



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

June 21, 2021, 8:00 pm  
Teleconference

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CORPORATION DE LA CITÉ DE  
CLARENCE-ROCKLAND  
COMITÉ PLÉNIER

le 21 juin 2021, 20 h 00  
Téléconférence

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# Declaration of pecuniary interest Déclaration d'intérêt pécuniaire

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

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


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


Name (print)	Signature	Date

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

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

### DUTY OF MEMBER

When present at meeting at which matter considered

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

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

Where member to leave closed meeting

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

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

### OBLIGATIONS DU MEMBRE

#### Participation à une réunion où l'affaire est discutée

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

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

Exclusion de la réunion à huis clos

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

Hawkesbury, March 30 2021

To Mayors and Council Members  
Townships and Cities of the Counties of :  
Prescott, Russell, Stormont, Dundas & Glengarry

**Subject : Meeting request with council members**

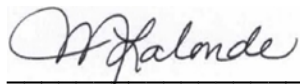
Madam,  
Sir,

Maison Interlude House (MIH) is a non-profit organization that offers a wide range of services in French and English, in the counties of Prescott, Russell, Stormont, Dundas and Glengarry. Its mission is to raise awareness about violence against women and to support women victims of violence, in all their diversity.

Being aware of the very large number of organizations present on the territory, the MIH team would like to have the chance to meet all the municipal councils, in order to allow council members to have a better understanding of our mission, our vision, our values and to discover the many free services that we offer to citizens.

This 20-minute presentation can take place in person or can be held virtually, depending on your convenience. Our goal is to visit all city councils by July. We would therefore like to know the ideal date to meet you.

Hoping to have the chance to discuss with you in a near future, please accept, madam, sir, our best regards.

A handwritten signature in cursive script, appearing to read "M. Lalonde".

---

Muriel Lalonde  
Executive Director  
Maison Interlude House



Hawkesbury, le 30 mars 2021

Aux maires et conseillers  
Villes et municipalités des comtés de :  
Prescott, Russell, Stormont, Dundas et Glengarry

**Objet : Demande de rencontre avec les membres du conseil**

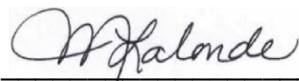
Madame,  
Monsieur,

Maison Interlude House (MIH) est un organisme francophone sans but lucratif qui offre une multitude de services en français et en anglais, dans les comtés de Prescott, Russell, Stormont, Dundas et Glengarry. Sa raison d'être est de sensibiliser la communauté aux enjeux de la violence faite aux femmes et de soutenir et outiller les femmes victimes de violence, dans toute leur diversité.

Étant consciente du très grand nombre d'organismes présents sur le territoire, l'équipe de MIH aimerait avoir la chance de rencontrer l'ensemble des conseils municipaux, afin de permettre aux élus de mieux comprendre notre mission, notre vision, nos valeurs ainsi que de découvrir les multiples services que nous offrons gratuitement aux citoyens.

Cette présentation, d'une vingtaine de minutes, peut avoir lieu en personne ou peut se tenir de façon virtuelle, selon votre convenance. Notre objectif est de visiter tous les conseils municipaux d'ici le mois de juillet. Nous aimerions donc connaître la date idéale pour vous rencontrer.

Souhaitant grandement avoir la chance de discuter avec vous prochainement, nous vous prions d'agréer, madame, monsieur, l'expression de nos sentiments les meilleurs.

A handwritten signature in cursive script, reading "M. Lalonde", positioned above a horizontal line.

Muriel Lalonde  
Directrice générale  
Maison Interlude House





# Présentation Maison Interlude House

Par Muriel Lalonde, directrice générale

&

Sylvie Gravel

Superviseure des programmes résidentiels

# Qui sommes-nous?

Maison Interlude House (MIH) est un organisme qui vient en aide aux femmes victimes de violence dans tout l'Est de l'Ontario. Tous nos services sont gratuits et offerts aux résidents des comtés de Prescott, Russell, Stormont, Dundas et Glengarry.

En tant qu'organisme francophone, nous sommes fiers de pouvoir offrir nos services en français et en anglais. En plus de venir en aide aux victimes, MIH a pour mission de sensibiliser la communauté à la violence faite aux femmes et de participer à la lutte pour l'éradiquer.

# Our story

Founded in 1983, Maison Interlude House was established as a shelter for women victims of domestic violence.

Over the years, MIH has grown into a full-service agency to better meet the needs of victims.

Initially, the territory served by MIH was limited to Prescott and Russell. Since 2003, our mandate has been expended to provide services, through our Outreach Services, to the counties of Stormont, Dundas and Glengarry.

# Plus qu'une maison d'hébergement...

## Hébergement

- **Maison sécurisée**
- Plan de sécurité
- Counseling individuel pour la femme et ses personnes à charge
- Programme Enfant-Ado

## Services d'approches

- **5 bureaux satellites**
- Évaluation des besoins
- Counseling individuel
- Aide à la recherche et au maintien du logement, au budget, à l'emploi
- Accompagnement juridique
- Référencement à d'autres services

## Aide 24/7

- **Ligne téléphonique de crise**
- Texto
- Clavardage
- Site web

# More than a shelter...

## Amimo Program

**Partnership with a local organization that takes care of the pets of our users during their stay in our shelter or during relocation.**

