

**Corporation  
de la ville de**

**Corporation  
of the Town of**



**Vision du conseil municipal**

Hawkesbury, par son emplacement stratégique et son bilinguisme, sera le pôle d'attraction industrielle, commerciale, culturelle et récréo-touristique qui, par l'essor de cette synergie, fera de Hawkesbury un attrait à découvrir dans l'Est ontarien.

**Vision of the municipal council**

Given its strategic location and bilingual status, Hawkesbury will be known as the core area for industrial, commercial, cultural, tourism and recreation activities, whose emerging synergy will characterize Hawkesbury as a place to discover in Eastern Ontario.

**ORDRE DU JOUR**

**Réunion ordinaire  
du conseil**

**Le lundi 25 février 2019**

**19h00**

**AGENDA**

**Regular meeting  
of Council**

**Monday, February 25, 2019**

**7:00 p.m.**



## Mise en garde / Warning

Les documents faisant partie de l'ordre du jour ci-joint ont force de loi que s'ils ont été entérinés par le Conseil municipal.

Prière de vérifier auprès de l'administration si des modifications et/ou des retraits de sujets ont été effectués.

Merci

The documents attached to the following agenda have a legal binding only if they have been confirmed by the municipal council.

Please check with the administration to find out if any modification and/or withdrawals of subjects have been made.

Thank you

**Corporation de la ville de  
Hawkesbury**

**Réunion ordinaire du conseil**

**Le lundi 25 février 2019**

**19h00**

**Corporation of the Town of  
Hawkesbury**

**Regular Meeting of Council**

**Monday, February 25, 2019**

**7:00 p.m.**

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<b>6.</b>	<b><u>Présentations</u></b>	<b><u>Presentations</u></b>	
	Aucune.	None.	
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	Aucune.	None.	
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	Aucune.	None.	
<b>12.</b>	<b><u>Rapports des services et demandes d'appui</u></b>	<b><u>Services reports and requests for support</u></b>	
12.1	Liste des chèques et paiements électroniques du 1 <sup>er</sup> au 31 janvier 2019 (apporter votre copie)	List of cheques and electronic payments from January 1 <sup>st</sup> to 31 <sup>st</sup> , 2019 (bring your copy)	
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<b>14.</b>	<b><u>Réunion à huis clos</u></b>	<b><u>Closed meeting</u></b>	
14.1	Développement proposé pour le terrain du Christ-Roi, selon l'article 11 (1) (j) du règlement de procédures	Proposed development of the Christ-Roi land, under section 11 (1) (j) of the Procedural By-law	
14.2	Adoption du procès-verbal de la réunion à huis clos du 17 décembre 2018 (sous pli séparé)	Adoption of minutes of in-camera meeting held on December 17, 2018 (under separate cover)	
14.3	Adoption des procès-verbaux des réunions à huis clos du 11 février 2019 à 18 et 19 heures (sous pli séparé)	Adoption of minutes of in-camera meetings held on February 11, 2019 at 6:00 p.m. and 7:00 p.m. (under separate cover)	
<b>15.</b>	<b><u>Règlement de confirmation</u></b>	<b><u>Confirming by-law</u></b>	
15.1	<b><u>N° 16-2019</u></b> pour confirmer les délibérations du conseil.	<b><u>N° 16-2019</u></b> to confirm the proceedings of Council.	<b><u>205-206</u></b>
<b>16.</b>	<b><u>Ajournement</u></b>	<b><u>Adjournment</u></b>	



## Réunion ordinaire du conseil

Le lundi 21 janvier 2019

19h00

### PROCÈS-VERBAL

#### PRÉSENT :

##### Conseil

Paula Assaly, mairesse

Les conseillers: Lawrence Bogue, Raymond Campbell, André Chamaillard, Robert Lefebvre, Yves Paquette et Antonios Tsourounakis

##### Personnes-ressources

Daniel Gatien, directeur général

Christine Groulx, greffière

Philippe Timbers, trésorier

Nicole Trudeau, directrice des loisirs et du tourisme

Guillaume Boudrias, gestionnaire de projets, génie civil

Dominique Dussault, directrice des ressources humaines

Manon Belle-Isle, urbaniste

Jean-Claude Miner, chef du service du bâtiment

Gerry Dicaire, surintendant des bâtiments municipaux

Martin Perron, surintendant des services environnementaux par intérim

#### 1. **Réflexion et ouverture de la réunion ordinaire**

Le conseiller André Chamaillard récite la réflexion d'ouverture.

