The late arrivals and early departures of members;
- 27.1.4 The reading, if requested, correction and adoption of the minutes of prior meetings;
- 27.1.5 Declarations of pecuniary interest; and
- 27.1.6 All other proceedings of the meeting without note or comment.

Once adopted, the minutes shall be signed by the Mayor and by the Clerk.

28. **DELEGATIONS**

- 28.1 All delegations must address Council at a Committee of the Whole meeting and an effort will be made to allow no more than two (2) delegations at any one meeting.
- 28.2 Anyone desiring to address the Council shall complete and submit to the Clerk, a delegation form (attached as Schedule 'A') accompanied with all supporting documentation at least seven (7) days prior to the Committee of the Whole meeting. Requests from delegations who have previously addressed Council on a topic shall not be granted unless they can prove that they have new information to present to Council.

Any and all material to be presented or distributed (including, but not limited to slide or handouts) during the delegation be provided to the Clerk seven (7) days prior to the Committee of the Whole meeting and distributed to members of Council in advance of the

Committee of the Whole meeting. Only the material provided to the Clerk will be allowed to be presented.

- 28.3 Delegation requests regarding any aspect of an official plan amendment, zoning by-law amendment or plans of subdivisions or condominiums will not be accepted between the conclusion of a public consultation meeting which was conducted in accordance with the Planning Act and final reading of the by-law.
- 28.4 Delegations shall be limited to a maximum of ten (10) minutes.

29. RULES OF ORDER AND DECORUM

- 29.1 The following rules of order and decorum shall be adhered to at all times during meetings.
- 29.1.1 The public shall:
- 29.1.1.1 Remain seated at all times, except for the person who has been given permission to speak.
 - 29.1.1.2 Refrain from making noise, comments, or engage in a conversation between one another;
 - 29.1.1.3 Listen to the person who is speaking and shall not interrupt said person;
 - 29.1.1.4 Respect the fact that no person shall address Council without having been recognized by the Presiding Officer.
 - 29.1.1.5 Address questions and remarks to the Presiding Officer;
- 29.1.2 No person is allowed to speak unless they have first been recognized by the Presiding Officer.
- 29.1.3 Any person making personal impertinent, slanderous and profane remarks will be ordered to vacate the room by the Presiding Officer.
- 29.1.4 No person shall make remarks or complain to the Presiding Officer by using offensive or abusive language, and if the person refuses to apologize, the person will be ordered to vacate the room immediately.
- 29.1.5 Persons may address themselves in English or French when they have the floor.
- 29.1.6 Persons may not display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms.

PART VII – RULES OF CONDUCT AND DEBATE

30. ADDRESS THE MAYOR

- 30.1 Any member desiring to speak, shall so signify their intent in such a manner as the Mayor may direct, and, upon being recognized, will address the Chair.

31. ORDER OF SPEAKING

- 31.1 When two or more members signify their desire to speak, the Mayor will recognize the member, who, in his/her opinion, signified first and next recognize the other member(s).

32. CONDUCT OF MEMBERS

- 32.1 No member shall:
- 32.1.1 Speak until he/she has addressed himself/herself and has been recognized by the Mayor;
 - 32.1.2 Disturb another member, or the Council itself, by any disorderly behaviour disconcerting to any member speaking;
 - 32.1.3 Use offensive words during the Council or committee meetings against the Council or staff;
 - 32.1.4 Speak on any subject other than the subject in debate;
 - 32.1.5 Where a matter has been discussed *in camera*, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the *in camera* meeting;

32.1.6 Disobey the Rules of Procedure or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.

32.2 Where a member has been called to order by the Mayor for failing to observe the provisions of subsection 32.1 and the member persists in any such disobedience after having been called to order by the Mayor, the Mayor may immediately order the member to leave the Council Chambers for improper conduct, and if the member apologizes, the Mayor may permit the member to retake his/her seat.

33. PRIVILEGE

33.1 Where a member considers that the member's rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the member may, as a matter of privilege, rise at any time, with the consent of the Mayor, for the purpose of drawing the attention of the Council to the matter.

33.2 Upon being recognized by the Mayor, the member shall state the question of privilege.

33.3 The Mayor shall resolve the question of privilege, or require that the question be seconded and permit a debate and a vote to be held on the question.

34. POINTS OF ORDER

34.1 The Mayor shall preserve order and decide points of order.

34.1.1 When a member desires to address a point of order, he/she shall ask leave of the Mayor to raise a point of order and, after leave is granted, he/she shall state the point of order to the Mayor;

34.1.2 The Mayor rules on the point of order;

34.1.3 Thereafter, a member shall only address the Mayor for the purpose of appealing the Mayor's decision to the Council;

34.1.4 If no member appeals, the decision of the mayor shall be final;

34.1.5 The Council, if appealed to, shall call a vote without debate on the following question: 'Shall the Mayor's decision be sustained?', and its decision shall be final.

35. MEMBERS SPEAKING

35.1 When a member is speaking, no other member will interrupt the member except to raise a point of order or to raise a question of privilege.

36. MOTION READ

36.1 Any member may require the motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

37. TIME LIMITED

37.1 During Regular Council meetings, no member, without leave of the Mayor, shall speak to the same motion, or in reply, for longer than five minutes. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.

38. MOTION PUT – NO FURTHER DEBATE

38.1 After any motion is put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result is declared, and the decision of the Mayor as to whether the motion has been put, is conclusive.

PART VIII – VOTING DURING COUNCIL MEETINGS

39. SECRET BALLOT

39.1 No vote shall be taken during a meeting of the Council by secret ballot or other form of secret vote.

40. ALL MEMBERS VOTE

40.1 Every member present at a meeting of the Council, when a motion is put, shall vote thereon, unless prohibited by statute, in which case it shall be recorded.

- 40.2 Any member may abstain from voting, but the vote shall be recorded as a negative vote.
- 40.3 When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the motion approved.

41. UNRECORDED VOTE

- 41.1 The manner of determining the decision of the Council on a motion is at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

42. DIVISION OF THE MOTION

- 42.1 When the matter under consideration contains distinct recommendations or propositions, a member may request that the motion be divided. The proposer must delineate clearly the division proposed. The proposer may also suggest that a single motion be removed from the composite motion to be debated and voted on separately.
- 42.2 If the individual motions are truly independent, the motion must be divided on the demand of one member. The Presiding officer, will decide if the composite motion is divisible but may, if unsure, seek guidance from the assembly. The Presiding officer's decision is subject to appeal.
- 42.3 Upon allowing the division, the Presiding officer puts each component parts of the motion and presents them as individual motions to be debated and voted on separately.

43. RECORDED VOTE

- 43.1 Any member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- 43.2 When a member on any matter or motion requests a recorded vote, the Mayor shall ask each member to announce his/her vote openly to be recorded in the minutes, starting with the member who has requested the recorded vote, with the Chair voting last.
- 43.3 If a vote is to be recorded as herein provided, the Mayor shall announce the result, and the Clerk shall record them in the minutes.

44. DISPUTING VOTE

- 44.1 If a member disagrees with the announcement of the Mayor that a motion is carried or lost, the member may, but only immediately after the declaration by the Mayor, object to the Mayor's decision and require a recorded vote to be taken.

45. TIE VOTE

- 45.1 A resolution on which the voting results are a tie shall be declared lost.

46. VOTING

- 46.1 When the Mayor calls for the vote on a motion, each member shall occupy their seat until the result of the vote has been declared by the Mayor, and during such time, no member shall walk across the room, speak to any other member, or make any noise or disturbance. A member who is absent from his/her seat does not have the right to vote.

47. TWO-THIRDS VOTE

- 47.1 A two-thirds vote shall be deemed to have been accomplished with the following voting in the affirmative.
 - 47.1.1 Six of nine members
 - 47.1.2 Six of eight members
 - 47.1.3 Five of seven members
 - 47.1.4 Five of six members
 - 47.1.5 Five of five members

48. DISCLOSURES OF PECUNIARY INTEREST

- 48.1 At all times and under all circumstances, members shall be guided by and shall have regard to the Municipal Conflict of Interest Act.

- 48.2 If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall:
- 48.2.1 Disclose his/her interest and is required to file a written statement of the interest at the meeting or as soon as possible afterwards;
 - 48.2.2 Leave his/her seat and is required to leave the Chambers/Meeting room;
 - 48.2.3 Not take part in the consideration or discussion of the said matter;
 - 48.2.4 Not vote on any motion in regard to the said matter;
 - 48.2.5 Not attempt in any way before, during and/or after the meeting to influence the voting on any such motion.
- 48.3 When a meeting is not open to the public, in addition to complying with the requirements of Section (1) hereof, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 48.4 Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose his/her interest and otherwise comply at the first meeting of council or committee as the case may be, attended after the particular meeting.
- 48.5 The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of council, as the case may be, and any such record shall appear in the minutes of that particular meeting.
- 48.6 The Clerk shall establish and maintain a registry of statements and declarations of interests of members, and make it available for public inspection.
- 48.7 The failure of one or more members to comply with Section (1) hereof shall not affect the validity of the meeting in regards to the said matter.

PART IX – COMMITTEE OF THE WHOLE

49. PROCEDURE

- 49.1 While sitting in Committee of the Whole, the rules governing the procedure of the Council and the conduct of the members shall be observed except that the number of times of speaking on any motion shall be limited to two times without permission from the chair, provided that no member speaks more than once until every member who desires to speak has spoken.
- 49.2 Subject to Section 16, the Committee of the Whole may, go into closed session and may exclude all persons from a meeting or part of a meeting. During such period, all persons not specifically invited to remain by the Committee shall retire from the Chamber.

50. COMMITTEE OF THE WHOLE MEETINGS

- 50.1 The Committee of the Whole meetings will be held on the first and third Monday of every month, at 8:00 p.m., except during the month of July when there will be no Committee of the Whole meetings. In the month of January, the Committee of the Whole meeting shall be held on the second and fourth Monday. In the event that such day is a holiday, Council shall meet on the following Wednesday, unless otherwise provided by resolution of the Council. Meetings of the Committee of the Whole shall be held in the Council Chambers, unless otherwise decided by the majority of the Committee of the Whole members.
- 50.2 The date, place and time of the meeting may be changed by the Mayor, if extenuating circumstances exist.
- 50.3 Prior to the end of each calendar year, the Clerk shall prepare and distribute a Committee of the Whole meeting schedule for the incoming year, which shall be approved by Council in the form of a by-law. The schedule shall incorporate any necessary adjustments, including but not limited to public and civic holidays, March Break and scheduled conferences.
- 50.4 Committee of the Whole meetings shall stand adjourned at 10:30 p.m., but business may be continued upon consent of the majority of Council members present.
- 50.5 Committee of the Whole will receive and vote on recommendations to be put before Council for formal approval at a Council meeting, but will not receive resolutions and/or by-laws.

51. AGENDA – COMMITTEE OF THE WHOLE

- 51.1 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be made without requiring an amendment to this by-law

51.1.1. Call to Order

As soon as there is quorum after the hour set for the meeting, the Presiding Officer shall take the chair and call the members present to order.

51.1.2. Adoption of the Agenda

Amendments and/or additions to the proposed agenda may be permitted by majority vote of the members present.

51.1.3. Disclosure of Pecuniary Interest

It is at this point that any member may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which a member was absent.

51.1.4. Delegations and Presentations

Delegations are limited to ten (10) minutes and must complete a Delegation Request Form as per Schedule A1. Refer to Item 28.

51.1.5. Petitions and Correspondence

It is at this point that any petitions and correspondence items that lead to an action or decision of Council will be introduced for discussion. It should be noted, however, that the Clerk or Chief Administrative Officer may, upon receipt, refer any communication or petition to a Committee or Department Head without the prior consideration of Committee of the Whole or Council.

51.1.6. Notice of Motions

A notice of motion will introduce business that the member intends Council to deal with at the next regular Council meeting and shall be introduced in writing and signed by the mover and seconder.

51.1.7. Question/Comment Period

It is at this point that a person, after seeking permission from the Presiding Officer, shall introduce himself/herself and address his/her question/comment on any matter to the Presiding Officer.

The Presiding Officer may, if he or she so wishes, answer the question, refer same to another member of Council or, he or she may ask that the question be referred to the Chief Administrative Officer in writing and answered in writing.

Any person, who is not a member of Council or an appointed official, shall be allowed to address Council on the subject once only, except in the case of rebuttal. The maximum time allowed in all circumstances for a question/comment shall be three (3) minutes per person per meeting. There shall be a maximum of 30 minutes dedicated to the question/comment period.

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

The Presiding Officer may, at any time, ask any person that is not following the correct procedures to stop immediately and, if the person persists, the Presiding Officer may ask the person to leave the Council Chambers.