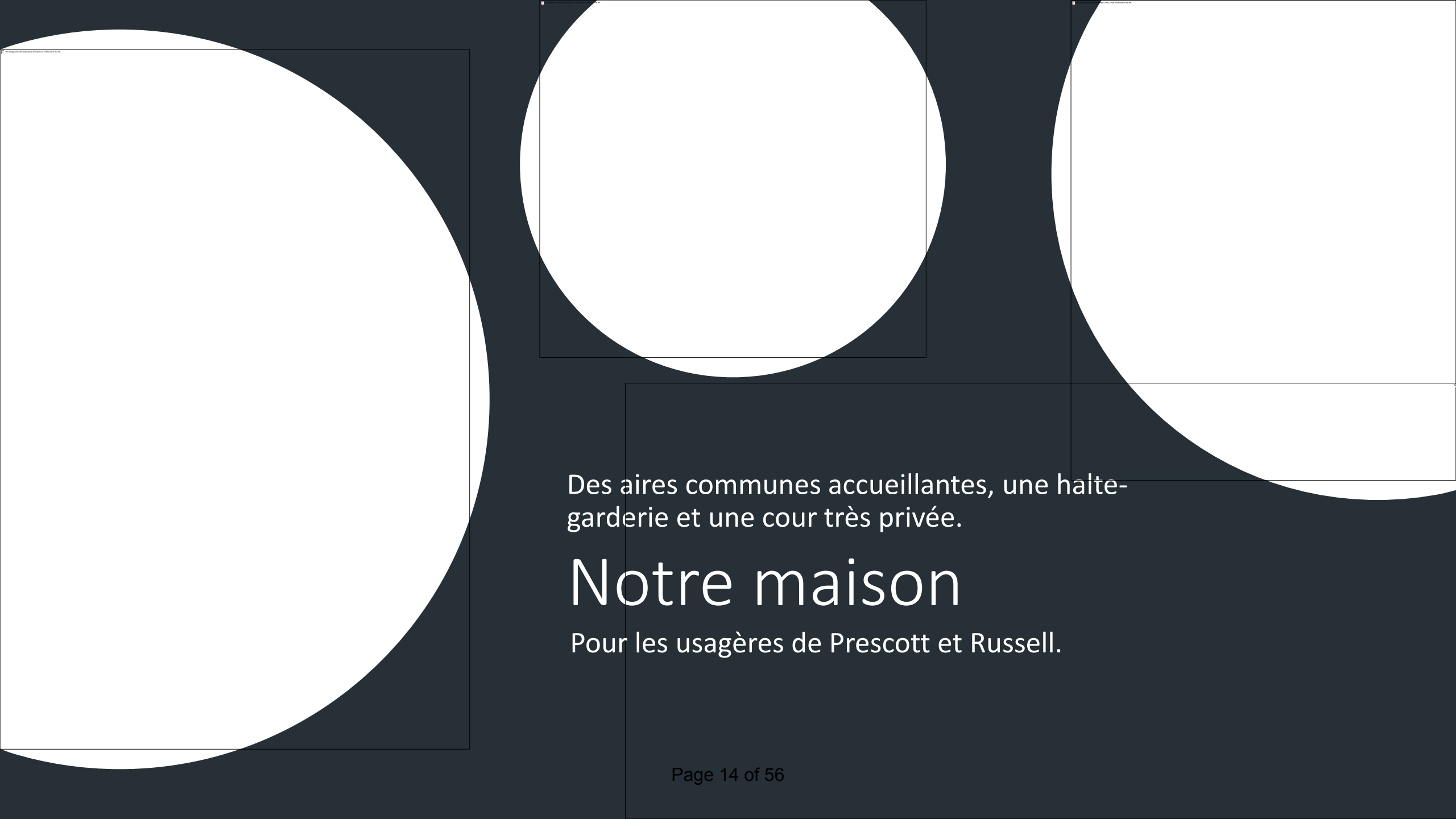
## Raise awareness

- **Webinars**
- **Podcasts**
- Preventative education in schools and communities
- Workplace training
- Claim and promotion
- Group animation

## Volunteer Network

*Main dans la Main*


- **PastELLE Boutique**
- Management of donations (material goods)
- Transportation
- Childcare



Des aires communes accueillantes, une halte-  
garderie et une cour très privée.

# Notre maison

Pour les usagères de Prescott et Russell.



Single or family rooms are available to accommodate single women or women with children. Capacity: 10 beds

## Our shelter

- Presence of a counselor 24/7
- Secure & confidential installations

# Programme Enfants - Ados

- **Counselling individuel**
- **Outils pour comprendre la situation**
- **Planification de la sécurité**
- **Soutien lors de la transition familiale**
- **Cycle de la violence**



# Our Outreach Services

## 6 satellite offices

Many of our users do not need to stay in our shelter, but they do need support towards a life free from violence.

- Safety planning
- Needs assessment
- Individual counselling
- Assistance in finding and maintaining housing, budget, employment
- Legal accompaniment
- Referral to other services

Aide  
24/7

Ligne de crise

1-800-461-1842

Texto

613-801-8169

Clavardage

[www.pasbienpr.ca](http://www.pasbienpr.ca)

# Our groups

*Due to the pandemic, our groups are on hold at the moment.*

- Fantastic Girls
- Young women in action
- Self-discovery Courses
- Triple P
- Inform'ELLES
- Group animation with community partners

Puisque nos groupes sont en suspens en raison de la pandémie, Maison Interlude House a mis sur pied une série de webinaires, de conférence et de podcasts!

## Sensibiliser

Nous offrons également des présentations en milieu scolaire et communautaire, de même qu'en entreprise.

# Our volunteers

Our volunteer network *Main dans la Main* is extremely precious!

Thanks to this network, Maison Interlude House is able to offer :

- Transportation
- Childcare
- Second-hand goods/treasures

# Notre Boutique

**Tout ce qu'il faut pour prendre un nouveau départ... En opération grâce à notre réseau de bénévoles!**

- Vêtements pour toute la famille
- Articles de maison
- Meubles
- Électroménagers



2019-2020



2019-2020

# Stats personnalisées

# Disturbing facts...

In Canada...

One in three women over 16 say they have been a victim of violence, whether physical or sexual.

Every six days, a woman is killed by her spouse or ex-spouse.

# D'autres ressources dans la région

## Trois maisons d'hébergement

### **Maison Interlude House :**

Clientèle de Prescott-Russell (Franco-Anglo) + femmes francophones de SD&G

### **Maison Baldwin House :**

Clientèle anglophone de Cornwall, Stormont et les environs

### **Naomi's Centre :**

Clientèle anglophone de Dundas et environs

\* La clientèle de Glengarry est partagée entre les maisons Interlude et Baldwin.

# D'autres ressources dans la région

**AOcVF** (Action ontarienne contre la violence faite aux femmes) : un coffre à outils rempli de ressources en français en matière de violence sous toutes ses formes.

**Fem'aide** : la ligne provinciale de soutien, gratuite, anonyme et confidentielle pour les femmes d'expression française de l'Ontario (gérée par AOcVF). 1-877-336-2433

**Centre Novas-CALACS** : centre de services juridiques pour les femmes francophones de l'Ontario (CSJFFO) offrent des services spécialisés aux femmes aux prises avec la violence qui ont des problèmes en droit de la famille.

**Coalition de Prescott-Russell pour éliminer la violence faite aux femmes** : un regroupement non incorporé sans but lucratif, d'organismes, de personnes-ressources et d'individus de la région de Prescott-Russell qui partagent les mêmes objectifs, soit d'éliminer la violence faite aux femmes.

**CANAA** (Community Action Network Against Abuse) : un réseau d'agences communautaires et de fournisseurs de services des communautés de Stormont, Dundas, Glengarry et Akwesasne qui travaillent ensemble pour agir contre les abus grâce à un engagement communautaire proactif et au réseautage.

**FODEF** (Femmes ontariennes et droit de la famille) : information sur le droit de la famille.

**www.hebergementfemmes.ca** : une ressource en ligne conçue pour aider les femmes à communiquer rapidement avec la maison d'hébergement la plus proche.

Pour l'ensemble des ressources disponibles, visitez  
notre site web :

[www.minterludeh.ca](http://www.minterludeh.ca)

Merci!

Questions?



June 21<sup>st</sup> 2021 Well issues at  
494 and 500 Russell road due to  
new sub division

# SURFACE well locations

## 494 Russell road

Well is 45ft from the house on rear lot

Well is 46ft from driveway

Well is 81ft from septic system

Well is 114ft from road/street (Grand Tronc)

Adjacent lot (Grand Tronc) is draining towards well and there are signs of potential contaminants.