La mairesse ouvre la réunion à 19h00.

#### 2. **Adoption de l'ordre du jour**

##### **R-7-19**

Proposé par Lawrence Bogue  
avec l'appui d'André Chamaillard

**Qu'il soit résolu** d'adopter l'ordre du jour après l'ajout du sujet suivant :

12.5 Proclamation, réf. : Le Centre national d'information sur les troubles de l'alimentation (NEDIC)

**Adoptée.**

**3. Divulgence de conflits d'intérêts**

Aucune.

**4. Adoption des procès-verbaux**

**4.1 Réunion extraordinaire,  
le 13 décembre 2018**

**Réunion ordinaire,  
le 17 décembre 2018**

**R-8-19**

Proposé par Yves Paquette  
avec l'appui de Raymond Campbell

**Qu'il soit résolu** d'adopter les procès-verbaux tels que présentés.

**Adoptée.**

**4.2 Réunion extraordinaire,  
le 10 janvier 2019**

**Réunion ordinaire,  
le 14 janvier 2019**

**R-9-19**

Proposé par Antonios Tsourounakis  
avec l'appui de Robert Lefebvre

**Qu'il soit résolu** d'adopter les procès-verbaux tels que présentés.

**Adoptée.**

**5. Rapports du maire et des conseillers**

Aucune.

**6. Présentations**

M. Gérald Gauthier de Deloitte présente le plan d'audit 2018.

## 6.1 Plan d'audit 2018

### R-10-19

Proposé par Robert Lefebvre  
avec l'appui d'André Chamaillard

**Qu'il soit résolu** d'accepter le plan d'audit 2018 de Deloitte et d'autoriser la signature de la lettre confirmant les modifications apportées aux services et la mise à jour des modalités contractuelles générales.

**Adoptée.**

## 7. Délégations

Aucune.

## 8. Période de questions

Le conseil municipal accepte de déroger au règlement de procédures afin de permettre à Monsieur Charles André Poulin du 480, rue Emerald de faire trois suggestions au lieu de poser des questions.

Il suggère d'instaurer un système de compostage, l'utilisation de bacs à recyclage sur roues et l'électrification de la Ville.

## 9. Sujets pour action

### 9.1 Modification de la politique de location d'installation

#### R-11-19

Proposé par Antonios Tsourounakis  
avec l'appui de Raymond Campbell

**Qu'il soit résolu** d'accepter les modifications à la politique de location d'installations SL-P-92-02 afin de maintenir des pratiques exemplaires et des normes sectorielles en loisirs, tel que recommandé au document modifié REC-2019-02.

**Adoptée.**

### 9.2 Modification de la politique sur la gestion de l'alcool

#### R-12-19

Proposé par André Chamaillard  
avec l'appui d'Antonios Tsourounakis

**Qu'il soit résolu** d'accepter les modifications à la politique de gestion de l'alcool SL-P-2006-01 afin de se conformer aux amendements à la *Loi sur les permis*



*d'alcool (LRO)*, tel que recommandé au document 2019-REC-03.

**Adoptée.**

**9.3 Création du poste de greffier adjoint  
R-13-19**

Proposé par Yves Paquette  
avec l'appui de Robert Lefebvre

**Attendu** que les responsabilités du service du greffe et du service de la réglementation ne cessent d'augmenter, et;

**Attendu** que la création d'un poste de greffier adjoint permettra une meilleure supervision du service de la réglementation, et;

**Attendu** que la création de ce poste viendra aussi supporter le service du greffe et ainsi permettre à la greffière de mettre à jour divers règlements, politiques et autres tâches qui sont mis de côté, faute de temps.

**Qu'il soit résolu** de créer le poste de greffier adjoint, poste qui sera réparti également entre le service du greffe et le service de la réglementation, tel que recommandé au document 2019-REC-04.