51.1.8. Report from the United Counties of Prescott and Russell

51.1.9. Report from Departments/Committees

51.1.10. Other Items

51.1.11. Adjournment

PART X – RESOLUTIONS AND MOTIONS

52. READING

- 52.1. Every motion shall be read by the mover, after which the Mayor asks if there is a seconder for the motion. Once seconded, the Mayor opens the floor for discussion and/or debate.
- 52.2. Immediately prior to voting on a motion, the Mayor or Presiding Officer shall state the motion in the precise form it is to be recorded in the minutes, including any amendments to the motion.

53. REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION

- 53.1. Before the motion is stated by the Chair, it belongs to the mover of the motion and he/she can withdraw it or modify it without the permission of the assembly. The mover either repeats the motion in the modified version or states that the motion is withdrawn.
- 53.2. If the person who seconds the motion withdraws his/her second from the modified form, the chair can ask for another seconder to the motion.
- 53.3. Before the chair opens the discussion and/or debate on the motion, another member can ask the chair if the mover of the motion will accept a change in the motion. The mover can either accept or reject the proposed change. (This may be referred to as a 'Friendly Amendment'). If the mover rejects the proposed change, the member suggesting the change can propose a formal amendment after the motion has been open for discussion and/or debate by the Mayor.
- 53.4. If the motion is under discussion and the mover wants to withdraw it, he/she must ask permission of the Council. Permission to withdraw is not debatable. If there is an objection, the presiding officer puts it to a vote.
- 53.5. A withdrawn motion is not recorded in the minutes unless the motion has been properly moved and seconded.

54. NO DEBATE UNTIL READ

- 54.1. No member shall speak on any motion until it is first read and seconded, and the mover is entitled to speak first if the member so elects. If debated, the motion shall be read again before being put.

55. MOTIONS RULED OUT OF ORDER

- 55.1. Wherever the Mayor is of the opinion that a motion or resolution is contrary to the Rules of Procedure, or is not within its jurisdiction, the Mayor shall rule the motion or resolution out of order.

56. MOTIONS

- 56.1. Privileged and Subsidiary motions may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure.
- 56.2. All main motions and resolutions shall be in writing and include the name of the mover and seconder.
- 56.3. A mover may withdraw his/her motion or his/her Notice of Motion at any time prior to being read by the Chair and commencement of debate thereon.
- 56.4. There shall never be more than one main motion before the Council at one time.
- 56.5. When the resolution under consideration contains two or more proposals, the same shall, at the request of any members of Council, be divided. Members can only divide motions that can stand by themselves.
- 56.6. Any Member may require the resolution under discussion to be read a second time for his/her information, at any time during debate, but not so as to interrupt a member speaking.

57. ORDER OF CONSIDERATION

- 57.1. When a motion is under consideration, no motion shall be received except a privileged, subsidiary or incidental/procedural motion which takes precedence over the motion to which they apply at the time they are made.

- 57.2. Privileged and Subsidiary motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:

57.2.1. To set the time to continue the meeting (debatable):

57.2.2. To adjourn – if moved after time set for concluding the meeting (not debatable):

57.2.3. To recess (debatable):

57.2.4. To raise a question of privilege – if raised in the form of a motion (debatable):

57.2.5. Postpone temporarily - To lay on the table (not debatable):

57.2.6. To close debate - move the motion be put (not debatable);

57.2.7. To limit or extend debate (debatable);

57.2.8. To postpone (defer) to a certain time (debatable);

57.2.9. To refer (debatable);

57.2.10. To amend (debatable if the motion to which it is applied is debatable);

57.2.11. To postpone indefinitely (debatable);

58. POSTPONE INDEFINITELY

- 58.1. The motion to “Postpone Indefinitely” allows Council to avoid making a decision on a main motion by delaying the decision to an undetermined time beyond the current meeting.
- 58.2. If the motion to “Postpone Indefinitely” is carried, the matter may not be brought back at the same meeting. If the motion is defeated, discussion on the main motion continues.
- 58.3. The motion is debatable (only to outline the reasons why the motion should or should not be dealt with immediately) but not amendable and requires a majority vote.

59. AMENDMENT

- 59.1. A motion to amend proposes a formal change to the pending motion and shall be presented in writing at the request of the Presiding Officer.
- 59.2. A motion to amend is debatable if the motion to which it is applied is debatable.
- 59.3. The amendment shall be relevant and not contrary to the principle of the motion under consideration.
- 59.4. Only one motion to amend the main motion shall be allowed at one time and only one motion to amend an amendment shall be allowed at one time; third level amendments are not permitted.
- 59.5. The motion to amend shall be put in the reverse order to the order in which it is moved. For example, the amendment to an amendment (secondary amendment) would be put first, then the amendment to the main motion (as amended, if a secondary amendment was carried), and finally the main motion (as amended, if the amendment was carried).
- 59.6. Notwithstanding subsection (59.4), any amendment(s) to a motion may be placed in the order to be determined by the Mayor as the most logical, practical and expeditious in all of the circumstances.

60. MOTION TO REFER

- 60.1. A motion to refer to a Committee, Board, Official or Commission should include the following elements:
- 60.1.1. The entity to which the subject or motion is being referred;
- 60.1.2. The instructions given to carry out its mandate;
- 60.1.3. When the entity is to finally report.
- 60.2. If the motion to postpone indefinitely is pending when a main motion is referred, the motion to postpone indefinitely is dropped from further consideration. Pending amendments, however, go to the committee with the main motion, and are reported with it.

- 60.3. A motion to refer is debatable and amendable and requires a majority vote.

61. MOTION TO POSTPONE (DEFER) TO A CERTAIN TIME

- 61.1. A matter postponed or deferred to a certain date and time shall have precedence over all other business on such date and time, immediately following the completion of the pending business
- 61.2. The motion to postpone (defer) to a certain time is debatable and amendable and requires a majority vote.
- 61.3. If the purpose is to set aside business for a short period of time, but no later than the end of the meeting, a member should make a motion to “postpone temporarily” (lay on the table). (see item 63).
- 61.4. If the purpose is to avoid making a decision on a main motion to an undetermined time beyond the current meeting, a member should make a motion “to postpone indefinitely”. (see item 58).

62. CLOSE DEBATE (PUT THE MOTION TO A VOTE)

- 62.1. A motion to close debate stops all debate on the pending motion or a series of consecutive pending motions, and puts the motion to a vote immediately.
- 62.2. The motion to close debate cannot be moved by a member who has already debated the motion, unless another member has subsequently debated the motion.
- 62.3. A motion to close debate, if carried without qualification, shall have an effect only on the immediately pending motion.
- 62.4. The motion to close debate is not debatable, but is amendable (as to the number of consecutive pending motions debate is being closed on), and requires a two-third (2/3) vote.
- 62.5. “the motion to close debate” is not allowed in committees.

63. POSTPONE TEMPORARILY (MOTION TO LAY ON THE TABLE)

- 63.1. A motion to “Postpone temporarily” is in order to set aside business for a short period of time, but no later than the end of the meeting. It is used when an interruption in the meeting makes it expedient not to continue with the business at that time.
- 63.2. The motion to “Postpone temporarily” is not debatable or amendable and requires a majority vote.
- 63.3. An item of business that has been “Postponed temporarily” may be taken up again through a motion to resume consideration.
- 63.4. If business has been “Postponed temporarily” in a meeting and no motion to resume consideration is made, or is not assumed by the Presiding officer before adjournment, the business falls to the floor and may only be initiated again at the next meeting through a new main motion.
- 63.5. The motion to “Postpone temporarily” is out of order if the evident intent is to kill or avoid dealing with the motion, in this case, it shall be treated as if it was a motion to “Postpone Indefinitely”.

64. NOTICE OF MOTION

- 64.1. A Notice of Motion shall be in writing and include the name of the mover and seconder;
- 64.2. All Notices of Motion received by the Clerk prior to or at the Notices of Motion segment of the Agenda may be read out by the mover or the Mayor during that segment. Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next regular meeting.
- 64.3. Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

65. DISPENSING WITH NOTICE

- 65.1. Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds (2/3) of the whole Council.

66. RECONSIDERATION

- 66.1. A motion to reconsider a vote is a main motion. It permits Council to consider reversing a decision it has made at that meeting.
- 66.2. Only a member that voted on the prevailing side can make the motion to reconsider, although anyone can second it.
- 66.3. A motion to reconsider is not amendable and requires a two-third (2/3) vote to be carried.
- 66.4. If there is no business pending, the motion is taken up immediately. If business is pending, the chair tells the Clerk to make a note that the motion to reconsider has been made; it isn't taken up until the Chair or a member calls the motion to reconsider the vote when no other business is pending before the meeting concludes, as it would lose effect at adjournment.
- 66.5. If the motion to reconsider the vote is carried, the motion being reconsidered is placed before the Council as if it had never been voted on; procedurally, it is considered a newly made main motion and all rights of the members are renewed with regard to debate.
- 66.6. No motion shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

67. AMEND OR RESCIND A PREVIOUS DECISION

- 67.1. A motion to amend or rescind a previous decision is a main motion. It brings a substantive proposal that has been previously decided back before the meeting for a new decision by the members.
- 67.2. A motion to amend or rescind a previous decision is subject to giving notice in accordance with Section 64.
- 67.3. The motion is debatable and amendable and requires the same vote as the original motion required.
- 67.4. A motion to rescind and to amend a previous decision is not in order in the following circumstances
 - 67.4.1. When it has previously been moved to reconsider the vote on the main motion, and the motion can be reached by calling up the motion to reconsider;
 - 67.4.2. When something has been done, as a result of the vote on the main motion, that is impossible to undo. (the unexecuted part of an order, however, can be rescinded or amended).

68. MOTION TO ADJOURN

- 68.1. A motion to adjourn is always privileged when made **after** the time set to conclude the meeting. As a privileged motion, the motion to adjourn is not debatable and requires a majority vote.
- 68.2. A motion to adjourn is a main motion if made **before** the time set to conclude the meeting. As a main motion, the motion to adjourn is debatable, amendable and requires a majority vote. It shall always be in order except as provided as follows;
 - 68.2.1. When another motion is pending;
 - 68.2.2. When a member is speaking or during the verification of a vote;
 - 68.2.3. When resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by the Council;
- 68.3. A motion to adjourn without qualification, if carried, brings a meeting of the Council to an end.
- 68.4. A motion to adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the meeting of the Council to continue at such time.

PART XI – BY-LAWS

69. READING OF BY-LAWS AND RELATED PROCEEDINGS

- 69.1. The Clerk shall endorse on all by-laws enacted by the Council, the dates of the several readings, if any.

- 69.2. Every by-law, which has been enacted by the Council, shall be numbered, dated and deposited in the office of the Clerk for safekeeping.
- 69.3. Every by-law shall be under the seal of the Corporation and shall be signed by the Mayor and by the Clerk.

PART XII – COMMITTEES

70. PROCEDURE

- 70.1. Except as otherwise provided for herein, a Committee shall conform to the rules governing protocol and procedure of Council.

71. ESTABLISHMENT/APPOINTMENT OF COMMITTEE MEMBERS

- 71.1. Standing Committees, Special or Ad Hoc Committees may be established by the Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of Council.
- 71.2. Council Members required to serve on any Committee of Council shall be appointed by the Mayor subject to the member's acceptance.
- 71.3. Council Members to be appointed to any Board, Commission or other body to which the Council is required or empowered to appoint persons shall be appointed by the Mayor subject to the member's acceptance.

72. MAYOR EX OFFICIO

- 72.1. The Mayor is an *ex officio* member of every Committee.
- 72.2. Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, being the Mayor, as provided for in subsection (1) hereof.
- 72.3. The Mayor may vote and otherwise participate in the business of the Committee, without any restriction, on the same basis as any other Committee member.

73. STANDING COMMITTEE

- 73.1. The Mayor shall appoint the Chairman of each Standing Committee.
- 73.2. The Chairman of each Standing Committee and the members thereof shall hold office for a term of one year or until their successors are appointed.
- 73.3. A Planning Standing Committee shall be established as per the Terms of Reference attached hereto as Schedule 'B2'.

74. COUNCIL REPRESENTATION TO LIAISE WITH DEPARTMENTS

- 74.1. The Mayor shall appoint a Council member as representative to maintain an ongoing liaison with the following departments:
- Administration;
 - Finance;
 - Infrastructure & Engineering;
 - Community Services;
 - By-law Enforcement Services;
 - Fire Department.