## 500 Russell road

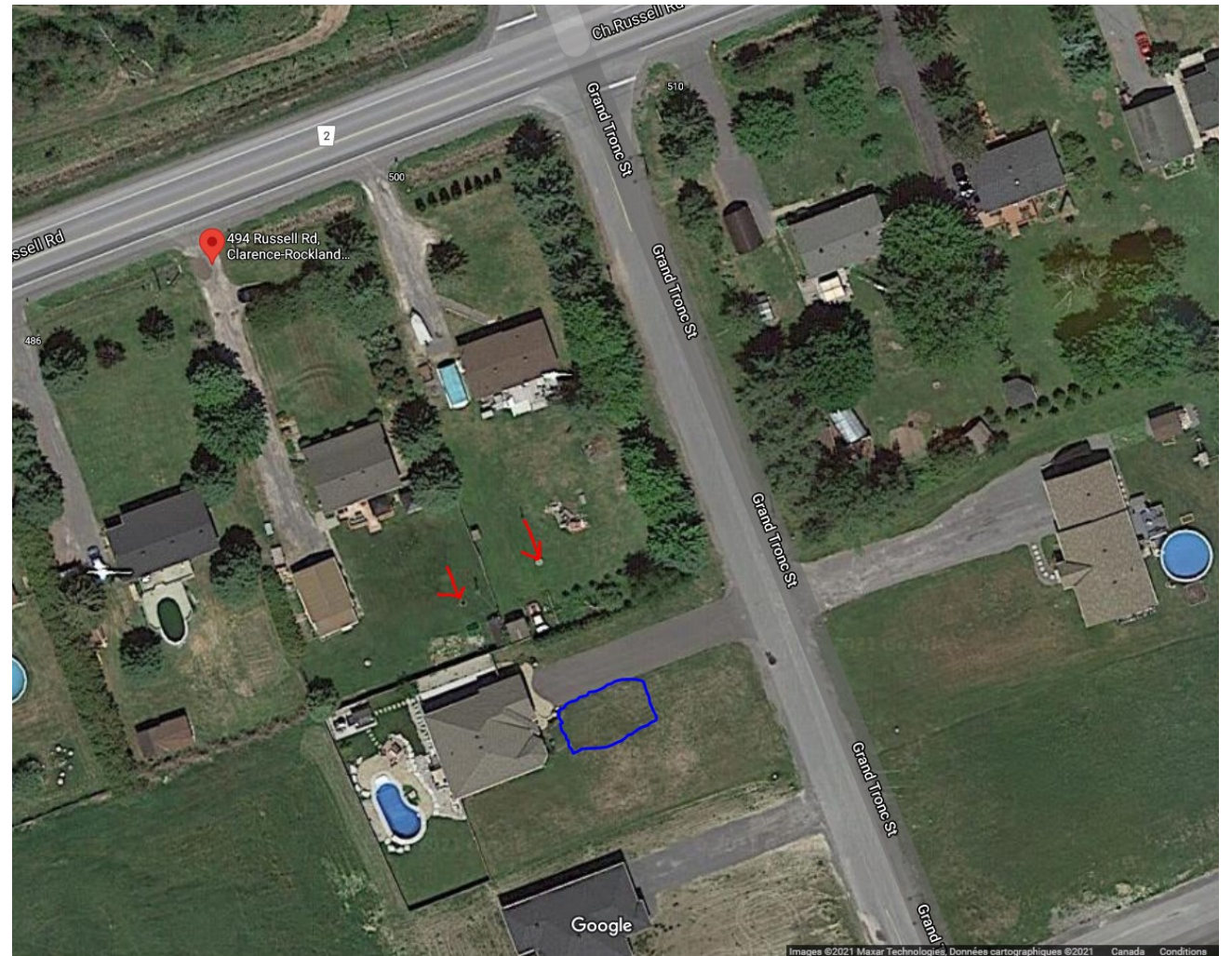
Well is 75ft from the house on rear lot

Well is 60ft from driveway

Well is 88ft from septic system

Well is 81ft from road/street (Grand Tronc)

NB measures obtained with range finder





# The Ontario Building code (OBC)states

- A well should be **located at least 15 m (50 ft.)** from **any source of contamination** if the casing is **watertight to a depth of 6 m (20 ft.)**; **otherwise**, the separation **distance** should be **at least 30 m (100 ft.)**.
- Wells should be **100 feet or further** from **septic** system. There must also be enough land for a “repair area” that can be used if the system needs expansion or replacement in the future.

## Septic Systems in Ontario

Part 8: “Sewage Systems” of the Ontario Building Code (OBC) regulates the design, construction, operation and maintenance of on-site septic systems for most single-family homes. In most areas, the local municipality’s Building Department examines plans, issues permits, and does inspections for systems regulated under the OBC. In some regions, this approval responsibility has been delegated to local Conservation Authorities or Health Units. The Municipal Building Department will be able to redirect inquiries.

Ontario Building Code requires an expansive soil and site assessment by the local health department to determine the suitability of the soils and topography of the lot.

## Accessibility

### Wells Regulation,

- Distance to and location of any nearby roads, intersections, parking areas
- Position of any features, structures and septic systems or other potential contamination sources on adjacent properties