**Adoptée.**

**9.4 Amende aux usagers – Service des incendies  
R-14-19**

Proposé par Antonios Tsourounakis  
avec l'appui d'Yves Paquette

**Attendu** que le service des incendies reçoit de nombreuses alarmes-incendies non fondées au cours de l'année, et;

**Attendu** que chaque alarme-incendie non fondée constitue des coûts additionnels imposés à la Ville, et;

**Attendu** que ces alarmes-incendies non fondées ont un impact sur nos pompiers volontaires.

**Qu'il soit résolu** de permettre à la Ville d'imposer des frais pour les alarmes-incendies non fondées reçues par le service des incendies et d'adopter un règlement à cet effet à une réunion ultérieure, tel que recommandé au document 2019-REC-05.

**Adoptée.**

**9.5 Nomination du surintendant des services environnementaux  
R-15-19**

Proposé par André Chamaillard  
avec l'appui de Raymond Campbell

**Attendu** que Monsieur Martin Perron a occupé, par intérim, le poste de surintendant des services environnementaux durant une période de deux mois et demi, et;

**Attendu** que Monsieur Perron rencontre les exigences du poste, et;

**Attendu** que l'évaluation par le directeur général de la performance de Monsieur Perron à titre de surintendant, durant la période intérimaire, témoigne d'une bonne maîtrise du poste.

**Qu'il soit résolu** de nommer Monsieur Martin Perron au poste de surintendant des services environnementaux en permanence et ce, à compter du 1er février 2019, tel que recommandé au document 2019-REC-06.

**Adoptée.**

**9.6 Dons municipaux 2019  
R-16-19**

Proposé par Antonios Tsourounakis  
avec l'appui d'Yves Paquette

**Qu'il soit résolu** de créer un comité composé des conseillers André Chamaillard et Robert Lefebvre ainsi que la mairesse Paula Assaly et des directeurs Philippe Timbers et Nicole Trudeau.

**Adoptée.**

**10. Règlements**

**10.1 N° 6-2019** pour prévoir l'établissement d'impôts provisoires pour l'année 2019.

1<sup>re</sup> lecture - adopté

2<sup>e</sup> lecture - adopté

3<sup>e</sup> lecture - adopté

**Adopté.**

**10.2 N° 7-2019** pour autoriser des emprunts temporaires à La Banque nationale du Canada pour l'année 2019.

1<sup>re</sup> lecture - adopté  
2<sup>e</sup> lecture - adopté  
3<sup>e</sup> lecture - adopté

**Adopté.**

**10.3 N° 8-2019** pour établir la rémunération des membres du conseil de la ville de Hawkesbury.

1<sup>re</sup> lecture - adopté  
2<sup>e</sup> lecture - adopté

**R-17-19**

Proposé par Yves Paquette  
avec l'appui de Robert Lefebvre

**Qu'il soit résolu** de reporter le sujet à une réunion ultérieure.

**Rejetée.**

3<sup>e</sup> lecture – adopté

**Adopté.**

**11. Avis de motion**

Aucun.

**12. Rapports des services et demandes d'appui**

**12.1 Liste des chèques et paiements électroniques émis entre le 1<sup>er</sup> et le 31 décembre 2018**

**R-18-19**

Proposé par Robert Lefebvre  
avec l'appui d'Yves Paquette

**Qu'il soit résolu** de recevoir la liste des chèques et paiements électroniques émis entre le 1<sup>er</sup> et le 31 décembre 2018 au montant de 3 868 116,42\$.

**Adoptée.**

**12.2 Élections municipales, réf. : Accessibilité  
R-19-19**

Proposé par Yves Paquette  
avec l'appui d'Antonios Tsourounakis

**Qu'il soit résolu** de recevoir le rapport AG-02-19 sur le repérage, l'élimination et la prévention des obstacles pour les électeurs et les candidats handicapés.

**Adoptée.**

### **12.3 Rapports mensuels (décembre 2018)**

#### **R-20-19**

Proposé par André Chamaillard  
avec l'appui de Raymond Campbell

**Qu'il soit résolu** de recevoir les rapports mensuels des départements suivants :

- Greffe et réglementation
- Finances
- Ressources humaines
- Services techniques
- Travaux publics
- Urbanisme
- Bâtiments
- Construction
- Service de l'eau
- Loisirs et tourisme

**Adoptée.**

### **12.4 Calendriers des réunions du conseil pour le mois de février 2019**

Pour recevoir.