75. TERMS OF REFERENCE

- 75.1. Subject to the provision of any general or special act, the Council, in establishing any Committee, shall set forth the Terms of Reference of the Committee and such other provisions as the Council deems proper.
- 75.2. The Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees or refer it to the Committee of the Whole and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.
- 75.3. Each member of Council shall have the opportunity to serve on a Committee.
- 75.4. The Terms of Reference for Committees of Council shall be those adopted by Council from time to time and included as a Schedule to this By-law.

76. QUORUM

- 76.1. A quorum in any Committee is the majority of the voting Members of the Committee as appointed, and the Mayor, if present, is a member to be included in determining the quorum.
- 76.2. A Committee shall not consider any business if a quorum is not present.
- 76.3. If there is no quorum within fifteen minutes after the time fixed for the meeting, the meeting shall stand adjourned until the next regular meeting.

77. MEETINGS – STANDING COMMITTEES

- 77.1. Standing Committees shall meet once a month at such time and place as defined in its Terms of Reference, subject to the direction of the Council. Prior to the end of each calendar year, a schedule of standing committee meetings shall be prepared and posted on the City's website.
- 77.2. The Chair may cancel one or more regular meetings of the Standing Committee if in the Chair's opinion such meetings are not necessary for the proper conduct of the business of the Committee.
- 77.3. In case of an emergency and in the absence of the Committee Chair and of the Mayor, a Standing Committee meeting may be called by the Chief Administrative Officer in such a way as he/she may deem best without regard to any length of notice to the Members.
- 77.4. The Standing Committee Chair shall preside and, in the absence of the Committee Chair, an Acting-Chair, selected amongst the members of the Committee shall preside.
- 77.5. The Chair of the Standing Committee may vote on any motion before the Committee, and, in the event of an equality of votes, the motion being voted upon is deemed lost.
- 77.6. Members of Council who are not members of a Standing Committee may attend meetings of the Committee and take part in any discussion or debate, but shall not be allowed to vote and shall not be seated at the Committee table but in the public area.
- 77.7. The Standing Committee shall consider and report on such matters only as have been referred to them by the Council or such matters as identified within their Terms of Reference and jurisdiction.
- 77.8. Members may speak more than once to the same motion.
- 77.9. The meetings of the Standing Committees shall be open to the public and the provisions of Section 16 and 17 shall apply.
- 77.10. The Standing committee agenda shall be established by the responsible department representative in consultation with the Chairperson of the committee. The Chairperson shall report the recommendations of the Standing Committee to Council at a Committee of the Whole meeting or at a Council meeting.
- 77.11. Any member of a Standing Committee may upon request, be authorized to participate on a committee via teleconference subject to all of the following conditions:
 - Obtaining the approval of the Chair
 - Upon 24 hours' notice to the Clerk *(as amended by 2020-71)*
- 77.12. Any committee member who participates in a meeting under article 77.11 may take part in any discussion or debate and will be authorized to vote and considered to determine quorum. *(as amended by 2020-71)*
- 77.13. Notwithstanding sections 77.11 and 77.12 if extenuating circumstances exist or in the event of a declared state of emergency, the standing may be held by electronic participation, according to the terms and conditions outlined in Schedule "B3" to this by-law *(as amended by 2020-37 and 2020-71)*

78. GENERAL PROVISIONS FOR COMMITTEES

- 78.1. Anyone wishing to address a Standing Committee shall notify the Clerk or the Secretary of the Committee, at least seven (7) days prior to the date of the meeting, and shall specify the nature of the business to be discussed. No person, without leave of the Committee shall speak for no longer than 10 minutes.
- 78.2. Each Standing Committee shall diligently pursue its duties and shall report to Council on every matter and motion coming before it within its Terms of Reference and jurisdiction.

- 78.3. When a point of order is raised or when a member is called to order in a Committee, the same procedure shall be adopted as in Council, except that the question shall be decided by the Committee Chair, subject to an appeal to the members of the Committee.
- 78.4. When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Council.
- 78.5. The Department Head or an employee of the Department designated by the Department Head, shall act as Secretary to the Committee to which he/she is responsible and he/she is to prepare the agenda in consultation with the Department Head and Committee Chairperson and shall also prepare the meeting minutes.
- 78.6. The Secretary of the Standing Committee shall be responsible to its department head or the Chief Administrative Officer if the secretary is the department head. No individual member of a committee shall give directions directly to staff.

79. MINUTES AND RECOMMENDATIONS OF COMMITTEES

- 79.1. Each Standing Committee shall submit its recommendations in the form of a written report to Council at a Committee of the Whole for further discussion, or at a Council meeting for consideration.
- 79.2. The Chairman or representative of the Committee may be called upon to further explain the recommendation.
- 79.3. Minutes of committees shall be submitted to Council for information purposes, once approved by the Committee.

80. VACANCY ON COMMITTEES AND BOARDS

- 80.1. Should any member of a Committee fail to attend three (3) consecutive regular or special meetings without being excused by the Committee, the Committee may certify such failure and the membership of such person on the Committee may be terminated and the Mayor may appoint another member to fill the vacancy, subject to the member's acceptance.
- 80.2. Should a member of a Committee or Board die, resign or be otherwise disqualified, the Council shall, by resolution, declare his/her seat vacant and, upon the recommendation of the Mayor, appoint another member to fill the vacancy, subject to the member's acceptance.
- 80.3. Should any Committee neglect or refuse to give due attention to any matter before it, the Council may by resolution, discharge such Committee and appoint another Committee in its place.
- 80.4. Should the Chair of any Committee neglect or refuse to call meetings necessary to conduct the business of the Committee, or he/she conducts the business of the committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal or action to the Mayor, who may remove such Chair from office and appoint another member as Chair, subject to the member's acceptance.

PART XIII – GENERAL PROVISIONS

81. RECORDING EQUIPMENT

- 81.1. At the meetings of Council only, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing of recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of any new media whatsoever, may be permitted as long as it does not interfere with the proceedings and shall be subject to the approval and/or direction of the Mayor unless otherwise decided by the Council.

82. EXTENUATING CIRCUMSTANCES AND STATE OF EMERGENCY

- 82.1. **If extenuating circumstances exist or in the event of a declared state of emergency**, all the procedures outlined in the present Procedure By-Law apply. *(as amended by 2020-26 and 2020-71)*

83. NOTICE OF COUNCIL AND COMMITTEE MEETINGS

- 83.1. The Corporation of the City of Clarence-Rockland will provide notice of Council meetings and committee meetings by posting a meeting schedule on the city's website at

www.clarence-rockland.com. Notices of special meetings will be posted on the city's website and on the bulletin board in the main lobby of the City Hall and whenever possible, sent to local media via electronic mail.

84. EXECUTION OF DOCUMENTS

84.1. Whenever the execution of any document is required to give effect to any resolution or by-law of the Municipality, the Mayor and the Clerk have general authority for and in the name of the Municipality to execute and to affix the seal of the Municipality to such documents.

85. AMENDMENT OR REPEAL

85.1. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is given as prescribed in the City's Notice By-law, and the waiving of the notice is prohibited.

86. REPEAL

86.1. That the City of Clarence-Rockland By-law No. 2015-56 as amended, is hereby repealed.

87. EFFECT

87.1. This by-law will come in full force and effect on the 1st day of January 2018.

88. SHORT TITLE

88.1. This By-law may be referred to as the "Procedure By-Law".

Read a first, second and third time and passed this xx day of March, 2020.

<hr/>	<hr/>
Guy Desjardins, Mayor	Monique Ouellet, Clerk

SCHEDULE A1 -DELEGATION REQUESTS

Pursuant to Council Procedural's By-law, all delegations must address Council at a Committee of the Whole meeting. Committee of the Whole meetings are held on the first and third Monday of every month at 8:00 p.m. In the event that such day is a holiday, Council shall meet at the same hour on the next following day, which is not a public or civic holiday, unless otherwise provided by resolution of Council. **There is no Committee of the Whole meeting in July and in January the meeting is held on the second and fourth Monday of the month.** Delegations are limited to a maximum of ten minutes.

How to make a delegation request

1. Anyone desiring to address the Council shall complete the attached form and submit it to the Clerk at least seven (7) days prior to the Committee of the Whole meeting. If a request form is received late or if the Agenda is deemed full, the Request Form shall be considered for the next Committee of the Whole meeting.
2. Related or background information shall also be provided with the request form at least seven (7) days prior to the Committee of the Whole meeting and will be included in Council's package for their review before the meeting.

At the meeting

Public delegations are always the first item on the Committee of the Whole agenda. The Mayor will invite delegations to the podium to speak on their issues. Delegation presentations are limited to 10 minutes. Following the presentation, the Mayor and Councillors may ask questions to the delegation. Upon closure of the discussion, Council may direct staff to prepare a resolution for their consideration at a future Council meeting or refer the item to the appropriate department and/or committee for further input or advice.

Important information about public meetings held under the Planning Act

Public meetings held under the Planning Act, give property owners/residents the opportunity to voice opinions or comments regarding an application for the approval of:

1. Zoning By-law Amendments
2. Official Plan Amendments
3. Plans of Subdivision or Condominium.

Such public meetings are generally held and scheduled during an Infrastructure, Planning and Public Utilities Standing Committee meeting with notice given to immediate area residents. Under the *Planning Act*, if you do not express your views at the Public meeting or in writing to the Clerk's Department before or during the public meeting, the Ontario Municipal Board (OMB) may refuse your request for referral (objection) or dismiss all or part of your appeal without holding a hearing. In light of the above, delegation requests regarding any aspect of an official plan amendment, zoning by-law amendment or plans of subdivisions or condominiums will not be accepted between the conclusion of a Public meeting and Final Reading of the By-law.

Schedule A2 -DELEGATION REQUEST FORM

Date of request:		Council Meeting Date Request:	
Applicant name (and title if applicable):			
Organization (if applicable):			
Address:			
Tel. # of contact person:			
Email:			
Subject of presentation:			
Purpose of presentation:	NB:If requesting action of Council, clearly describe what you are asking for below or on a separate sheet. ___ information only ___ requesting funding ___ requesting letter of support ___ other (provide details below)		
Name of individual(s) making presentation:	1. 2.		
Will you be providing supporting documentation:	___ Yes ___ No If yes (please complete): ___ PowerPoint presentations (one electronic copy in PowerPoint format must be submitted with this request) ___ publication in agenda (one original or electronic copy must be submitted with this request) ___ handouts at meeting (bring at least 11 copies)		
Technical requirements needed:	___ projector ___ other (provide details)		
I understand and agree to these procedures for delegations and agree to abide by them.			
Signature _____ Date: _____			

SCHEDULE B1 -COMMITTEE OF THE WHOLE

Membership: The Committee of the Whole shall consist of all members of Council.

Committee Role: The Committee of the Whole allows members of Council to deal with matters in a less formal manner than at a Regular Council meeting. Matters are not formally adopted but recommendations are made to a subsequent meeting of Council at which time the recommendations of the Committee are normally adopted and acted on.

Responsibilities: The Committee of the Whole will act as a sounding board for various issues and proposals submitted by staff, committees and/or the general public.

The Committee will:

- review proposed changes to policies/by-laws of the municipality;
- provide feedback and general direction to staff on issues that will require Council approval;
- receive presentations from staff and/or groups and individuals on matters of interest to the municipality;
- review other matters referred to the Committee.

Meetings: Meetings shall be held at 8:00 p.m. on the first and third Monday of each month except in the month of July where there will be no meeting. In the month of January, the meeting shall be held on the second and fourth Monday of the month.

Support Staff: The Clerk shall be responsible to provide administrative support staff to assist in the preparation of the agendas, minutes and recommendations of the Committee.

SCHEDULE B2 –PLANNING

- Membership:** The Planning Committee shall consist of three members of Council and two member of the community. All appointments to the committee shall be for a term of one year, beginning on December 1st and ending on November 30th. The term may be extended at the discretion of the Mayor.
- Committee Role:** The primary role of the committee is to review official plan and zoning by-law amendment applications. The secondary role is to provide guidance and input on planning policies, subdivision applications, planning standards and special planning studies.
- Responsibilities:** To review and provide recommendations to the Council on land development regulations and policy and specific land development applications, including, but not limited to, the following:
- Official plan;
 - Zoning by-law;
 - Subdivision plans;
 - Planning studies
 - Other matters referred to the Committee by Council, the department head, and/or the Chief Administrative Officer
- Meetings:** Meetings shall be held at 7:00 pm on the first Wednesday of each month except in the month of July where there will be no meeting. In the month of January, the meeting shall be held on the second Wednesday of the month.
- Support Staff:** The Clerk shall be responsible to provide administrative support staff to assist in the preparation of the agendas, minutes and recommendations of the Committee.
- Reporting:** The Planning Committee shall submit its recommendations in the form of a written report to Council at a Council meeting for consideration.