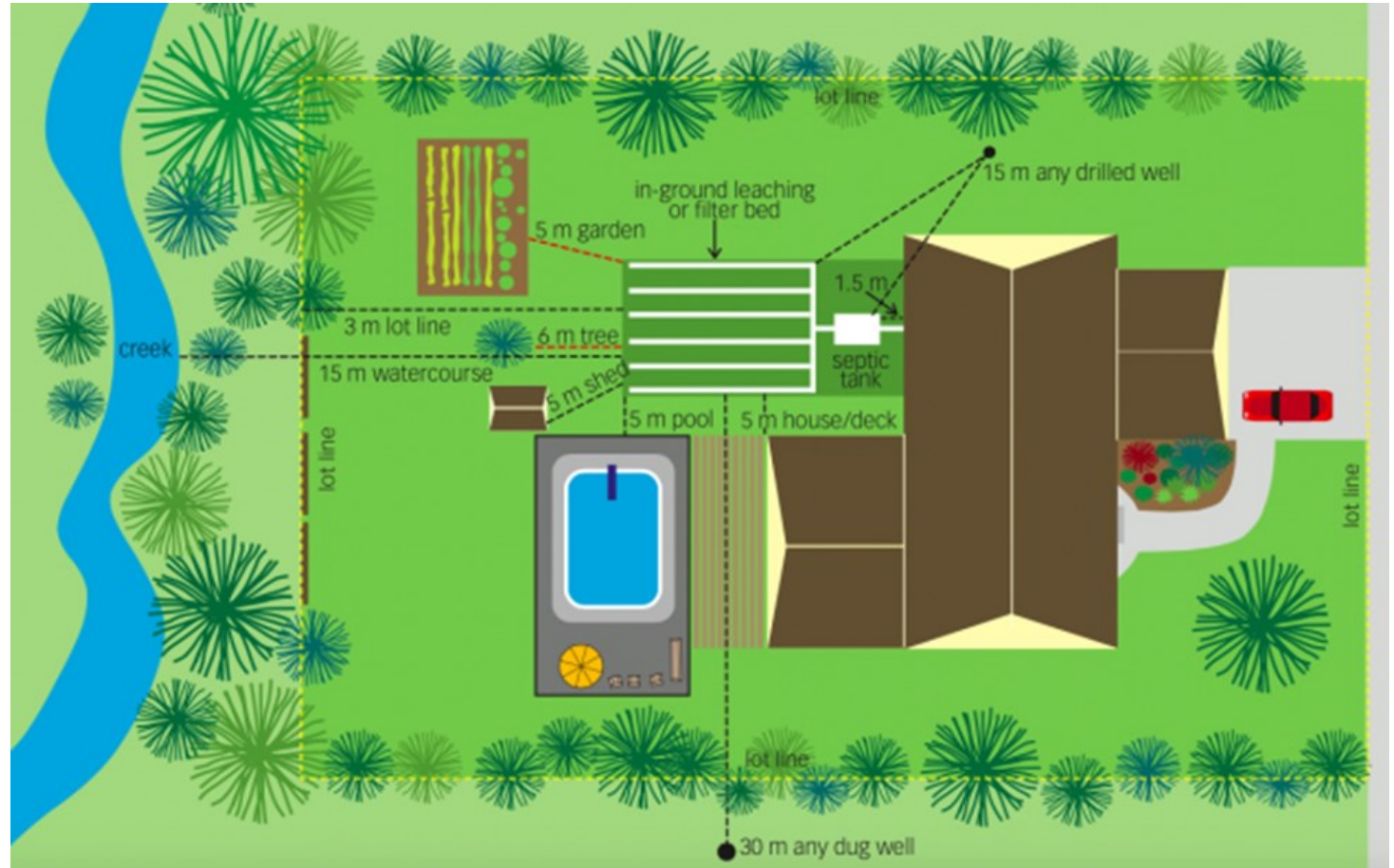
### Best Management Practice – Exceed Minimum Setback Distance

In some situations it is important to **exceed** the minimum setback distance specified in the *Wells Regulation*. For example:

Any time the natural features of the site indicate that contamination could travel easily and quickly to the water source, and

If the well is:

- Situated in a **shallow aquifer**,
- Set in highly fractured bedrock with thin soil, or
- Located **down gradient from a potential contamination source**.



**Extract from Report N AME-19-05-R Dated 18/12/2018 and presented Jan-09-2019**

- Section 1.1.1

C) Avoid development and land use patterns which may cause environmental or public health and safety concerns

- Page 13 of 70 states a geotechnical report was prepared for the initial development in order to address the slope stability concerns along the Bear Creek Brook. **What about the resident.**

**Extract from the meeting minutes of October 3, 2007**

**Presentation by Mrs. Dominique Lefebvre on a draft plan of subdivision for Cheney**

Mrs. Suzanne Jolicoeur of Russell Road asks if a soil test will be done. Mrs. Lefebvre confirms that a study was made. Mrs. Jolicoeur asks if a short and long term impact study will be made on their wells. Mr. Mayor confirms that the South Nation Conservation Authority has revised and approved the installation of the waterworks system in this project and **that wells were taken into consideration. Mrs. Lefebvre also confirms that all existing wells are identified on the plan of subdivision.**

- **Extract from the meeting minutes of January 9, 2019**

Mrs. Suzanne Jolicoeur, 494 Russell Road, raises her **concerns in regards to the contamination of her well further to disturbance of the soils** caused by work done on this development. She explains that in **2007**, at the time that this application was considered, she was told that should her well be affected, **she could be simply connected to city water.** However, she further explains that when she asked to be connected to city water, she was told that this **was not possible.** Mrs. Jolicoeur confirms that she does not object to the proposed development, but is **requesting that the City take the necessary measures to enable her to connect to city water.** Mayor Desjardins directs Mrs. Jolicoeur to submit a written request to Council in this regard.

Mrs. Suzanne Jolicoeur expressed her **concerns** in regards to the **distance between the proposed septic bed** location on the proposed properties being too close to existing wells. Chairperson **Mario Zanth asks that Mrs. Bélanger verify what the minimum distance is between a septic bed and a well** by communicating with South Nation Conservation Authority

**Extract from Report N AME-19-05-R Dated 18/12/2018 and presented Jan-09-2019**

(extract taking from the Cite Clarence-Rockland website)

## [Drinking Water Distribution / Historic Agreement Between Clarence-Rockland and The Nation](#)

**CLARENCE-ROCKLAND AND THE NATION – August 26, 2020** – The Municipalities of Clarence-Rockland and The Nation are going ahead with the drinking water distribution project. The agreement between the two municipalities will be for 20 years, with an option to extend.

The project involves installing approximately 10 km of water main between the Cheney water tower, along Indian Creek Road, and The Nation’s existing water treatment plant, on Limoges Road, in Limoges. This will provide a better service to the citizens of the two municipalities, in addition to allowing growth.

The start of the construction of the new water main from Cheney to Limoges is scheduled for summer / fall 2021, and construction costs are estimated at \$ 10 million dollars. The Nation municipality will provide an initial sum of \$ 2.6 million dollars to Clarence-Rockland for the existing infrastructure.

“This agreement will allow us to provide a much better water supply for our residents. I would like to thank our water and sewer manager, Mr. Doug Renaud, and the executive committee who did a masterful job. Thank you also to the City of Clarence-Rockland for creating this regional water supply system, which is great news for users. A big thank you to the teams of the two municipalities involved, “stated the Mayor of La Nation, François St-Amour.

“The City of Clarence-Rockland is proud of this historic agreement with La Nation. The Ottawa River is an excellent source of water, and we are **pleased to work with our neighbours to ensure that residents in Limoges have access to good quality drinking water**. In addition, this project will generate supplementary income for our municipality,” added Guy Desjardins, mayor of Clarence-Rockland.

-30-

### **Information :**

Julian Lenhart

Director Infrastructure and Planning

City of Clarence-Rockland 613.446.6022 ext 2270

Doug Renaud

Director Water and Waste Water The Nation 613.443.1425

The purpose of this presentation is to make the council aware of the situation and the their has been errors and /or omissions in the dealings of the subdivision

With the facts in hand and since I have been stating the potential problems and problems we are facing since 2007 I am asking the city to rectify the situation as soon as possible and give the 500 as well as 494 Russell road municipal water as soon as possible.



**City of Clarence-Rockland**  
 1560 Laurier Street  
 Rockland, Ontario  
 K4K 1P7  
[www.clarence-rockland.com](http://www.clarence-rockland.com)

**PETITION**

PAGE 1 of 1

**To:** The Council of the City of Clarence-Rockland

**Whereas:** (provide a brief description of issue/problem/request in question)

Covid 19 has seen an increase in dog ownership within the municipality. The owners of these dogs take their animals for "a walk" in order to relieve themselves on other people's property which is unsanitary and destroys the grass which property owners take pains to cultivate. It is especially a problem for property owners with corner lots which provide a larger area for dogs to do their business. I petition the municipal council to advise dog owners to contain their animals to their own properties or to take them to the dog park to relieve themselves and to institute a fine for those who disrespect other peoples' property.