### **12.5 Proclamation, réf. : Le Centre national d'information sur les troubles de l'alimentation**

#### **R-21-19**

Proposé par André Chamaillard  
avec l'appui de Lawrence Bogue

**Attendu** que la Semaine de sensibilisations aux troubles de l'alimentation aura lieu du 1<sup>er</sup> au 7 février 2019 et;

**Attendu** que les troubles de l'alimentation ont le taux de mortalité le plus élevé de toutes les maladies mentales et peuvent survenir chez n'importe qui, peu importe son âge, son origine ethnique, son statut socio-économique, son sexe ou ses capacités, et;

**Attendu** que la stigmatisation, le secret et les stéréotypes entourent encore les troubles de l'alimentation, ce qui oblige de nombreuses personnes souffrant à ne pas demander d'aide, et;

**Attendu** qu'un dialogue ouvert de soutien peut aider à briser la honte et le silence qui affectent près d'un million de Canadiens vivant avec des troubles de l'alimentation pouvant être diagnostiqués et les millions d'autres personnes aux prises avec des problèmes de nutrition et de perte de poids, et;

**Attendu** que la Semaine de sensibilisation aux troubles de l'alimentation vise à sensibiliser la population au troubles de l'alimentation, à faire la lumière sur des mythes dangereux et omniprésents et à promouvoir la prévention. C'est également une période de l'année pour les Canadiens et les Canadiennes d'en savoir plus sur les ressources disponibles et les services appropriés pour eux-mêmes et/ou leurs proches, et;

**Attendu** que la Semaine de sensibilisation aux troubles de l'alimentation vise à enseigner aux Canadiens et Canadiennes que les troubles de l'alimentation ne constituent pas un choix et que les troubles de l'alimentation sont une maladie mentale grave et dangereuse.

**Qu'il soit résolu** de proclamer la semaine du 1<sup>er</sup> au 7 février 2019, la Semaine de sensibilisation aux troubles de l'alimentation dans la ville de Hawkesbury.

**Adoptée.**

**13. Période de questions du conseil municipal**

Aucune.

**14. Réunion à huis clos**

Aucune.

**15. Règlement de confirmation**

**15.1 N° 9-2019 pour confirmer les délibérations du conseil**

1<sup>re</sup> lecture – adopté

2<sup>e</sup> lecture – adopté

3<sup>e</sup> lecture – adopté

**Adopté.**

- 16. Ajournement**  
**R-22-19**  
Proposé par Yves Paquette  
avec l'appui de Robert Lefebvre

**Qu'il soit résolu** d'ajourner la réunion à 20h50.

**Adoptée.**

**ADOPTÉ CE 25<sup>e</sup> JOUR DU MOIS DE FÉVRIER 2019.**

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**Paula Assaly, mairesse**

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**Christine Groulx, greffière**



## **Regular meeting of Council**

**Monday, January 21, 2019**

**7:00 p.m.**

### **MINUTES**

#### **PRESENT:**

##### **Council**

Paula Assaly, Mayor

Councillors: Lawrence Bogue, Raymond Campbell, André Chamaillard, Robert Lefebvre, Yves Paquette and Antonios Tsourounakis

##### **Resource persons**

Daniel Gatien, Chief Administrative Officer

Christine Groulx, Clerk

Philippe Timbers, Treasurer

Nicole Trudeau, Director of Recreation and Tourism

Guillaume Boudrias, Project Manager, Civil Engineering

Dominique Dussault, Human Resources Director

Manon Belle-Isle, Planner

Jean-Claude Miner, Chief Building Official

Gerry Dicaire, Superintendent of Municipal Buildings

Martin Perron, Acting Environmental Superintendent

#### **1. Reflection and opening of the regular meeting**

Councillor André Chamaillard recites the opening reflection.

Mayor calls the meeting to order at 7:00 p.m.

#### **2. Adoption of the agenda**

##### **R-7-19**

Moved by Lawrence Bogue

Seconded by André Chamaillard

**Be it resolved** that the agenda be adopted after the addition of the following item:

12.5 Proclamation, Re: National Eating Disorder Information Centre

**Carried.**

**3. Disclosures of conflicts of interest**

None.