Schedule B3 to By-Law 2020-71, being a by-law to amend Procedure by-law 2017-154

PROCEDURES IN CASE OF ELECTRONIC PARTICIPATION FOR STANDING COMMITTEES

A. Place of meeting

1. If extenuating circumstances exist or in the event of a declared state of 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 extenuating circumstances exist or in the event of a declared state of 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.

SCHEDULE ‘C’ – Floor of Council

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REPORT N° INF2020-27, Joint Water System Agreement with Nation Municipality

Date	10/08/2020
Submitted by	Julian Lenhart
Subject	Joint Water System Agreement - Water Project with the Nation Municipality
File N°	INF2020-27

1) **NATURE/GOAL :**

The purpose of this report is for Council to authorize the Mayor and City Clerk to sign the Joint Water System Agreement with the Nation Municipality to supply water to Limoges.

2) **DIRECTIVE/PREVIOUS POLICY :**

n/a

3) **DEPARTMENT'S RECOMMENDATION :**

WHERE AS the Joint Water System Agreement has been negotiated to the satisfaction of the Director of Infrastructure and Planning

BE IT RESOLVED that the Committee of the Whole recommends that Council approves a by-Law to authorize the Mayor and the City Clerk to sign the Joint Water System Agreement with the Nation Municipality to supply potable water to Limoges.

ATTENDU QUE l'entente commune du système d'aqueduc a été négocié à la satisfaction du Directeur du service de l'infrastructure et de l'aménagement du territoire.

QU'IL SOIT RÉSOLU QUE le comité plénier recommande que le conseil adopte un règlement autorisant le maire et la greffière à signer l'entente commune du système d'aqueduc avec Municipalité de La Nation pour approvisionner l'eau potable à Limoges.

4) **BACKGROUND :**

In 2017, the City assessed the feasibility of addressing the potable water supply needs for both the City of Clarence-Rockland (The City) and The Nation Municipality. It was confirmed that the supply needs for both Cities can be met with the implementation of capital improvements to the City's existing water distribution network.

In 2018, capital cost and cost ratios were presented to Council along with the guiding principles that formed the basis of the Memorandum of Understanding (MOU).

March 2019, Council authorized the Mayor and the City Clerk to sign the MOU. The MOU laid the fundamental framework to develop a Joint Water System Agreement.

The City retained the services of Vice and Hunter LLP to revise the terms and conditions of the Joint Water System Agreement to ensure that the interests of the City were protected. Following the revisions, the Joint Water System Agreement was finalized and is now ready to be signed.

5) **DISCUSSION :**

The Department is of the opinion that the City will benefit greatly from the terms negotiated in the Joint Water System Agreement to supply potable water to the Nation Municipality. The following is a short summary of the advantages.

- Capital investment savings of \$12 million over 20 years;
- \$2.6 million compensation for the use of existing infrastructure payable upon commissioning of transmission main;
- Guaranteed minimum purchase of 350m³ per day;
- \$164,000 additional annual revenues.

Project Scope

The project consists of installing approximately 10 km of watermain from the Cheney water reservoir along Indian Creek Road to the Nation's existing water treatment plant in Limoges along Limoges Road. Refer to the key map attached in Attachment 1 for the City's existing water network layout and the preliminary water supply layout alternative to service Limoges.

Subsequent to the construction of the watermain, the City's existing infrastructure will require capital improvements to meet both Municipalities development needs. See the Summary of Recommended Infrastructure Cost Sharing and Implementation table in the MOU for the required capital upgrades, costs and timing to service the City plus Limoges and the average cost sharing of capital upgrades between Municipalities.

Capital Cost

In order to support growth within the City of Clarence-Rockland, the City will need to invest approximately \$29 million over 20 years. However, this capital investment is drastically reduced if the City collaborates with the Nation Municipality and supplies them with potable water. This partnership will save the City approximately \$12 million over the same 20-year period. This means that the City would only need to invest \$17 million over 20 year to support its growth instead of the \$29 million otherwise required. The Summary of Recommended Infrastructure Cost Sharing and Implementation table

on page 4 of the MOU shows the cost distribution ratios and total capital investment requirements between both Cities.

Additionally, as negotiated in the Joint Water System Agreement, the Nation Municipality will provide compensation of \$2.6 million to the City of Clarence-Rockland for the apportioned costs for the use of existing infrastructure in Clarence-Rockland. This payment will be due at commissioning of the transmission main between Cheney and Limoges.

Bulk Rate and Operating Cost

The initial bulk rate to be charged to the Nation Municipality shall be \$1.2811 per cubic meter of potable water. This rate is subject to be annually reviewed by the Joint Management Committee. The Nation Municipality has agreed to purchase a minimum of 350 m³/day of potable water, which will result in projected annual revenue of \$164,000.

Next Steps

The following are the anticipated next steps;

- Environmental Assessment (EA), design and construction of transmission main, expected to be completed between late 2021 and early 2022;
- Design and construction of future capital improvement as per the Summary of Recommended Infrastructure Cost Sharing and Implementation table in the Memorandum of Understanding.

6) **CONSULTATION:**

The Department has consulted with our water and wastewater operators, Ontario Clean Water Agency (OCWA) regarding operational cost and impacts.

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

N/A

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

The payment of 2.62 Million dollars from the Nation is to be contributed to a reserve to fund initial capital cost. Other significant capital investments and projects identified in the Joint Water System Agreement will be considered in the new Development Charge study.

9) **LEGAL IMPLICATIONS :**

The City Clarence-Rockland and the Nation Municipality will need to enter in an official joint agreement.

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

This project is aligned with the Financial Stability Pillar of the City's Strategic Plan.

12) **SUPPORTING DOCUMENTS:**

- Attachment 1 – Joint Water System Agreement

CORPORATION OF THE CITY OF CLARENCE-ROCKLAND**BY-LAW 2020-70****BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND TO SIGN A JOIN WATER SYSTEM AGREEMENT WITH THE NATION MUNICIPALITY**

WHEREAS Sections 8, 9, and 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25 and amendments thereto provides that every municipal Corporation may pass by-laws for the purpose of governing its affairs as it considers appropriate;

WHEREAS the Council of the Corporation of the City of Clarence-Rockland deems it expedient to sign a Join Water System Agreement with the Nation Municipality to supply potable water to Limoges;

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

- 1. THAT** Municipal Council authorizes the Mayor and the City Clerk to sign the Join Water System Agreement with the Nation Municipality to supply potable water to Limoges;
- 2. THAT** the agreement be in the form hereto annexed and marked as Schedule "A" to this by-law;
- 3. THAT** this by-law shall come into force on the day of its adoption and shall remain in force until it is repealed.

READ, PASSED AND ADOPTED BY COUNCIL THIS 24TH DAY OF AUGUST, 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk

August 18, 2020

CLARENCE-ROCKLAND/NATION
JOINT WATER SYSTEM
AGREEMENT

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This Agreement dated this ____ day of _____, 2020 (the “**Commencement Date**”)

BETWEEN:

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

(hereinafter called the “**The City**”)

-and-

THE CORPORATION OF THE NATION MUNICIPALITY

(hereinafter called “**The Nation**”)

WHEREAS The City and The Nation have agreed to enter into an Agreement to provide for the allocation and management of a new joint water system to meet immediate and projected water demands in both municipalities;

AND WHEREAS The City and The Nation have the authority to enter into a Water Supply Agreement (“Agreement”) as the term is further defined below) pursuant to sections 19 and 20 of the *Municipal Act*, 2001, S.O. 2001, c. 25;

AND WHEREAS The City and The Nation have agreed to enter into such Agreement;

NOW THEREFORE, in consideration of the terms and conditions and mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. DEFINITIONS:

1. In this Agreement:

- a) “**Agreement**” shall mean this Agreement as executed by the Parties hereto, together with the Schedules to this Agreement and all amendments hereto;

- b) “**Average Day Demand**” means the average of the cubic meters of Water (as defined below) supplied in each twenty-four (24) hour period over a one (1) year period;
- c) “**Billing Period**” has the meaning given to it at subsection 4.7 hereto;
- d) “**Bulk Rate**” is the rate charged to The Nation for Water (as defined below) by reference to the Operating Costs (as defined below);
- e) “**Business Day**” means any day, other than a day that is a Saturday, a Sunday, a statutory holiday in Ontario or a day on which banks generally are not open to the public for business in Ontario;
- f) “**Calendar Year**” means a one-year period that begins on January 1 and ends on December 31;
- g) “**Capacity Allocation**” means the percentage of total Water production and total transmission capacity of the Joint Water System (as defined below) allocated between the Parties to this Agreement as further specified in the capacity column at **Schedule B** hereto;
- h) “**Capital Investments**” means the financial investment required to realize the infrastructure improvements for the Joint Water System;
- i) “**Cheney and Limoges Transmission Line**” means the water transmission line described at **Schedule A** hereto;
- j) “**Commencement Date**” means the date first written at page 1 of this Agreement, being _____, 2020;
- k) “**Estimated Charge**” has the meaning given to it at subsection 4.11;
- l) “**Initial Term**” has the meaning given to it at subsection 2.a);
- m) “**Joint Metering Station**” means the flow metering station for the Joint Water System;
- n) “**Joint Water System**” means the water treatment and delivery system, and associated infrastructure described at **Schedule A** hereto;
- o) “**Loss**” and “**Losses**” means any and all damages, fines, fees, penalties, deficiencies, liabilities, losses and expenses, including without limitation, interest, reasonable expenses of investigation, court costs, reasonable fees and expenses of

attorneys, accountants and other experts or other expenses of litigation or other proceedings or of any claim, including a claim for injury to or death of a person, including employees of either party or loss of or damage to property, default or assessment (such fees and expenses to include, without limitation, all fees and expenses, including, without limitation, fees and expenses of legal representation, incurred in connection with the investigation or defence of any third party claims);

- p) “**Management Committee**” has the meaning given to it at Section 3;
- q) “**Maximum Pressure**” has the meaning given to it at **Schedule D** hereto;
- r) “**Maximum Day Demand**” means the single highest twenty-four (24) hour daily Water supply expressed in cubic meters occurring in a Calendar Year as specified in **Schedule B** hereto;
- s) “**Minimum Pressure**” has the meaning given to it at **Schedule D** hereto;
- t) “**Municipal Act**” means the *Municipal Act*, 2001, S.O. 2001, c. 25 including the regulations made pursuant to that *Act*, and any statute or regulations that are applicable to municipal corporations or local boards as may be substituted, as amended from time to time;
- u) “**The Nation**” means The Corporation of the Nation Municipality;
- v) “**Operating Costs**” means the actual costs as confirmed by an audit completed by professional auditors as agreed to by the parties for the items specified at **Schedule F** hereto for the production, maintenance and delivery of Water;
- w) “**Parties**” means The Corporation of the City of Clarence-Rockland and The Corporation of the Nation Municipality, and “**Party**” means either one of them;
- x) “**Pressure**” means Minimum Pressure and/or Maximum Pressure as the context requires;
- y) “**Projected Average Day Demand**” means the total volume of Water produced from all sources to meet existing and future Water demands;
- z) “**Projected Maximum Day Demand**” is the result of multiplying the Projected Average Day Demand by a peaking factor specified in section 3.4.2- Domestic Water Demands of the Ministry of Environment Design Guidelines for Drinking Water Systems, as amended;

- aa) “**Quality**” means the quality of the Water supplied by The City to The Nation as specified at **Schedule D** hereto;
- bb) “**Quantity**” means:
- i. the volume, in cubic meters, of Water per day calculated over one (1) Calendar Year; and
 - ii. a daily maximum cubic meters of Water per day on any day in such Calendar Year;
- cc) “**SCADA**” means supervisory control and data acquisition system;
- dd) “**The City**” means The Corporation of the City of Clarence-Rockland;
- ee) “**Thirty (30) Year Average Day Demand**” means the Average Day Demand that occurs in the 30th year following the date of the commencement of supply of Water pursuant to the terms of this Agreement.;
- ff) “**Thirty (30) Year Maximum Day Demand**” means the Maximum Day Demand that occurs in the 30th year following the date of the commencement of supply of Water pursuant to the terms of this Agreement.
- gg) “**Uncontrollable Circumstance**” is defined in paragraph 12.2 below;
- hh) “**Water**” means potable water that meets or exceeds the standards prescribed by applicable Provincial or Federal legislation and regulation in force from time to time.