**I/We the undersigned, petition the Council of the City of Clarence-Rockland as follows:**

Name (print)	Address	Signature
Hans Sanders	480 Crystal Court	<i>H Sanders</i>
<i>Herald Robert</i>	<i>340 Quartz</i>	<i>H Robert</i>
<i>Jean Guy TREWES</i>	<i>343 QUARTZ</i>	<i>J Guy Trewes</i>
<i>Alain VIAU</i>	<i>337 Quartz</i>	<i>Alain Viau</i>

All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 1560 Laurier Street, Rockland (Ontario) K4K 1P7.







## REPORT N° CLERK2021-07

<b>Date</b>	21/06/2021
<b>Submitted by</b>	Monique Ouellet, Clerk
<b>Subject</b>	Delegation of Powers and Duties By-law

1) **NATURE/GOAL :**

The purpose of this report is to present a Delegation of Powers By-law for Council's consideration.

2) **DIRECTIVE/PREVIOUS POLICY :**

The Delegation of Powers and Duties Policy No. ADMIN2018-03, was adopted by Council on February 21, 2018.

3) **DEPARTMENT'S RECOMMENDATION :**

**THAT** the Committee of the Whole recommend that Council adopts the proposed Delegation of Powers and Duties By-law, as recommended.

**QUE** le Comité plénier recommande que le Conseil adopte le règlement pour la délégation de pouvoirs et fonctions, tel que recommandé.

4) **BACKGROUND :**

Council has adopted a few by-laws delegating specific powers to staff over the years and in 2018, a Delegation of Powers and Duties Policy was adopted as required under Section 270 of the *Municipal Act, 2001*, as amended.

5) **DISCUSSION :**

The Proposed Delegation of Powers and Duties By-law, attached to this report, serves to provide a consolidation of the existing delegations and to further delegate certain powers to staff in order to improve efficiencies.

6) **CONSULTATION:**

A copy of the proposed by-law was discussed with all directors and comments were taken into consideration.

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

n/a

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

There is no financial implication in relation to this report

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

Improve efficiencies and effectiveness

12) **SUPPORTING DOCUMENTS:**

- Proposed Delegation of Powers and Duties By-law
- Delegation of Powers and Duties Policy ADM2018-03

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

**BY-LAW 2021-xx**

**BEING A BY-LAW RESPECTING THE DELEGATION OF POWERS AND DUTIES TO VARIOUS OFFICERS OF THE CITY.**

**WHEREAS** Section 23.2(1) of the *Municipal Act, 2001, as amended*, provides for a municipality to delegate its powers and duties under this or any other Act to a person or body subject to certain restrictions; and

**WHEREAS** Policy ADM2018-03, entitled Delegation of Powers and Duties, was adopted under By-law No. 2018-17, pursuant to Section 270 (1) of the *Municipal Act, 2001, as amended*; and

**WHEREAS** the Council of the City of Clarence-Rockland deems it desirable and efficient to consolidate and further delegate certain powers;

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

1. **THAT** the attached Schedule 'A', being a list of delegated powers and duties, be and is hereby approved; and
2. **THAT** the Chief Administrative Officer be and is hereby authorized to resolve any conflict or ambiguity regarding the individual or individuals of the City authorized to execute any delegation.
3. **THAT** this By-law shall come into force and be effective on the date of its adoption.

**Read and passed in open Council on this \_\_\_\_ day of \_\_\_\_\_ 2021.**

\_\_\_\_\_  
Guy Desjardins, Mayor

\_\_\_\_\_  
Monique Ouellet, Clerk



**LIST OF DELEGATED POWERS AND DUTIES**

<b>Person or body delegated</b>	<b>Description Powers/Duties Delegated</b>
Mayor Clerk	Designated as Head for the purpose of <i>Municipal Freedom of Information and Protection of Privacy Act</i> as per By-law No. 2014-151.
Mayor or in his/her absence, Councillor Michel Levert or Councillor Mario Zanth AND Treasurer or Chief Administrative Officer or Deputy-Treasurer	Authorized to sign cheques and other financial documents as per Resolution No. 2019-172
Chief Administrative Officer	Authorized to hire or dismiss any employee in accordance with existing policies subject to section 23.3 (1) of the <i>Municipal Act</i> as per By-law No. 2010-128.
Chief Administrative Officer	Authorized to approve all hires except the CAO and Departments Heads as per Policy No. HR2021-003 approved by Resolution No. 2021-73.
Chief Administrative Officer	Authorized to approve employee salary scale increases in accordance with existing policies, collective agreement, or employee contracts.
Chief Administrative Officer	Authorized to execute agreements and other documents related to the general control and management of the affairs of the City for the purpose of ensuring its efficient and effective operation in the exercise of authority under section 229 of the <i>Municipal Act</i> as per the Procurement Policy adopted by By-law No. 2019-41.
Chief Administrative Officer City Clerk	Authorized to approve the abandonment of easements no longer required for municipal purposes, subject to: <ul style="list-style-type: none"> <li>No objections being identified upon the request being circulated to all department heads.</li> </ul>
Chief Administrative Officer City Clerk	Authorized to resolve liability claims in accordance with Policy No. CORP2014-01 approved by Resolution No. 2014-250.
City Clerk	Authorized to perform civil marriage solemnization in accordance with the <i>Marriage Act</i> as per By-law No. 2019-94.
City Clerk Deputy-Clerk	Authorized to issue Lottery Licensing under Provincial Statute and existing policies.

**LIST OF DELEGATED POWERS AND DUTIES**

City Clerk	<p>Authorized to designate an event as an event of municipal significance for the purpose of prescribing it as a special event occasion where an application has been made pursuant to the <i>Liquor Licence Act</i>, subject to:</p> <ul style="list-style-type: none"> <li>• No objections being identified upon application being circulated to the Mayor, appropriate Ward Council and City staff.</li> </ul>
Chief Administration Officer or Treasurer, and Directors	<p>The Chief Administrative Officer or the Treasurer and the Director of any department responsible for a project or program which may qualify for a grant is authorized to submit such grant applications on behalf of the Corporation of the City of Clarence-Rockland, subject to:</p> <ul style="list-style-type: none"> <li>• Any portion to be funded by the City having been approved in the budget.</li> </ul>
Treasurer	<p>Authorized to execute agreements relating to the usual operations of the Finance Department subject to the restrictions set out by the Procurement Policy adopted by By-law No. 2019-41.</p> <p>These agreements may include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Printing, mailing and supplying of specialty forms such as property and utility tax bills, water and sewer bills, cheques and other general service agreements;</li> <li>• Banking and auditing services.</li> </ul>
Treasurer	<p>Authorized to execute Minutes of Settlement arising out of tax appeals at the Assessment Review Board or the Ontario Municipal Board which, in the opinion of the Treasurer, are in the best interests of The City of Clarence-Rockland in accordance with By-law No. 2017-113.</p>
Treasurer	<p>Authorized to implement an investment program and to establishment of investment procedures consistent with Policy No. FIN2017-01 adopted by Resolution 2017-273.</p>
Chief Information Officer	<p>Authorized to execute agreements relating to the usual operations of the Information Technology services, subject to the restrictions set out by the Procurement Policy adopted by By-law No. 2019-41.</p> <p>These agreements may include, but are not limited to the following:</p>