**4. Adoption of the minutes**

**4.1 Special meeting,  
December 13, 2018**

**Regular meeting,  
December 17, 2018**

**R-8-19**

Moved by Yves Paquette

Seconded by Raymond Campbell

**Be it resolved** that the minutes be adopted as presented.

**Carried.**

**4.2 Special meeting,  
January 10, 2019**

**Regular meeting,  
January 14, 2019**

**R-9-19**

Moved by Antonios Tsourounakis

Seconded by Robert Lefebvre

**Be it resolved** that the minutes be adopted as modified.

**Carried.**

**5. Reports of the Mayor and Councillors**

None.

**6. Presentation**

Mr. Gérald Gauthier from Deloitte presents the 2018 Audit plan.



**6.1 2018 Audit plan  
R-10-19**

Moved by Robert Lefebvre  
Seconded by André Chamaillard

**Be it resolved** to accept the 2018 audit plan and to authorise the signature of the letter confirming the amendments made to the mandate and the update of the general contractual terms and conditions.

**Carried.**

**7. Delegations**

None.

**8. Question period**

Council agrees to deviate from the Procedural By-law to allow Mr. Charles André Poulin from 480 Emerald Street to submit three suggestions instead of asking questions.

He suggests introducing a composting system, the use of recycling bins on wheels and the electrification of the Town.

**9. Matters requiring action**

**9.1 Modification to the Facilities Rental Policy  
R-11-19**

Moved by Antonios Tsourounakis  
Seconded by Raymond Campbell

**Be it resolved** to accept the modifications to the Recreational Facilities Rental Policy SL-P-92-02, in order to maintain industry standards and best practices, as recommended in the modified document 2019-REC-02.

**Carried.**

**9.2 Modification to the Municipal Alcohol Policy  
R-12-19**

Moved by André Chamaillard  
Seconded by Antonios Tsourounakis

**Be it resolved** to accept the modifications to the Municipal Alcohol Policy SL-P-2006-01, in order to conform to amendments to the *Liquor Licence Act (LLA)*, as recommended in document 2019-REC-03.

**Carried.**

**9.3 Creation of a Deputy Clerk position**

**R-13-19**

Moved by Yves Paquette

Seconded by Robert Lefebvre

**Whereas** the responsibilities of the Clerk and By-law Enforcement departments are increasing constantly, and;

**Whereas** the creation of a Deputy Clerk position will allow better supervision of the By-law Enforcement Department, and;

**Whereas** the creation of this position will also support the Clerk department and allow the Clerk to update various by-laws, policies and other tasks that are set aside due to lack of time.

**Be it resolved** to create a Deputy Clerk position, to be equally divided between the Clerk and By-law Enforcement departments, as recommended in document 2019-REC-04.

**Carried.**

**9.4 Users liable to fines – Fire department**

**R-14-19**

Moved by Antonios Tsourounakis

Seconded by Yves Paquette

**Whereas** the fire department receives a large amount of unwarranted fire alarms during the year, and;

**Whereas** each unwarranted fire alarm represents additional costs for the Town, and;

**Whereas** the unwarranted fire alarms have an impact on our volunteer firefighters.

**Be it resolved** to allow the Town to charge for the unwarranted fire alarms received by the fire department and to adopt a by-law at a subsequent meeting, as recommended in document 2019-REC-05.

**Carried.**

**9.5 Nomination of an Environmental superintendent  
R-15-19**

Moved by André Chamaillard

Seconded by Raymond Campbell

**Whereas** Mr. Martin Perron has been serving as Acting Environmental Superintendent for a period of two and half months, and;

**Whereas** Mr. Martin Perron meets the requirements of the position, and;

**Whereas** the Chief Administrative Officer's performance evaluation of Mr. Martin Perron as Acting Environmental Superintendent is indicative of his mastering the position.

**Be it resolved** that Council appoint Mr. Martin Perron as Environmental Superintendent on a permanent basis as of February 1st, 2019, as recommended in document 2019-REC-06.

**Carried.**

**9.6 2019 Municipal donations  
R-16-19**

Moved by Antonios Tsourounakis

Seconded by Yves Paquette

**Be it resolved** to create a committee comprised of Councillors André Chamaillard and Robert Lefebvre and Mayor Paula Assaly along with Directors Philippe Timbers and Nicole Trudeau.