2. **TERM**

- a) The term of this Agreement shall be for an initial period of Twenty (20) years commencing on the date of this Agreement and ending on _____, 2040 (the “**Initial Term**”).
- b) Provided The Nation has otherwise observed and performed all of its terms, covenants and conditions as set out in this Agreement and is not then in default, the City shall grant to The Nation the right to extend the Term from the completion of the original Term for one (1) further and consecutive extension term of Twenty (20) years (the “**First Extension Term**”) followed by one (1) second and consecutive extension term of Ten (10) years (the “**Second Extension Term**”) subject to the following additional terms and conditions:

- i. The Nation shall give to The City written notice exercising its option to extend the Term not less than Two Years prior to the date of completion of the Initial Term or First Extension Term, as the case may be.
- ii. The exercise of The Nation's option to extend the Initial Term is the sole responsibility of The Nation and The Nation hereby acknowledges and agrees that nothing in this Agreement obligates or requires The City to advise or otherwise notify The Nation with respect to extension of the Initial Term.
- iii. Any extension term shall be based on the same terms and conditions as contained in this Agreement except:
 - a) there shall be no further right of extension after completion of the Second Extension Term;
 - b) the Bulk Rate for the First Extension Term or Second Extension Term, as the case may be, shall be determined by reference to the then applicable Operating Costs as at the date of the First Extension Term or Second Extension Term.
- c) Provided The Nation has given The City proper written notice exercising its option to extend the Term or First Extension Term as required above and if the Parties do not agree in writing to the Bulk Rate for the First Extension Term or Second Extension Term on or before the date Three Hundred and Sixty-Five (365) Days prior to the date of completion of the Term or First Extension Term, then the Bulk Rate for the First Extension Term or Second Extension Term shall be determined by arbitration. The arbitrator shall make its determination in accordance with following additional terms and conditions:
 - i. The Bulk Rate for the First Extension Term and/or Second Extension Term, as the case may be, shall be determined by reference to the actual Operating Cost at the day of extension.
 - ii. The decision of the arbitrator shall be final and binding upon the Parties only with respect to the determination of the Bulk Rate for the First Extension Term or Second Extension Term. All other matters for the First Extension Term or Second Extension Term shall be determined in accordance with the terms and conditions otherwise set out herein.

3. **JOINT MANAGEMENT COMMITTEE**

1. The Parties hereto agree that forthwith upon execution of this Agreement, they shall form and constitute a management committee (the "**Management Committee**") which terms of reference are as set out in Schedule "H".

4. **BULK RATE, COST SHARING, ALLOCATION OF CAPACITY AND INVOICING**

1. Water Management and Conservation Best Practices

The Parties recognize the importance of water conservation and shall use all reasonable efforts to instill good demand management practices for their respective water users to minimize capital expenditures for capacity increases for the Joint Water System.

2. Allocation of Existing Capacity

The City agrees that it shall deliver no less than **350 m³ Water per day** to The Nation through the Joint Water System.

3. INTENTIONALLY DELETED

4. Bulk Rate for Water

The Parties agree that the Bulk Rate payable by The Nation for the first twelve (12) months of the Initial Term shall be \$1.28m³ of Water at the date of signing this Agreement. In subsequent twelve (12) month periods, the Parties agree that the Bulk Rate payable for Water by the Nation shall be determined by reference by the Operating Costs and shall be subject to annual adjustment, up or down, as the case may be.

5. Agreement to Purchase Water

Subject to The City complying with its Water delivery obligations specified pursuant to subsection 4.2 above and its Quality obligations specified pursuant to subsection 6.5 below and all other obligations herein, The Nation agrees to purchase no less than 350 m³ Water per day at the Bulk Rate for the term of this Agreement including any renewals.

6. Cost Sharing Approach

- a) Maximum Day Demand (m³/d, (cubic metres per day)) has been used by the Parties hereto to allocate the capacity of the Joint Water System between themselves as further specified at **Schedule B** hereto, being Column B – Allocated Demand (MDD) and Column C - Capacity Allocation (%).
- b) The Parties further acknowledge and agree that the allocation of capacity of the Joint Water System specified at **Schedule B** hereto has been determined by reference to projected population growth estimates which will be updated from time to time and which may result in amendments to allocation for each of the Parties, unless otherwise amended by the Joint Management Committee and adopted by The City and The Nation.

7. Invoicing

The City shall invoice The Nation the Bulk Rate on a quarterly basis corresponding with four (4) separate billing periods of approximately ninety (90) days (each such quarterly period, a “**Billing Period**”).

8. What an Invoice Must Contain

Each invoice supplied to The Nation by The City shall contain the elements set out at **Schedule E** hereto.

10. Invoicing Dispute

In the event of a dispute in respect of invoicing, The City and The Nation each agree, if they cannot resolve it between themselves within Thirty (30) Days after the dispute arises, they will submit the dispute to arbitration in accordance with Schedule “G”.

11. Metering Malfunction

In the event that a meter at any time fails to accurately measure the volume of Water or that the flow data is lost or erroneous resulting in the Parties inability to determine the Bulk Charge for the Billing Period, then the Parties agree that a determination of the volume of Water supplied during the time that the meter was not functioning, for the purposes of determining the Bulk Charge payable, shall be based upon the average volume as shown by the meter when operating in accordance with manufacturers standards during a comparable period of service (the “**Estimated Charge**”).

5. CAPITAL COST SHARING FOR JOINT WATER SYSTEM

1. Subject to subsection 5.2 below, the Parties acknowledge and agree that they shall share the Capital Investments made to the Joint Water System in the proportions provided for in column D - Cost Share (%) column as specified at **Schedule C** hereto.
2. In the event that a party’s growth is fifty percent (50%) or lower than the five-year growth projections for such party provided for in Column A of **Schedule C** hereto as amended and updated from time to time, then such party shall have the right to suspend its obligation to contribute its proportionate share of the Capital Investment.
3. Subject to subsection 5.2 above, the Parties agree that their joint obligation to share proportionally in the costs by reference to Column D - Cost Share (%) specified at **Schedule C** hereto for Capital Investments in the Joint Water System will arise when growth projections for one or both Parties reach a Water demand Trigger (ADD) specified in Column C of **Schedule C** hereto. In the event that both Parties are deemed to have reached a Water demand Trigger (ADD), the Joint Management

Committee shall name the project proponent for the Capital Investments to be made to the Joint Water System.

4. The party deemed to reach a Projected Average Day Demand by reference to Column C - Water demand Trigger (ADD) at **Schedule C** hereto shall be deemed to be the proponent of the project for the Capital Investments to the Joint Water System and as such shall the party responsible for arranging the necessary financing and interest payments payable thereon to support the project provided that such funding obligation plus interest thereon shall in no event exceed a term of two (2) years without the consent of the other party.

6. **THE CITY'S OBLIGATIONS**

1. In consideration of The Nation paying the sum of \$2,620,000 and designing, constructing and installing the necessary infrastructure to purchase Water from The City, the Parties agree that The Nation will be provided Water through the Joint Water System in the same manner as service to The City inhabitants and other direct service customers of The City. The City shall have the right to participate in The Nation's construction inspections to ensure that the Joint Water System has been properly constructed in accordance with the approved design.
2. In the event of a reduction or restriction on the Quantity of Water delivered, The City agrees that restrictions placed upon supply of Water to The Nation shall be determined by the same method to that used for restricting supply to the City's inhabitants and other direct service customers; employing in every such case a pro-rata reduction.
3. In the event that The City is determined to be the proponent of an improvement specified in Column B – Infrastructure Description of **Schedule C** hereto to the Joint Water System, then The City agrees to design, construct and perform such works, the costs of which will be shared between the Parties pursuant to Column D – Cost Share (%) of **Schedule C** hereto.
4. The design work, installation and construction supervision for the Joint Water System shall be performed by competent professional engineers licensed to practice in the Province of Ontario, in accordance with standard design practices at the date of approval.
5. The City agrees that the Water it provides pursuant to this Agreement will meet the minimum requirements for Pressure and Quality specified at **Schedule D** hereto and shall meet or exceed the *Ontario Drinking Water Quality Standards* as amended.

6. The Nation agrees that it or its duly appointed nominee shall be the designated operating authority for the Joint Water System located with The Nation's jurisdiction
7. The City shall provide *Ontario Drinking Water Quality* reports (or such successor reports as are prescribed by applicable Federal or Provincial legislation from time to time) to The Nation upon request.
8. The City shall be responsible for maintaining, repairing and operating that portion of the Joint Water System within the geographical limits of the City as further specified at **Schedule A** hereto. The Nation shall have the right to participate in The City's inspections to ensure that the Joint Water System has been properly maintained or constructed as the case may be in accordance with the approved design.
9. The Nation may request that The City consider increased estimated Water demand forecasts beyond The Nation's Thirty (30) Year Maximum Day Demand and Thirty (30) Year Average Day Demand projections and in that circumstance the City would negotiate the terms of such increased supply in good faith.
10. The City shall immediately notify The Nation of any malfunction to the flow measuring system(s) for which it is responsible, such notice to be given in accordance with the notice sections in this Agreement.
11. The City shall immediately notify The Nation of any reports of adverse Water Quality in the Joint Water System within its geographical limits that will affect the supply of Water to the Joint Water System, such notice to be given in accordance with the notice sections in this Agreement.
12. The City shall have the option to review the completed design of the Joint Water System to be constructed within the Nation's boundary.

7. **THE NATION'S OBLIGATIONS**

1. The Nation agrees to pay The City the sum of \$2,620,000 for the use of The City's existing Water infrastructure as part of the Joint Water System, which payment will be due when the Cheney and Limoges Transmission Line delivers Water to the water treatment and distribution facility of Limoges.
2. The Nation agrees to purchase a minimum of 350 m³ Water per day, it being understood that such obligation is based on an Average Day Demand and subject always to The City's obligations in respect of the supply of Water specified in this Agreement.
3. In the event that the Nation is determined to be the proponent of an improvement specified in Column B – Infrastructure Description of **Schedule C** hereto to the Joint

Water System, then The Nation agrees to design, construct and perform such works, the costs of which will be shared between the Parties in accordance with the percentage allocation specified in Column D – Cost Share (%) at **Schedule C** hereto.

4. The design work, installation and construction supervision for the Joint Water System shall be performed by competent professional engineers licensed to practice in the Province of Ontario, in accordance with standard design practices at the date of approval.
5. The Nation agrees that it or its duly appointed nominee shall be the designated operating authority for the Joint Water System located with The Nation's jurisdiction.
6. The Nation shall have the right to request that The City consider increased estimated Water demand forecasts beyond The Nation's Thirty (30) Year Maximum Day Demand and Thirty (30) Year Average Day Demand projections and in that circumstance the Parties would negotiate the terms of such increased supply in good faith.
7. The Nation shall be responsible for maintaining, repairing and operating the Joint Metering Station within its jurisdiction including calibration of the flow meter to manufacturer's recommendations.
8. The Nation shall provide The City, during the term of this Agreement and any extension thereof, with an unrestricted right of access to the Joint Metering Station at any time as determined by The City at its sole discretion for the purposes of inspection and Water sampling.
9. The Nation shall obtain The City's approval of the design for that portion of the Joint Water System within The City's boundary and such approval shall be based upon the advice of competent professional engineers licensed to practice in the Province of Ontario, in accordance with the standard design practices and the City design standards at the date of approval.

8. REPRESENTATIONS AND WARRANTIES OF THE CITY

1. The City hereby represents and warrants as follows:

- a) that it has full right, power and authority to enter into and carry out this Agreement and has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate, corporate by-law or other action to execute this Agreement;

- b) that it has no prior commitments, arrangements or agreements with any other person or corporation which might interfere with, or preclude the carrying out of its obligations under this Agreement;
- c) that it has the capacity to provide The Nation with the Average Day Demand Quantity, Quality and Pressure of Water specified by the terms of this Agreement;
- d) that as at the date of this Agreement that it is using no more than sixty-five percent (65%) of its Water capacity and The City acknowledges and agrees that the design and construction of its existing water system will be able to meet the Water demand forecasts specified at **Schedule C** hereto; and
- e) that it has the capacity to provide 350 m³ Water per day to The Nation through the Joint Water System for the term of this Agreement and any renewals hereof.

9. REPRESENTATIONS AND WARRANTIES OF THE NATION

1. The Nation hereby represents and warrants as follows:

- a) that it has full right, power and authority to enter into this Agreement and has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate, corporate by-law or other action to execute this Agreement; and
- b) with the exception of an existing water supply agreement with The Corporation of the Township of Russell, that it has no prior commitments, arrangements or agreements with any other person or corporation which might interfere with, or preclude the carrying out of its obligations under this Agreement.