**LIST OF DELEGATED POWERS AND DUTIES**

	<ul style="list-style-type: none"> <li>• Support and maintenance of computer software and hardware;</li> <li>• Support and maintenance of telephone and internet services;</li> </ul>
Director of Community Services	<p>Authorized to execute agreements relating to the usual operations of the Community Services Department, which include Parks and Recreation as well as Daycare Services, subject to the restrictions set out by the Procurement Policy adopted by By-law No. 2019-41.</p> <p>These agreements may include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Production and printing of various booklets, activities guide, City webpage;</li> <li>• Grass cutting for municipally owned properties and certain sports fields owned by school boards;</li> <li>• General operation and maintenance of outside skating rinks and municipal buildings or facilities;</li> <li>• General leases and rentals affecting all municipal facilities;</li> <li>• Daycare Operation Agreements;</li> <li>• Cultural activities.</li> </ul>
Director of Community Services	Authorized to approve requests for the recognition of groups/organizations as Non-Profit Organizations in accordance with Policy No. LOI2014-01.
Chief Administrative Officer Directors Treasurer Clerk Managers	Authorized to execute Municipal Sponsorship Agreements in accordance with Policy No. CORP2019-01 adopted by Resolution No. 2019-33.
Director of Infrastructure & Planning	Authorized to approve the conveyance of land for park or other recreational purposes, or cash-in-lieu of parkland conveyance or combination thereof in accordance with By-law No. 2018-61.
Director of Infrastructure & Planning	Authorized to execute agreements relating to the usual operations of the Infrastructure Department, which include Roads and Bridges, Water and Sewer Services, Solid Waste Management, Machinery and Equipment and Municipal Drain Management, subject to the restrictions set out by the Procurement Policy adopted by By-law No. 2019-41.

**LIST OF DELEGATED POWERS AND DUTIES**

	<p>These agreements may include, but are not limited to the following services:</p> <ul style="list-style-type: none"> <li>• Temporary and short-term road closures for the purpose of conducting road work;</li> <li>• Engineering services;</li> <li>• Cleaning and clearing of ditches along municipal roads;</li> <li>• Snow plowing and removal (including sidewalks);</li> <li>• Road grading;</li> <li>• Machinery rental.</li> </ul>
Director of Infrastructure & Planning	<p>Authorized to execute agreements and/or documents relating to the usual operations of the Planning Department subject to the restrictions set out by the Procurement Policy adopted by By-law No. 2019-41.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Letters of understanding;</li> <li>• Registration of Easements in respect to rights of way in favour of the City;</li> <li>• Lifting of the 0.3 meter reserve or portion thereof along a public roadway;</li> <li>• Fencing Agreements (i.e. Located on an easement in favour of the City);</li> <li>• Acknowledgements and Directions to register conditional agreements on title.</li> </ul>
Director of Infrastructure & Planning	Authorized to issue permits for temporary entrances in accordance with By-law No. 2017-44.
Manager of Development Director of Infrastructure & Planning	Authorized to approve Letters of Undertaking under section 41 of the Planning Act, 1990 as amended, in accordance with By-law No. 2018-22.
Director of Infrastructure & Planning or in his/her absence Manager of Development	Authorized to execute Site Plan Agreements under section 41 of the <i>Planning Act, 1990</i> as amended, in accordance with By-law No. 2018-22.
Manager of Development Chief Building Official	Authority to evaluate and approve applications submitted under the Community Improvement Plan incentive program in compliance with By-law No. 2017-01.
Manager of Development	Authorized to approve Development Charges Deferral in accordance with By-law No. 2015-142.



**LIST OF DELEGATED POWERS AND DUTIES**

Manager of Development, or in his/her absence, Director of Infrastructure & Planning or Clerk or Deputy Clerk	Authorized to issue Certificates of Consent in accordance with By-law No. 2016-04.
Director of Infrastructure & Planning or, in his/her absence, Manager of Development or Manager of Engineering and Operations	Authorized to approve the final plans of subdivisions in accordance with By-law No. 2016-04.
Planning Advisory Committee	The Planning Advisory Committee is authorized to convene public meetings on behalf of the City of Clarence-Rockland in respect to applications received under provisions of the Planning Act, as amended as per By-law No. 2017-154.
Committee of Adjustment	The Committee of Adjustment for the Corporation of the City of Clarence-Rockland as established by By-law, is authorized to grant minor variances and has authority to give consents under sections 45, 53 and 57 respectively of the Planning Act, as amended, and the exercise of the Committee of Adjustment's powers and the procedures is governed by section 45 of the Planning Act and its establishing By-law, as amended. As per By-law No. 2011-33.
Director of Protective Services	Authorized to execute agreements relating to the usual operations of the Fire Department, By-law Enforcement Department, and Emergency Management.  These agreements and/or documents include, but are not limited to the following: <ul style="list-style-type: none"> <li>• Mutual Aid;</li> <li>• Service Agreements</li> <li>• Annual compliance</li> </ul>
Director of Protective Services Or Designate appointed by the Chief Administrative Officer	Authority to temporary close all or part of a municipal highway to facilitate special events in accordance with By-law No. 2012-11.



<b>CORPORATION de la Cité de / of the City of Clarence-Rockland</b>		Politique <i>Policy No.:</i>	ADMIN2018-03
		Sujet <i>Subject:</i>	Délégation de pouvoir Delegation of authority
		Categorie <i>Category:</i>	Administration
Date:	February 5, 2018	Résolution <i>Resolution No.:</i>	
Auteur <i>Author:</i>	Monique Ouellet, Clerk	Règlement <i>By-law No.:</i>	2018-17

### 1.0 Énoncé de politique

Le Conseil de la Cité de Clarence-Rockland, en tant que gouvernement municipal légitimement élu, répond directement aux citoyens de l'exercice de ses fonctions législatives, décisionnelles et administratives.

Les décisions du conseil sont généralement exprimées par un règlement ou une résolution du conseil adoptée par un vote majoritaire. La gestion efficace de la corporation municipale et du besoin de répondre aux enjeux en temps opportun exige du Conseil de confier certains pouvoirs et responsabilités aux comités et au personnel tout en conservant la responsabilité, laquelle peut être accomplie efficacement par la délégation de fonctions législatives et administratives.

L'autorité du conseil sera déléguée selon le contexte et conformément aux exigences indiquées dans la *Loi sur les municipalités*.

### 1.0 Policy Statement

The Council of the City of Clarence-Rockland, as a duly elected municipal government is directly accountable to its constituents for its legislative decision-making, policies and administrative functions.

Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions.

Council authority will be delegated within the context and in accordance with the requirements outlined in the *Municipal Act*.

### 2.0 But/Objectif

La *Loi sur les municipalités* exige que toutes les municipalités adoptent et conservent une politique relativement à la délégation de pouvoir législatif et administratif. Cette politique identifie ce que le Conseil doit considérer avant de déléguer certains de ses pouvoirs et responsabilités et les exigences, conditions et restrictions au conseil d'autoriser toute délégation.

### 2.0 Purpose/Objective

The *Municipal Act, 2001* requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. This policy outlines what Council should consider before any delegation of some of its powers and duties and the requirements, conditions and restrictions for Council to authorize any delegation.

Le but de cette politique est définir le cadre des pouvoirs et responsabilités où le Conseil peut déléguer son pouvoir législatif et administratif et d'établir les principes régissant une telle délégation.	The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation.
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### 3.0 Définitions

### 3.0 Definitions

<p>« <b>Pouvoirs législatifs et quasi judiciaires</b> » inclut toutes les affaires où le conseil agit dans une fonction législative ou quasi judiciaire incluant l'adoption de règlements, l'établissement de politiques et l'exercice de l'autorité de prise de décision ;</p> <p>« <b>Pouvoirs et responsabilités administratives</b> » inclut toutes les affaires requises pour la gestion de la corporation, lesquelles n'incluent pas le pouvoir de décision discrétionnaire.</p>	<p><b>'Legislative and Quasi-Judicial Powers'</b> – includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision-making authority;</p> <p><b>'Administrative Powers and Duties'</b> – includes all matters required for the management of the corporation which do not involve discretionary decision-making.</p>
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### 4.0 Portée

### 4.0 Scope

Cette politique s'applique à l'ensemble des comités du conseil, les départements et le personnel.	This policy applies to all committees of Council, departments and staff.
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### 5.0 Procédures et ligne directrices

### 5.0 Policy Procedure/Guidelines

<p>Le conseil peut déléguer ses pouvoirs et responsabilités aux termes de la <i>Loi sur les municipalités</i>, la <i>Loi sur l'aménagement du territoire</i>, une loi privée relativement aux municipalités ou à une autre disposition prescrite à une personne ou un organisme sujet aux restrictions établies sous cette politique et aux exigences législatives de la <i>Loi sur les municipalités</i>.</p> <p><u>Pouvoirs et responsabilités administratives</u></p> <ol style="list-style-type: none"> <li>1. Le conseil peut déléguer n'importe lequel de ses pouvoirs et responsabilités administratives.</li> <li>2. Afin que le conseil puisse autoriser la délégation de n'importe lequel de ses pouvoirs et responsabilités administratives, il doit tout d'abord approuver les conditions et restrictions de la délégation par l'approbation d'un règlement.</li> </ol>	<p>Council may delegate its powers and duties under the <i>Municipal Act</i>, the <i>Planning Act</i>, a private Act relating to the municipality and such other Acts as may be prescribed to a person or body subject to the restrictions as set out in this Policy and the legislative requirements of the <i>Municipal Act</i>.</p> <p><u>Administrative Powers and Duties:</u></p> <ol style="list-style-type: none"> <li>1. Council may delegate any of its administrative powers and duties.</li> <li>2. In order for Council to authorize the delegation of any of its administrative powers and duties, it shall first approve the conditions and limitations of the delegation by the approval of a by-law.</li> </ol>
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<p>3. Le conseil doit approuver la politique et les procédures de la délégation, lesquelles incluent les mesures de surveillance et d'imputabilité du délégué et de la transparence des actions et des décisions du délégué.</p> <p>4. Toute délégation de pouvoirs administratifs peut être sujette à n'importe quel règlement du Ministre.</p>	<p>3. Council shall approve policy and procedures for the delegation which includes measures for the monitoring and accountability of the delegate and the transparency of the delegate's actions and decisions.</p> <p>4. Any delegation of administrative powers may be subject to any regulation made by the Minister.</p>
<p><u>Pouvoirs législatifs et quasi judiciaires :</u></p>	<p><u>Legislative and Quasi-Judicial Powers:</u></p>
<p>1. Les pouvoirs législatifs et quasi judiciaires peuvent être délégués seulement à ces personnes :</p> <ul style="list-style-type: none"> <li>• Un ou plusieurs membres du conseil municipal</li> <li>• Un organisme qui a au moins deux (2) membres, desquels 50 % sont des membres du conseil, personnes nommées par le conseil ou une combinaison des deux</li> <li>• Un officier, employé ou agent de la municipalité (si le pouvoir délégué est de nature mineure)</li> </ul> <p>2. Le conseil doit approuver les conditions et restrictions de la délégation de ses pouvoirs législatifs et quasi judiciaires par l'adoption d'un règlement.</p> <p>3. Le conseil doit approuver les politiques et procédures de la délégation, laquelle inclus les mesures pour la surveillance et l'imputabilité du délégué et de la transparence les actions et décisions du délégué.</p> <p>4. Le conseil devra déléguer ses pouvoirs législatifs et quasi judiciaires à un officier, employé ou agent de la municipalité, seulement s'ils sont mineurs de nature, lesquels sont clairement définis dans la politique et les procédures autorisant ladite délégation. Le conseil, en déterminant si le pouvoir est de nature mineure, devra considérer un nombre de</p>	<p>1. Legislative and quasi-judicial powers can only be delegated to the following:</p> <ul style="list-style-type: none"> <li>• One or more members of municipal council</li> <li>• A body that has at least two (2) members, of which 50% are council members, council appointees, or combination</li> <li>• An officer, employee or agent of the municipality (if the power delegated is of a "minor nature")</li> </ul> <p>2. Council shall approve the conditions and limitations for the delegation of any of its legislative and quasi-judicial powers by the adoption of a by-law.</p> <p>3. Council shall approve policy and procedures for the delegation which includes measures for the monitoring and accountability of the delegate and the transparency of the delegate's actions and decisions.</p> <p>4. Council shall only delegate legislative and quasi-judicial powers to an officer, employee or agent of the municipality which are minor in nature which is clearly defined within the policy and procedures authorizing the said delegation. Council, in determining whether or not a power is of a minor nature, should consider a number of factors</p>