**Carried.**

**10. By-laws**

**10.1 N° 6-2019** to provide for interim tax levies for the year 2019.

1<sup>st</sup> reading - carried

2<sup>nd</sup> reading - carried

3<sup>rd</sup> reading - carried

**Carried.**

**10.2 N° 7-2019** to authorize temporary loans from the National Bank of Canada for the year 2019.

1<sup>st</sup> reading - carried

2<sup>nd</sup> reading - carried

3<sup>rd</sup> reading - carried

**Carried.**

- 10.3 N° 8-2019** to establish the remuneration of the members of the Municipal Council.

1<sup>st</sup> reading - carried

2<sup>nd</sup> reading – carried

**R-17-19**

Moved by Yves Paquette

Seconded by Robert Lefebvre

**Be it resolved** to postpone this item to a subsequent meeting.

**Defeated.**

3<sup>rd</sup> reading - carried

**Carried.**

**11. Notices of motion**

None.

**12. Services reports and requests for support**

- 12.1 List of cheques and electronic payments issued between December 1<sup>st</sup> and 31<sup>st</sup>, 2018**

**R-18-19**

Moved by Robert Lefebvre

Seconded by Yves Paquette

**Be it resolved** to receive the list of cheques and electronic payments issued between December 1<sup>st</sup> and 31<sup>st</sup>, 2018 in the amount of \$3,868,116.42.

**Carried.**

**12.2 Municipal Elections, Re: Accessibility**

**R-19-19**

Moved by Yves Paquette

Seconded by Antonios Tsourounakis

**Be it resolved** to receive the document AG-02-19 on the identification, removal

and prevention of barriers for voters and candidates with disabilities.

**Carried.**

**12.3 Monthly reports (December 2018)**

**R-20-19**

Moved by André Chamaillard

Seconded by Raymond Campbell

**Be it resolved** to receive the monthly reports from the following departments:

- Clerk and By-law Enforcement
- Finance
- Human Resources
- Technical Services
- Public Works
- Planning
- Buildings
- Construction
- Water services
- Recreation and Tourism

**Carried.**

**12.4 Calendar of Council meetings for February 2019**

To receive.

**12.5 Proclamation, Re: National Eating Disorder Information Centre – Eating Disorder Awareness Week**

**R-21-19**

Moved by André Chamaillard

Seconded by Lawrence Bogue

**Whereas** Eating Disorder Awareness Week will be from February 1 – 7, 2019, and;

**Whereas** eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability, and;

**Whereas** stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help, and;

**Whereas** open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation, and;

**Whereas** Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones, and;

**Whereas** Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness.

**Be it resolved** to proclaim February 1<sup>st</sup> to 7<sup>th</sup>, 2019 the Eating Disorder Awareness Week in the Town of Hawkesbury.

**Carried.**

**13. Question period from the Municipal Council**

None.

**14. Closed meeting**

None.

**15. Confirmation by-law**

**15.1 N° 9-2019 to confirm the proceeding of Council.**

1<sup>st</sup> reading - carried  
2<sup>nd</sup> reading - carried  
3<sup>rd</sup> reading - carried

**Carried.**

**16. Adjournment**

**R-22-19**

Moved by Yves Paquette

Seconded by Robert Lefebvre

**Be it resolved** that the meeting be adjourned at 8:50 p.m.

**Carried.**

**ADOPTED THIS 25<sup>th</sup> DAY OF FEBRUARY 2019.**

\_\_\_\_\_  
**Paula Assaly, Mayor**

\_\_\_\_\_  
**Christine Groulx, Clerk**

# Corporation de la ville de Hawkesbury

## Recommandation au conseil

N° 2019-REC-11

N° de dossier: n/a

Date de la réunion: 25 février 2019

Objet: Achat d'un logiciel réf. département de construction

### Recommandation

Il est recommandé au conseil de déroger de la politique d'achats et de procéder à l'achat d'un nouvel logiciel spécialisé pour le service de construction.