10. TERMINATION OF AGREEMENT

1. Termination of Agreement

- a) Termination For Cause. Each party shall have the right to terminate this Agreement "for cause", as defined at subsection 10.1. b) below, by providing written notice of termination to the other party subject to the defaulting party's right to cure. Such notice shall specify the date and time, the specific provision of this Agreement or "for cause" reason that gives rise to the termination, and shall specify reasonable appropriate action that can be taken by the defaulting party to avoid termination of the Agreement. The non-defaulting party shall provide a

period of at least ninety (90) calendar days for the defaulting party to cure the breaches and deficiencies outlined in the notice of default under this Agreement. The Parties agree that the notice of termination “for cause” shall be delivered in accordance with section 15 of this Agreement with additional written notice delivered to the Management Committee and to the council of the Municipal Corporation of the party in default.

- b) **Definition of “For Cause”**. For purposes of this Agreement, the phrase “for cause” shall mean:
- (i) Any material breach or evasion by one party of the terms or conditions of this Agreement and its amendments, if any, which have not been cured within ninety (90) calendar days of the date of the receipt of notice.
 - (ii) Substantial cessation of services not by reason of an Uncontrollable Circumstance.
 - (iii) Fraud, misappropriation, embezzlement, malfeasance, significant misfeasance or illegal conduct by one party, its officers or directors in respect of this Agreement or the Joint Water System.

11. **GENERAL PROVISIONS**

1. The City acknowledges that The Nation must each secure funding and financial support from multiple levels of government in order to proceed with the installation and construction of the Joint Water System and that in the event that such funding and financial support is not provided by government that The Nation will not be in a position to carry out their respective obligations under this Agreement.
2. The Parties agree to notify the each other regarding any proposed amendments to their respective Zoning By Law or to the Official Plan in the areas serviced by the Joint Water System and further agree to notify the other regarding any proposed Plan of Subdivision in such areas.
3. The City shall have the right to schedule periodic temporary shutdowns of the City’s Water supply system to The Nation for required scheduled maintenance, repair and alteration, not to exceed in any event twelve (12) hours, pursuant to the following terms:

- a) The City consults with The Nation and establishes a schedule to the greatest extent possible that coincides with temporary periodic shutdowns by The Nation so as to minimize disruption of operations; and
 - b) The City and The Nation establish a mutually agreed upon protocol with respect to the procedures leading up to temporary shutdown, during temporary shutdown, and during the resumption of regular operations.
- 4. The City acknowledges and agrees that the Water supplied to The Nation through the Joint Water System is supplied without restriction of any kind as to the use to be made of such Water by or within The Nation.
 - 5. The City and the Nation shall negotiate in good faith with regards to any expansion of the Joint Water System including expansion for the purpose of supplying neighbouring villages, municipalities and townships with Water.

12. UNCONTROLLABLE CIRCUMSTANCE

- 1. An Uncontrollable Circumstance (as defined) means any event or condition causing interruption of service or reduction in capacity of the Joint Water System which is beyond the reasonable control of or could not reasonably be anticipated by The City or The Nation, and is being relied upon as justification for a delay in or non-performance of any obligation of The City or The Nation pursuant to this Agreement and shall include but not be limited to the events described in paragraph 12.2;
- 2. An Uncontrollable Circumstance means: Landslide, subsidence, sink hole, watermain break that is not caused by neglect or poor maintenance by party responsible for the maintenance of such watermain, ice storm, hurricane, tornado, sabotage other than sabotage by employees or agents of the party responsible for such employee or agent, insurrection, civil disorders, wars, acts of enemies, terrorism, epidemic, pandemic or quarantine, nuclear, chemical or biological contamination, earthquake, fires, explosions, lightning, floods, riots, any blockade or embargo, any official or unofficial strike, lock-out, work-to-rule or other dispute affecting the installation, operation or maintenance of the Joint Water System or access thereto, acts of God, or any governmental authority or any injunction or restraining order or other decision or order of a court which prohibits or restrains the construction, installation, maintenance, repair or operation of the Joint Water System or access thereto loss or inability to obtain service from any utility (such as a power utility), which service is needed to operate the Joint Water System. Upon the occurrence of any of the aforesaid uncontrollable circumstances, the time for performance of the party's relevant obligations will be deemed to be extended by a period equal to the delay caused by such event. Provided, however, that a failure by a party to perform its obligations under this Agreement arising from or related to such party's insufficient cash flow or

its economic or financial condition generally, shall not constitute an Uncontrollable Circumstance.

3. In the event there is an Uncontrollable Circumstance, and if a party seeks to rely on the occurrence of such Uncontrollable Circumstance as grounds for not performing its obligations under this Agreement, then the party relying on such Uncontrollable Circumstance shall:
 - a) provide prompt notice to the other parties of the occurrence of the Uncontrollable Circumstances in accordance with subsection 15.15 of this Agreement as soon as reasonably practicable after the party first knew of such occurrence and give a description of such Uncontrollable Circumstance and an estimation of its expected duration and the probable impact on the performance of its obligations hereunder;
 - b) exercise all reasonable efforts to continue to perform its obligations hereunder;
 - c) in accordance with this Agreement, as expeditiously as reasonably practicable take action to correct or cure the act, event or condition preventing such performance;
 - d) exercise all reasonable efforts to mitigate or limit damages to the other parties; and
 - e) provide prompt notice in accordance with subsection 15.15 of this Agreement to the other party of the cessation of the act, event or condition giving rise to the Uncontrollable Circumstance.

Except as expressly provided under the terms of this Agreement, none of the Parties to this Agreement shall be liable to the other or others for any loss, damage, delay, default, or failure to perform any obligation to the extent it results from an Uncontrollable Circumstance. The occurrence of an Uncontrollable Circumstance shall not excuse or delay the performance of a party's obligation to pay monies previously accrued and owing under this Agreement, or to perform any obligation hereunder not affected by the occurrence of the Uncontrollable Circumstance.

13. LIABILITY ISSUES

1. Each party shall be individually liable for the operation and maintenance work or services it has performed in respect of the Joint Water System and for any liability arising therefrom, including any physical damage caused to the property of a third party, bodily injury suffered and any other damage caused by the party provided that neither party shall be held responsible for any Losses, whether direct Losses or indirect Losses, resulting if the fulfillment of any of the terms or provisions hereof shall be delayed or prevented by Uncontrollable Circumstance.

2. Each party hereby undertakes to indemnify and hold the other party and its municipal councillors, directors, officers, employees or agents harmless from and against any and all Loss or Losses that they or any of them may sustain or incur resulting from any claim or lawsuit related to the operation and maintenance work or services such party has performed in respect of the operation and maintenance work on services.
3. The party seeking indemnification (the “**Indemnified Party**”) shall (i) give the other party (the “**Indemnifying Party**”) written notice of the claim within a reasonable time, (ii) cooperate with the Indemnifying Party, at the Indemnifying Party’s expense, in the defence of such claim, and (iii) give the Indemnifying Party, at its cost, the right to control the defence and settlement of any such claim, provided, however, that the Indemnifying Party shall not enter into any settlement that affects the Indemnified Party’s rights or interests without the Indemnified Party’s prior written approval, such approval not to be unreasonably withheld, conditioned or delayed.

14. **INSURANCE**

1. Each party shall maintain the following insurance throughout this Agreement:
 - a) Municipal Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000.00 per occurrence / \$5,000,000.00 annual aggregate for any negligent acts or omissions relating to the insured party’s (the “Named Insured”) obligations under this Agreement. Such insurance shall include but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees as additional insured(s)); contingent employer’s liability; tenant’s legal liability; cross liability and severability of interest clause. Such insurance shall add the party other than the Named Insured as additional insured with respect to the operations of the Named Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the additional insured.
 - b) Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.
 - c) Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$5,000,000 per claim. If such insurance is issued on a claims made basis, coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement or contain a 24 month extended reporting period.

- d) Environmental Liability with a limit of not less than \$2,000,000.00 per Incident /\$4,000,000.00 Annual Aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including restoration cost. If such insurance is issued on a claims made basis, coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.
- e) Each party shall provide evidence of WSIB registration or its equivalent to the other party on demand.
- f) Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the additional insured shall bear no cost towards such deductible of the Named Insured.
- g) Each party is responsible to keep their property and assets insured in accordance with the terms of this Agreement provided that a party's failure to do so shall not impose any liability on the other party.
- h) The Named Insured shall provide the additional insured with a certificate of insurance and the parties further agree that the policies of insurance required pursuant to the terms of this Agreement shall not be cancelled, materially changed or lapsed unless the insurer notifies the additional insured in writing at least thirty (30) days prior to the effective date of the cancellation.
- i) The insurance policies specified herein this Agreement shall be in a form and with a company licensed to carry on business in Ontario which are, in all respects, acceptable to the both parties.

15. GENERAL CONDITIONS

1. Applicable Law

This Agreement and its interpretation shall be governed by the laws of the Province of Ontario.

2. No Partnership

The rights and obligations of the City and The Nation shall be in every case several and not joint or joint and several. Nothing contained in this Agreement shall be deemed to constitute the City or The Nation as the partner, agent or legal representative of the other party, or to create any fiduciary relationship between the City and The Nation hereto for any purpose whatsoever. Neither of the City nor The Nation shall have any authority to act for or to assume any obligation or responsibility on behalf of any other party.

3. **Condonation**

Any condonation or failure by one party to enforce the rights and remedies available to it under this Agreement arising from a failure by the other party to observe or perform any provision of this Agreement shall not be deemed to be a waiver of the first party's rights hereunder nor shall such failure or condonation preclude one party from enforcing the rights and remedies available to it hereunder against the other party for any subsequent breach or non performance.

4. **Agreement To Survive Termination**

The covenants contained in this Agreement, which by their terms, require performance by the parties after the expiration or termination of this Agreement, shall be enforceable notwithstanding the said expiration or other termination of this Agreement for any reason whatsoever. All of the provisions in this Agreement which expressly or by implication are for the benefit of the parties after the date of expiration or termination ("**Date of Termination**") will survive the Date of Termination and continue in force.

5. **Time Is Of The Essence**

Time is of the essence for all terms and provisions in this Agreement.

6. **Amendments**

No amendment or supplement of any provision of this Agreement is binding unless in writing and signed by each party to this Agreement at the time of such amendment or supplement.

7. **Headings**

The headings and captions appearing in this Agreement have been inserted for convenience of reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

8. **Amendments**

No amendment to this Agreement shall be effective unless in writing and signed by all Parties to this Agreement.

9. Entire Agreement

This Agreement constitutes the entire Agreement between the Parties hereto and supersedes all previous or contemporaneous communications, representations or agreements. No oral agreement or conversation with any officer, agent or employee of the City or The Nation, either before or after the execution of this Agreement, shall affect or modify any of its terms or obligations herein contained.

10. Enurement and Assignment

This Agreement shall enure to the benefit of the Parties and be binding upon their respective successors and assigns.

11. Survival

Wherever this Agreement contains an express obligation by one or more Parties to indemnify any other party, such obligation to indemnify shall survive the completion or termination of this Agreement and continue in full force and effect.

12. Severability

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to that jurisdiction, be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement or affecting the validity or enforceability of such provision in any other jurisdiction.

13. Waiver

The failure on the part of a party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provision in the future.

14. Schedules

Schedules to this Agreement form an integral part of the Agreement and a reference to this Agreement shall be construed as a reference to the Schedules to this Agreement.

15. Notices

- a. Delivery Mode and Address

Any notice required to be or may be given or made by one of the Parties hereto to the other, it shall be in writing and shall be delivered in person, transmitted by facsimile or similar means of recorded electronic communication, including e-mail, or sent by ordinary or registered mail to the respective addresses of the Parties hereto:

- i. If to The City: The Corporation of the City of Clarence-Rockland
1560 Laurier Street
Rockland, ON
K4K 1P7
Attention: Clerk and Director

Fax: 613-446-1497

- ii. If to The Nation:

The Corporation of the Nation Municipality
958 Route 500 West
Casselman, ON
K0A 1M0
Attention: Clerk and Director

Fax: 613-764-3310

b. Time of Delivery

Any such notice shall be deemed to have been given and received on the day on which it was delivered or transmitted (or, if such day is not a Business Day, on the next following Business Day), or if mailed, on the third Business Day following the date of mailing; provided, however, that if at the time of mailing or within three Business Days thereafter (or in the case of e-mail) there is or occurs a labour dispute or other events which might reasonably be expected to disrupt the delivery of document by mail or e-mail as the case may be, any notice hereunder shall be delivered or transmitted by means of other recorded electronic communications as aforesaid that are not so disrupted.

c) Time Sensitive Reports and Notifications

- i. If to The City:

Email:
Telephone:
Fax:

- ii. If to The Nation:
Email:
Telephone:
Fax:

The CAO/Clerk with a copy to the Director of Joint Water System

Email:
Telephone:
Fax:

16. Performance to Continue During Dispute

Performance of this Agreement shall continue during arbitration proceedings or any referral to alternative dispute resolution mechanisms.