<p>facteurs tels que le nombre de personnes, la grandeur de la zone géographique et durée affectée par l'exercice du pouvoir.</p> <p>5. La délégation des pouvoirs législatifs et quasi judiciaires du conseil est restreinte aux pouvoirs se trouvant dans la <i>Loi sur les Municipalités</i>, la <i>Loi sur l'Aménagement du territoire</i>, une loi privée relative à la municipalité et toute autre loi pouvant être prescrite.</p> <p>6. Toute délégation de pouvoirs législatifs ou quasi judiciaires peut être sujette à toute réglementation faite par le Ministre.</p> <p><u>Exigences générales :</u></p> <p>1. La délégation d'un pouvoir, d'une responsabilité ou d'une fonction selon tout règlement envers un membre du personnel inclut une délégation à une personne étant nommée par le directeur général ou sélectionnée à l'occasion par le délégué pour agir dans la capacité du délégué en cas d'absence de celui-ci.</p> <p>2. Sujet à la première section, une personne à qui un pouvoir, une responsabilité ou une fonction a été délégué par règlement ne peut pas déléguer de nouveau à une autre personne ce pouvoir, cette responsabilité ou cette fonction à moins que la sous-délégation soit permise.</p> <p>3. En exerçant tout pouvoir délégué, le délégué doit veiller à ce que :</p> <ul style="list-style-type: none"> <li>• Toute dépense relative à l'affaire doit avoir été prévue dans le budget actuel (ou autorisée par le règlement sur l'approvisionnement) ;</li> <li>• Lorsque la nature des pouvoirs délégués l'exige, les rapports doivent être soumis au conseil pour aviser de l'exercice d'un pouvoir délégué et confirmant les exigences du pouvoir délégué et</li> </ul>	<p>as well as the number of people, the size of the geographic area and the time period affected by an exercise of the power.</p> <p>5. The delegation of legislative and quasi-judicial powers of Council are restricted to powers found in the <i>Municipal Act</i>, the <i>Planning Act</i>, a private act relating to the municipality and "such other Acts as may be prescribed."</p> <p>6. Any delegation of legislative or quasi-judicial powers may be subject to any regulation made by the Minister.</p> <p><u>General Requirements:</u></p> <p>1. A delegation of a power, duty or function under any by-law to any member of staff includes a delegation to a person who is appointed by the CAO or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.</p> <p>2. Subject to section 1, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless sub-delegation is expressly permitted.</p> <p>3. In exercising any delegated power, the delegate shall ensure the following:</p> <ul style="list-style-type: none"> <li>• any expenditure related to the matter shall have been provided for in the current year's budget (or authorized by the procurement by-law);</li> <li>• where provided by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with</li> </ul>
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<p>de cette politique ;</p> <ul style="list-style-type: none"> <li>• Toutes politiques en matière d'assurance et de gestion des risques doivent être respectées ;</li> <li>• Les délégués doivent s'assurer de l'application constante et équitable des politiques et lignes directrices.</li> </ul> <p><u>Étendue du pouvoir :</u></p> <ol style="list-style-type: none"> <li>1. Une délégation peut être révoquée en tout temps sans préavis à moins que le règlement établissant la délégation définisse spécifiquement les limites du pouvoir municipal de révoquer cette délégation.</li> <li>2. Une délégation ne doit pas limiter le droit de révoquer une délégation au-delà du terme du conseil ayant fait la délégation.</li> <li>3. Une délégation peut établir que seulement le délégué peut exercer le pouvoir délégué ou que la municipalité et le délégué peuvent exercer le pouvoir.</li> <li>4. Une délégation peut être sujette aux limites et conditions que le conseil juge appropriées. Le conseil devra établir les procédures que le délégué devra suivre et les mesures particulières de la responsabilité du délégué et de la transparence des actions du délégué.</li> </ol> <p><u>Restrictions de la délégation des pouvoirs législatifs et quasi judiciaires :</u></p> <ol style="list-style-type: none"> <li>1. Le conseil n'est pas autorisé à déléguer aucun des pouvoirs et responsabilités suivantes : <ul style="list-style-type: none"> <li>• Nommer ou congédier des fonctionnaires municipaux dont la nomination est exigée par la présente loi de la municipalité ;</li> <li>• Adopter un règlement et faire affaire avec des dossiers concernant les taxes ;</li> </ul> </li> </ol>	<p>the delegated authority and this policy;</p> <ul style="list-style-type: none"> <li>• All policies regarding insurance and risk management shall be complied with;</li> <li>• Delegates shall ensure the consistent and equitable application of council policies and guidelines.</li> </ul> <p><u>Scope of Power:</u></p> <ol style="list-style-type: none"> <li>1. A delegation may be revoked at any time without notice unless the delegation by-law specifically limits the municipality's power to revoke the delegation.</li> <li>2. A delegation shall not limit the right to revoke the delegation beyond the term of the council which made the delegation.</li> <li>3. A delegation may provide that only the delegate can exercise the delegated power or that both the municipality and the delegate can exercise the power.</li> <li>4. A delegation may be made subject to such conditions and limits as the council considers appropriate. Council shall outline the procedures that the delegate is required to follow and specific measures for accountability of the delegate and the transparency of the delegate's actions.</li> </ol> <p><u>Restrictions of Delegation of Legislative &amp; Quasi –Judicial Powers:</u></p> <ol style="list-style-type: none"> <li>1. Council is not authorized to delegate any of the following powers and duties: <ul style="list-style-type: none"> <li>• To appoint or remove from office statutory officers of the municipality;</li> <li>• To pass a by-law and deal with issues regarding taxes;</li> <li>• To incorporate corporations;</li> <li>• To adopt an official plan or an amendment to an official plan</li> </ul> </li> </ol>
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<ul style="list-style-type: none"> <li>• Incorporer des corporations ;</li> <li>• Adopter un plan officiel ou un amendement au plan officiel selon la <i>Loi sur l'aménagement du territoire</i> ;</li> <li>• Adopter un règlement de zonage selon <i>Loi sur l'aménagement du territoire</i> ;</li> <li>• Adopter un règlement relativement au soutien aux petites entreprises ou aux immobilisations municipales ;</li> <li>• Adopter un plan d'amélioration communautaire ;</li> <li>• Adopter ou amender un budget municipal</li> <li>• Tout autre pouvoir ayant été prescrit.</li> </ul> <p><u>Comité d'appel</u></p> <ol style="list-style-type: none"> <li>1. Le conseil peut établir un comité d'appel pour entendre les appels ou réviser les décisions faites sous un pouvoir délégué, si cela est jugé nécessaire ;</li> <li>2. Avant qu'un comité d'appel soit établi, le conseil doit déterminer les procédures, les pouvoirs et règlements pour ceux menant les appels à être approuvés dans un règlement établissant le comité d'appel.</li> </ol>	<p>under the <i>Planning Act</i>,</p> <ul style="list-style-type: none"> <li>• To pass a zoning by-law under the <i>Planning Act</i>;</li> <li>• To pass a by-law related to small business counseling &amp; municipal capital facilities;</li> <li>• To adopt a community improvement plan;</li> <li>• To adopt or amend the municipal budget;</li> <li>• Any other power that may be prescribed.</li> </ul> <p><u>Appeal body:</u></p> <ol style="list-style-type: none"> <li>1. Council may establish an appeal body to hear appeals or review decisions made under any delegated power, if it deems necessary;</li> <li>2. Before an Appeal Body is established, Council shall determine procedures, powers and rules of those conducting the appeals to be approved in a By-law establishing the Appeal Body.</li> </ol>
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**Review and Amendments**

<i>Date:</i>	<i>Révisé par : / Reviewed by:</i>	<i>Rapport No. / Staff Report No.</i>