### Note explicative, historique, mise en situation

Le département de construction a effectué une étude, afin de trouver une façon d'améliorer le service et d'être en mesure d'offrir un service supérieur, rapide avec plus d'exactitude et de professionnalisme. Ce qu'on recherchait c'est un logiciel ayant les prérequis de base suivants :

- facile à utiliser
- spécialisé pour service de construction pour la province de l'Ontario
- compatible avec MPAC
- compatible avec Vadim
- procède les permis de construction
- suivi du projet
- volet pour urbanisme
- volet pour réglementation
- abordable
- service personnalisé

Suite à une consultation auprès des différentes municipalités et auprès de l'Association des Inspecteurs de l'Ontario (OBOA), le logiciel MiLiSA est un outil électronique pour gérer le cycle d'un permis de construction et répond à nos attentes et est offert par la compagnie Marmak, Cette dernière est établi à Brampton Ontario et est 100% Canadienne. Ce programme offre un logiciel complet reliée aux informations de chaque propriété. MiLiSA est un logiciel facile d'accès pour que l'utilisateur puisse obtenir l'information rapidement pour chaque propriété inscrite dans le système.



Les fonctions comprennent :

- la gérance de chaque utilisateur
- la recherche prédéterminée
- la visualisation de la liste des permis actifs
- il assigne l'inspecteur à différents permis
- il valide les inspections et infractions
- il fait la gérance de l'historique des inspections
- il fait le suivi des inspections
- il fait la gérance des ordonnances
- il a la possibilité d'importer ou exporter toute information
- il produit tous genres de rapport ou analyse
- il produit les rapports obligatoires tels que MPAC, Stats Canada, Tarion
- il fait la recherche rapide de l'historique de chaque propriété
- il est compatible avec le système GIS des Comtés unis de Prescott et Russell

### **Incidence au budget**

15,000 \$ achat du logiciel

3,000 \$ maintenance annuelle

### **Études concernées**

Suite à une consultation auprès des différentes municipalités et auprès de l'Association des inspecteurs de l'Ontario (OBOA), le logiciel MiLISA offert par la compagnie Marmak est celui qui rencontre le plus nos prérequis. La compagnie est établie à Brampton Ontario et est 100% Canadienne.

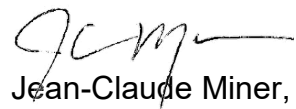
### **Documents de support**

MARMAK MUNICIPAL SOLUTION – Préparé pour la Ville de Hawkesbury

### **Service(s) impliqué(s)**

Construction et Urbanisme

### **Soumis et recommandé par**



Jean-Claude Miner, Chef du service du bâtiment, le 12 février 2019

## Commentaires du directeur général

Étant donné que nous sommes une municipalité progressive, je crois qu'il est temps de mettre en place un système informatisé pour nos permis de construction. Notre inspecteur en chef de bâtiment a fait beaucoup de recherche et je supporte sa demande.

  
Daniel Gatién, Directeur général

Le 13 février 2019

# Corporation of the Town of Hawkesbury

## Recommendation to Council

N° 2019-REC-11

File N°: s/o

Date of meeting: February 25, 2019

Subject: Purchase of software ref. construction department

### Recommendation

It is recommended to Council to derogate from the purchasing policy and authorize the purchase of a new specialized software for the construction department.

### Explanation, history, context

The construction department conducted a study to find a way to improve the service and to be able to provide superior, faster service with more accuracy and professionalism. What we were looking for is a software with the following basic prerequisites:

- Easy to use
- Specialized for construction service for the province of Ontario
- Compatible with MPAC
- Compatible with Vadim
- Processes building permits
- Project follow up
- Urban planning component
- Regulatory component
- Affordable
- Personalized service

Following a consultation with various municipalities and the Ontario Association of Inspectors (OBOA), the MiLiSA software is an electronic tool to manage the cycle of a building permit and meet our expectations and is offered by Marmak Company located in Brampton, Ontario and is 100% Canadian. This program offers a complete software linked to the information of each property. MiLiSA is an easy-to-access software for the user to get quick information for every property registered in the system.

Features include:

- management of each user
- predetermined search
- viewing the list of active licenses
- assigns the inspector to different permits
- validates inspections and infractions
- manages the inspection history
- tracks inspections
- manages orders
- has the possibility to import or export any information
- produces all kinds of reports or analysis
- produces mandatory reports such as MPAC, Stats Canada, Tarion
- quickly search the history of each property
- compatible with the GIS system of the United Counties of Prescott and Russell

### **Impact on budget**

15,000 \$ purchase of software

3,000 \$ annual maintenance

### **Relevant studies**

Following a consultation with the various municipalities and the Ontario Association of Inspectors (OBOA), the MiLISA software offered by Marmak is the one that meets our prerequisites the most. The company is located in Brampton Ontario and is 100% Canadian.