17. Limitations on Damages

No party is liable for, or may recover from any other party, special, indirect or consequential damages or incidental damages, including but not limited to, lost profits or revenue.

18. Counterparts

This Agreement may be executed in several counterparts, each of which so executed will be deemed to be an original and such counterparts together will constitute one and the same instrument.

19. Further Assurances

Each of the parties hereto will from time to time at the other's request and expense and without further consideration, execute and deliver such other instruments of transfer, conveyance and assignment and take such further action as the other may require to more effectively complete any matter provided for herein.

16. ARBITRATION

1. All matters in dispute arising from this Agreement that cannot be resolved by the Parties shall be finally settled by arbitration in accordance with Schedule "G" hereto and the provisions of the *Arbitration Act* 1991, S.O. 1991, c.17 as amended.

IN WITNESS whereof the Parties have affixed their respective corporate seals, attested by the hands of their respected officers duly authorized in that behalf.

**THE COPORATION OF THE
NATION MUNICIPALITY**

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

Mayor

Mayor

Clerk

Clerk/CAO

Schedule A

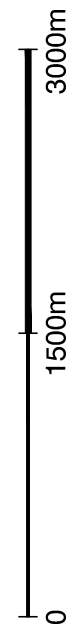
Proposed Location Map - Joint Water System

1. DO NOT SCALE DRAWINGS; ONLY FIGURED DIMENSIONS ARE TO BE USED, WHERE DOUBT EXISTS; FILE REQUEST FOR INTERPRETATION AND REQUEST CLARITY.
2. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO VERIFY DIMENSIONS ON SITE; REPORT DISCREPANCIES TO THE ARCHITECT PROMPTLY.
3. GENERAL CONTRACTOR TO TAKE INTO ACCOUNT CONSTRUCTION TOLERANCE; COMPLY WITH DESIGN INTENT. COORDINATE THE WORK OF DIFFERENT TRADES TOGETHER.
4. DRAWINGS AND SPECIFICATIONS ARE COMPLEMENTARY AND ARE TO BE READ TOGETHER.

THIS DRAWING IS AN INSTRUMENT OF SERVICE AND IS PROTECTED BY COPYRIGHT AND IS THE SOLE PROPERTY OF EXP SERVICES INC. COPIES, INCLUDING ELECTRONIC COPIES MAY ONLY BE USED FOR THE PURPOSE INTENDED, FOR THE SINGLE PROJECT AND FOR WHICH THEY ARE ISSUED AND MAY NOT BE OFFERED FOR SALE OR TRANSFER WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE ENGINEER.

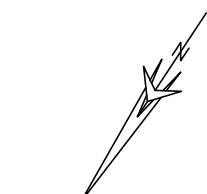


ISSUE No.	DATE	NATURE	BY	APPROVED
1	2017/02/24	PRELIMINARY	M-O GRATTON	P MAGUIRE
2	2017/03/10	PRELIMINARY	M-O GRATTON	P MAGUIRE
3	2017/03/14	PRELIMINARY	M-O GRATTON	P MAGUIRE
4	2018/06/18	PRELIMINARY	M-O GRATTON	P MAGUIRE
5	2018/11/29	MOI (DRAFT FOR REVIEW)	M-O GRATTON	P MAGUIRE

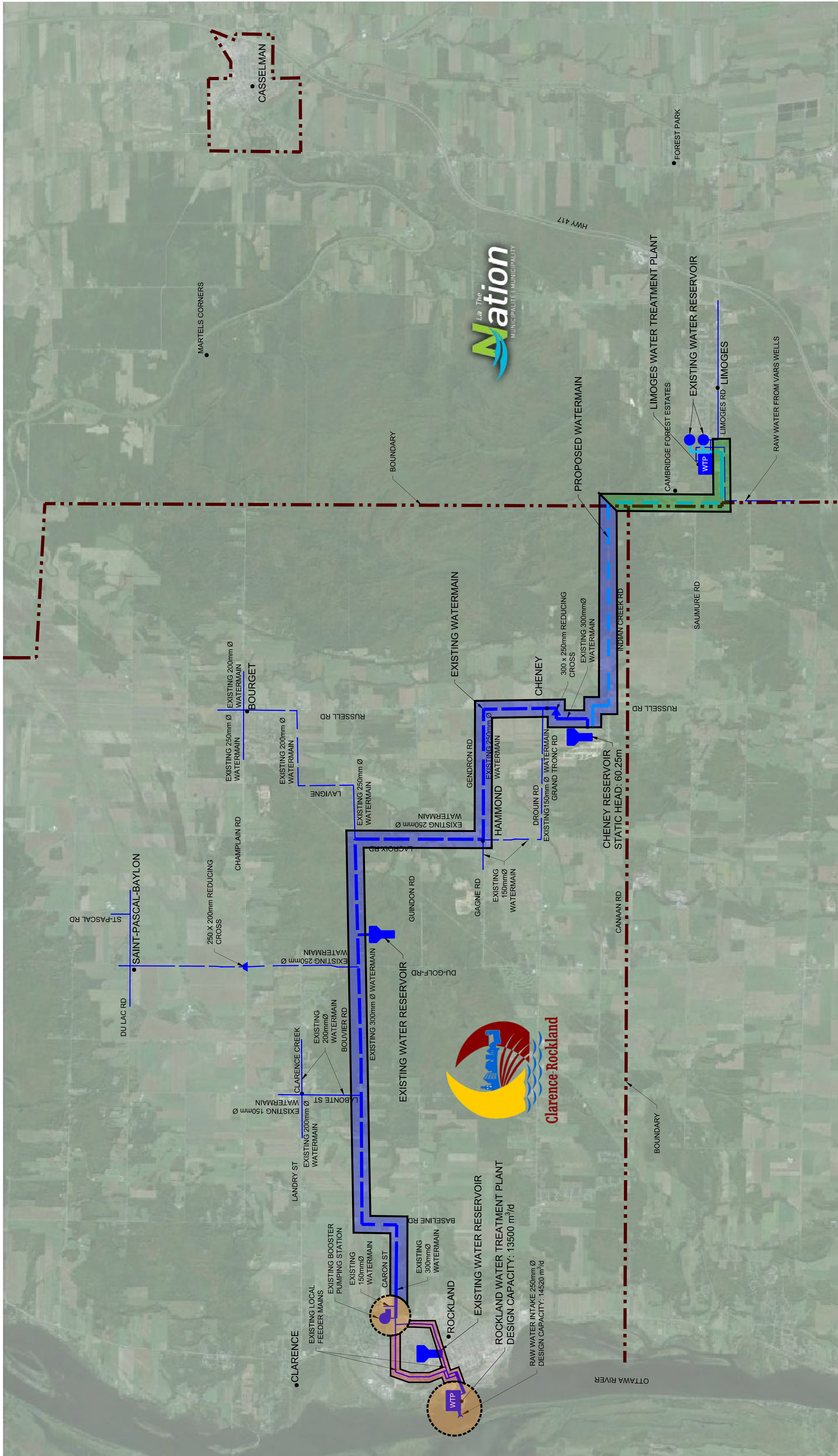


PROJECT: CCR / NATION JOINT WATER SUPPLY

JOINT WATER SYSTEM LAYOUT



SURVEYED:	—	CONCESSION :	P. MAQUIRE, ing.
DRAWN:	M-O. GRATTON, ing. J	REVIEWED:	P. MAQUIRE, ing.
REVIEWED :	P. MAQUIRE, ing.	APPROVED :	P. MAQUIRE, ing.
DATE :	2016/10/05	SCALE :	HOR 1:40000
CONTRACT No. :	GAT-00235661-A0	PLAN No. :	C01



Schedule B

Allocated Capacity

(A) Infrastructure Recommendation Description	(B) Allocated Demand (MDD) (m3/d)		(C) Capacity Allocation (%)	
	CCR	Limoges	CCR	Limoges
New transmission main – Cheney ET to Limoges	313	6,257	5%	95%
Caron BS Upgrades	7,168	6,994	51%	49%
New transmission main – Caron BS to Bouvier Rd. and Labonte St.	4,265	6,987	38%	62%
New transmission main – Bouvier Rd. and Labonte St. to Bouvier ET	4,265	6,987	38%	62%
Rockland WTP Upgrades	13,087	6,798	66%	34%
Feeder watermain from WTP to Caron BS - Edwards St, Wallace St, McCall St, Poulliotte St, Gareau St, Laurier St, St- Joseph St, Docteur Corbeil Blvd, Caron St	(see note 1)	(see note 1)	69%	31%
New Bouvier BS	2,047	6,992	23%	77%
New transmission main – Bouvier BS to Cheney ET	313	6,257	5%	95%

- Note 1: The feeder watermain of the Joint Water System were selected based on the main conveyance path identified in Ch2m report.

Schedule C

Cost Sharing and Implementation

Summary of Recommended Infrastructure Cost Sharing and Implementation – Aggressive Cost Estimate (joint system)

	(B) Infrastructure Description	(C) Water demand Trigger (ADD) (m3/d)		(D) Cost Share (%)		(E) Total (\$ M)	(F) Cost Share (\$)	
		CCR	Limoges	CCR	Limoges		CCR	Limoges
2019-2020	Existing infrastructure	-	350	0	100	\$2.62	0	\$2.62
2019-2020	New Watermain – Cheney ET to Limoges	-	350	5%	95%	\$10.28	\$0.49	\$9.79
2019-2020	New Watermain – St. Jean St: Patricia St. to Docteur Corbeil Blvd.	-	350	58%	42%	\$0.40	\$0.23	\$0.17
						\$13.30	\$0.72	\$12.58
2024-2025	Caron BS Upgrades	5631	1000	51%	49%	\$2.18	\$1.11	\$1.07
2024-2025	New Watermain – Caron St: Docteur Corbeil Blvd. to the Caron BS	5631	1000	51%	49%	\$0.17	\$0.09	\$0.08
2024-2025	Rockland WTP Upgrades	5631	1000	66%	34%	\$14.97	\$9.85	\$5.12
		<u>2024-2025</u>				\$17.32	\$11.05	\$6.27
2030-2031	Replace Watermain – St. Joseph St: Patricia St. to Des Pins Ave.	6518	1500	55%	45%	\$0.14	\$0.08	\$0.06
2030-2031	New Watermain – Bouvier BS to Cheney ET	6518	1500	5%	95%	\$9.25	\$0.44	\$8.81
2030-2031	Replace Watermain – Edwards St: Rockland WTP to Highway 17 (east side pipe)	6518	1500	77%	23%	\$0.45	\$0.35	\$0.10
		<u>2030-2031</u>				\$9.84	\$0.87	\$8.97
2035-2036	New Watermain – Caron BS to Bouvier Rd. and Labonte St.	7259	2500	38%	62%	\$5.17	\$1.96	\$3.21
2035-2036	Replace Watermain – Edwards St: Highway 17 (east side pipe) to McCall St.	7259	2500	64%	36%	\$0.34	\$0.21	\$0.13
2035-2036	New Watermain – Bouvier Rd. and Labonte St. to Bouvier ET	7259	2500	38%	62%	\$2.97	\$1.13	\$1.84
2035-2036	New Bouvier BS	7259	2500	23%	77%	\$3.17	\$0.72	\$2.45
		<u>2035-2036</u>				\$11.65	\$4.02	\$7.63

Schedule D

Pressure and Quality

1. Pressure

1. The City agrees:
 - a. to maintain an average minimum Water pressure of 385 kPA at the Joint Metering Station at all times (the “**Minimum Pressure**”), except in the event of Uncontrollable Circumstance; and
 - b. to maintain a Water pressure not to exceed 620 kPA at the Joint Metering Station at all times (the “**Maximum Pressure**”), except in the event of an Uncontrollable Circumstance.
2. The Minimum Pressure and/or Maximum Pressure shall be measured at the Joint Metering Station.

2. Quality

1. The City agrees to maintain a minimum of 1.0 mg/L of combined chlorine residual as measured at the Joint Metering Station.

Schedule E**Invoicing**

The measure of the totalized volume delivered as at the Joint Metering Station (located within The Nation Municipality) over the Billing Period;

Details of any issues with the SCADA flow data;

Any estimated volume of Water for the purposes of determining the Estimated Charge;

The amount payable by The Nation pursuant to the Bulk Rate; and

Any other items that the Parties may mutually agree.

Schedule F

Operating Costs

Operating Costs shall be determined by reference to the following costs and expenses:

Chlorine

Building Repair

Maintenance including maintenance of booster stations located at _____ in map of Joint Water System

Labour plus benefits of employment

Electricity, propane and natural gas

Expenses of third-party service providers

Professional costs of auditors

Insurance

Water Treatment - General Operation costs and expenses including:

1. Ensure that daily operations comply with and fulfill the requirements of Environmental Laws;
2. Act as Accredited Operating Authority with all Regulatory agencies;
3. Monitor SCADA and Outpost 5 or other tools in place for plant operations, process control and after-hours emergencies;
4. Monitor plant raw water at the beginning of each day and report problems;
5. Inspect process control equipment to ensure proper operation of the two (2) Actiflo units, UV reactors, chemical feed systems (primary disinfection, coagulation, flocculation and chloramination), sedimentation and filtration systems, on line monitoring and standby power;
6. Check filters and backwashing on a routine basis;

7. Check chlorine residual analyzers and turbidity analyzers;
8. Mix, monitor and adjust process chemicals to ensure adequate treatment;
9. Record and analyze water flow, electricity used, chemicals used, chlorine residuals, turbidity and other process readings as required;
10. Routinely conduct water sampling/testing in accordance with Environmental Laws, including the facility's Municipal Drinking Water Licence(s);
11. Complete internal operational data forms for statistical input into a reporting system;
12. Calibrate equipment in accordance with the water treatment facilities Municipal Drinking Water Licence(s);
13. Check low lift pumps and pumping station daily and take routine readings;
14. Check high lift pumps on a routine basis;
15. Monitor water towers;
16. Undertake and evaluate performance tests weekly;
17. Act as Accredited Operating Authority in dealing with water quality issues and MOE compliance inspections during water inspections;
18. Provide on-call 24/7 certification services and function as first contact for water breaks, repairs and complaints, with Client resources having the option of acting as first contactor to complete repairs under the Cities direction;
19. Inspect equipment at booster stations, towers, stand pipes and reservoirs, chloramination facilities, sampling stations to ensure proper operation of disinfection system, pumps, chemical systems, on line monitors and standby power;
20. Complete Unidirectional Flushing annually;
21. Exercise main distribution shut-off valves on a progressive schedule;
22. Management of leak detection program;
23. Routinely conduct water sampling/testing in accordance with Environmental Laws, including any applicable Certificate of Approval(s);

- 24. Monitor clear well storage reservoir and booster station operations and system pressures;
- 25. Arrange for and oversee inspections of pressure release valves as required;
- 26. Manage the issuance of Boil Water Advisories and precautionary Boil Water Advisories on behalf of the Client as required;
- 27. Complete internal operational data forms for statistical input into a reporting system;
- 28. Calibrate equipment in accordance with any applicable Certificate of Approval(s).

Schedule G

Arbitration Clause

1. The Parties will try to resolve any difference or dispute between them on any matter in this Agreement by negotiation between themselves personally or by their lawyers.

2. If the difference or dispute arising between the Parties from time to time in relation to the interpretation of this Agreement or to any act or omission of any party to the dispute or in relation to any other matter whatsoever touching the terms and conditions of this Agreement cannot be resolved by the process referred to in paragraph 1 above, either Party may give written notice of thirty (30) calendar days to the other. Upon any such notice being given, the Parties shall, within five (5) working days thereafter, agree upon an arbitrator. In the absence of agreement within the aforesaid five (5) working day period, any Party may apply to a Judge of the Ontario Superior Court of Justice in Ottawa, Ontario, to appoint same. The arbitrator shall have jurisdiction to determine the costs of the arbitration. The costs of the arbitration shall consist of the Parties' legal expenses, the fees and expenses of the arbitrator and any other expenses relating to the arbitration. No default shall be deemed to have been incurred until the decision of the arbitrator has been rendered and the Parties shall continue to perform their obligations, to the extent reasonably practicable, under this Agreement.

3. Any provisional remedy, which would be available from a court of law, shall be available to the arbitrator, pending arbitration.

4. Either Party may make an application to the arbitrator seeking injunctive relief until such time as the arbitration award is rendered or the controversy is otherwise resolved.

5. Either Party may seek from a court any interim or provisional remedy that may be necessary to protect the rights or property of that Party, pending the establishment of an arbitrator or pending the arbitrator's determination of the merits of the controversy or until the controversy is otherwise resolved.

6. The Parties shall allow and participate in oral and documentary discovery in accordance with the *Rules of Civil Procedure* of Ontario. All issues regarding the parties' compliance with examination of discovery requests and the conduct of examinations for discovery, shall be decided by the arbitrator.

7. The arbitration decision/award shall be in writing and shall specify the findings of fact and the legal basis for the decision/award.
8. Either Party may appeal the arbitrator's decision/award to a court of competent jurisdiction, within thirty (30) days of the decision/award being made, on one of the following grounds:
 - (a) any ground or grounds specified in the *Arbitration Act*, S.O. 1991, C.17;
 - (a) the award contains material errors of law;
 - (b) the award contains material errors of mixed fact and law; or
 - (c) the decision/award is arbitrary or capricious.

Schedule H

Management Committee Terms of Reference

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A MANAGEMENT COMMITTEE FOR THE CLARENCE-ROCKLAND/NATION JOINT WATER SYSTEM

BE IT ENACTED by The Corporation of the City of Clarence-Rockland and The Corporation of the Nation Municipality:

1. Definitions

In these terms of reference for the establishment of the Management Committee (as defined below), unless the context otherwise requires:

“**Municipal Act**” means the *Municipal Act*, 2001, S.O. 2001, c. 25 including the regulations made pursuant to that *Act*, and any statute or regulations that are applicable to municipal corporations or local boards as may be substituted, as amended from time to time;

“**Member**” means a member of the Management Committee and “**Members**” means the members of the Management Committee;

“**Management Committee**” means the management committee for the Clarence-Rockland/Nation Joint Water System;

“**Municipal Corporation**” means either of The Corporation of the City of Clarence-Rockland or The Corporation of the Nation Municipality, as the case may be and “**Municipal Corporations**” means both of The Corporation of the City of Clarence-Rockland and The Corporation of the Nation Municipality;

2. Interpretation

Words and expressions defined in the Joint Water System Agreement entered into between the Municipal Corporations shall have the same meanings when used in these terms of reference.

3. Clarence/Rockland/Nation Joint Water System Management Committee established

A Management Committee for the Clarence-Rockland/Nation Joint Water System shall be established local board of the Municipal Corporations. The Municipal Corporations have resolved to co-operate and co-ordinate their efforts in the operation and

management of the Joint Water System and the Management Committee shall provide the Municipal Corporations with recommendations for the regulation, use and management of the Joint Water System.

4. Membership, Appointment and Term

1. The Management Committee shall be composed of six (6) Members including an alternating chairperson of the Management Committee. Members Committee shall be appointed as follows:
 - a) three (3) Members shall be appointed by The Corporation of the City of Clarence-Rockland;
 - b) three (3) Members shall be appointed by The Corporation of the Nation Municipality;
 - c) the rotating chairperson, who shall be a Member, shall be appointed by the Members following consultation among the Members and the councils of both Municipal Corporations.
2. Subject always to section 5, each Member shall be appointed for a four (4) year term. Eligibility for the reappointment of a Member shall be determined by the municipality who originally appointed the Member.
3. Additional Members may be appointed from time to time in the same manner and ratio as set out in this section 4. Any such Member may be appointed for a specific purpose, on such conditions or for such term as determined by the Members of the Management Committee.

5. Membership Conditions

1. A Member may be removed at any time by the Municipal Corporation that appointed such Member. The chairperson, to the extent one was appointed, may only be removed by the Municipal Corporation that appointed such chairperson.
2. Where a vacancy occurs in respect of a Member appointed by The Corporation of the City of Clarence-Rockland, the replacement Member shall be nominated or appointed for the remainder of the term by The Corporation of The City of Clarence-Rockland only.
3. Where a vacancy occurs in respect of a Member appointed by The Corporation of the Nation Municipality, the replacement Member shall be nominated or appointed for the remainder of the term by The Corporation of the Nation Municipality only.

4. All Members including the chairperson and any replacement Members shall perform their duties in accordance with laws relating to conflict of interest, protection of information and a code of conduct.

6. Administration of the Management Committee

Members shall perform their duties and devote such efforts, as workload and responsibilities dictate and shall receive such remuneration and as determined by the Municipal Corporations. Reasonable travelling expenses shall be reimbursed.

7. Meetings of Members

1. The Management Committee shall meet on an alternating basis in either the City of Clarence-Rockland or the Nation Municipality;
2. Regular meetings of the Management Committee shall be hosted on an alternating basis in either the City of Clarence Rockland or the Nation Municipality.
3. The chairperson, if appointed, or the Management Committee if no chairperson is appointed shall call a special meeting of Members on written requisition of not less than three (3) Members. If a special meeting is not called within five (5) days of receiving the requisition, any Member who signed the requisition may call the special meeting.
4. Subject always to the requirements and conditions established by these terms of reference, the Management Committee shall have the authority to establish its own by-laws and rules of procedure for the conduct of annual meetings, regular meetings and special meetings.
5. The first organization meeting of the Management Committee may be called by any Member and shall be called within sixty (60) days of the Commencement Date.

8. Participation by Electronic Means at Members' Meetings

If the Management Committee chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of Members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting.

9. Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a meeting of Members shall be the duly appointed Members and such other persons who are entitled or required under any provision of the Act or by-laws of the Management Committee to be present at the meeting. Any other person may be admitted only on the invitation of the chairperson of the meeting, to the extent one has been appointed or is present or by resolution of no less than three (3) Members.

10. Quorum at Members' Meetings

A quorum at any meeting of the Members of the Management Committee shall be four (4) duly appointed or nominated Members, being two (2) from each municipality. If a quorum is present at the opening of a meeting of Members, there shall be at least 2 members from each municipality present to constitute a quorum. The Members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting. If there is a tie vote and the Parties have been unable to resolve the dispute and provided that the Municipal Corporations' elected officials have been consulted and been unable to resolve the dispute within Thirty (30) days, then, either party may move pursuant to Schedule "G" for an arbitration to resolve the issue.

11. Proxies

Every Member entitled to vote at Members' Meetings may, by instrument in writing, appoint a proxy, who need not be Member, to attend and act at the meeting in the same manner, to the same extent, and with the same power as if the Member were present himself/herself at the meeting. The instrument appointing a proxy shall be in writing signed by the appointor or that person's attorney authorized in writing. The instrument appointing a proxy shall be deposited with the secretary of the meeting before any vote is cast under its authority.

12. Consensus Based Recommendations

The Management Committee shall work to achieve a consensus across its Members and make joint recommendations to the councils of each of the Municipal Corporations. Should there be a vote that is equally split between the Members and cannot be resolved, the Management committee shall refer the matter to arbitration in accordance with Schedule "G".

13. Members' Meeting Held Entirely by Electronic Means

If the Members of the Management Committee call a meeting of Members pursuant to the Act, those Members, as the case may be, may determine that the meeting shall be held, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

14. Notice of Regular Meeting of Management Committee

1. Notice of the time and place for the holding of a regular meeting of the Management Committee shall be given to every Member of the Management Committee not less than fourteen (14) days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the Members are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. A notice of meeting shall specify the purpose or the business to be transacted at the meeting.
2. Any notice (which term includes any communication or document), other than notice of a meeting of Members or a meeting of the Management Committee, to be given (which term includes sent, delivered or served) pursuant to the Act or otherwise to a Member, officer or Member of a committee of the Management Committee or to the public accountant shall be sufficiently given:
 - i. if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Management Committee or in the case of notice to Member to the latest address as shown in the last notice that was sent by the Management Committee;
 - ii. if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
 - iii. if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose.
3. A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any Member, officer, public accountant or Member of a committee of the Management Committee in accordance with any information believed by the secretary to be reliable. The declaration by a Member that notice has been given pursuant to these terms of reference shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Member or officer of the Management Committee to any notice or other document to be given by the Management Committee may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

15. Committees of the Management Committee

The Management Committee may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Management Committee shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Management Committee may from time to time make. Any person appointed to a committee may be removed by resolution of the Management Committee.

16. Invalidity of any Provisions of these Terms of Reference

The invalidity or unenforceability of any provision of these terms of reference shall not affect the validity or enforceability of the remaining provisions of these terms of reference.

17. Effective Date

These terms of reference may not be amended or repealed without the express authorization of both Municipal Corporations.

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW 2020-69**

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 AUGUST 24, 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 24TH DAY OF AUGUST 2020.

Guy Desjardins, Mayor

Monique Ouellet, Clerk