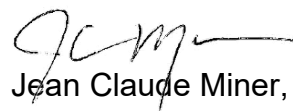
### **Supporting document**

MARMAK MUNICIPAL SOLUTION – Prepared for the Town of Hawkesbury

### **Department(s) involved**

Construction and Planning

### **Submitted and recommended by**



Jean Claude Miner, Chief building official

February 12, 2019

**Comments of the Chief Administrative Officer**

We are a very progressive municipality and I believe that it's time that we put in place a computerized system for our building department. Our Chief Building Inspector researched several systems and I support his request.

  
Daniel Gatién, CAO

February 13, 2019



## ***Municipal Solution***

Prepared for:

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**The TOWN OF HAWKESBURY**

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30 Intermodal Drive, Suite 204, Brampton Ontario Tel: (905) 458-6686

*"Technology, on the move!"*

February 11th, 2019

**Town of Hawkesbury  
600 Higginson Street  
Hawkesbury ON  
K6A 1H1**

Dear Mr Jean Claude Miner CBO

Attached is Marmak's response to the Town of Hawkesbury's request for a municipal partner.

After having reviewed the Town's requirements, Marmak is comfortable in handling all aspects of this project and looks forward to working with the Town to ensure a successful project completion.

Since 1999, the Municipal Partnership Program has assisted small to midsize municipalities collaborate in the development of municipal web based applications.

**Marmak is currently a technology partner of Ontario Good Roads Association (OGRA), and Ontario Recreational Facility Association (ORFA).**

Additional information can be located at

[www.ogra.org](http://www.ogra.org)

(MDW)

[www.orfa.com](http://www.orfa.com)

(RFAM)

Should you have any questions, please do not hesitate to contact me.

Sincerely

MARMAK



Mr. John Tarantino, O.L.S. O.L.I.P. (ret)

Vice President

Phone (905) 458-6686 ext 225

Email: [jet@marmak.ca](mailto:jet@marmak.ca)

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## Marmak

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Marmak was incorporated in February 1980 in the Province of Ontario; it is 100% Canadian owned and privately managed by its principals, and has its principle place of business in Brampton, Ontario. Since 1980, Marmak has been involved in several successful technological ventures throughout the province of Ontario.

Marmak is a solution and services provider for all facets of municipal web based solutions including: web based application development, database development, data migration, data validation, training and support. Backed by extensive experience and key strategic business partnerships Marmak offers integrated solutions and services to the municipal markets.

Since 1990, Marmak has helped its municipal clients successfully implement solutions via a proven approach based on a municipal partnership model, phased project approach and delivery of proven enterprise architecture and services. Marmak has successfully focused on providing services to public and private sector clients by employing the best of breed technology from various vendors and the open source community to meet various tasks.

In 1999, Marmak established the Municipal Partnership Program to assist municipalities implement web-based solutions. This Municipal Partnership consists of Canadian municipalities involved in developing and integrating web-based applications. The benefits of this partnership include: cost sharing in the development of applications, HRDC subsidy for the hiring of additional staff, and access to applications developed by the other partners. As of 2008 this partnership comprises of over 40 participants whose population range from 3,000 to 300,000. These blue chip clients include in excess of 100 Canadian municipalities, conservation authorities, school boards, and utilities.

Through this unique partnership, Marmak offers a number of web-based solutions including:

- Infrastructure Management Solutions
- Municipal Building Permits
- Document Management Solutions
- Facility Management Solutions
- Public Kiosks Interfaces

Today, 90% of Marmak's clients are municipal public sector. With these Marmak forges long-term partnership to facilitate the deployment of best of breed municipal solutions composed of a proven technology and open standards. Marmak's approach to a successful deployment revolves around a team of peers working together in achieving a common goal. Each team member has a well-defined role on the project and is focused on a specific objective.

# Building Permit

User Interface

The MiLISA solution offers one comprehensive interface to all related parcel data. The TABS across the top are predefined for each user and offer a single point entry into the information. A search through the roll number, owner, and address will provide the full ownership table with a GIS link through the roll number. Below the ownership data are all the applications associated to that parcel

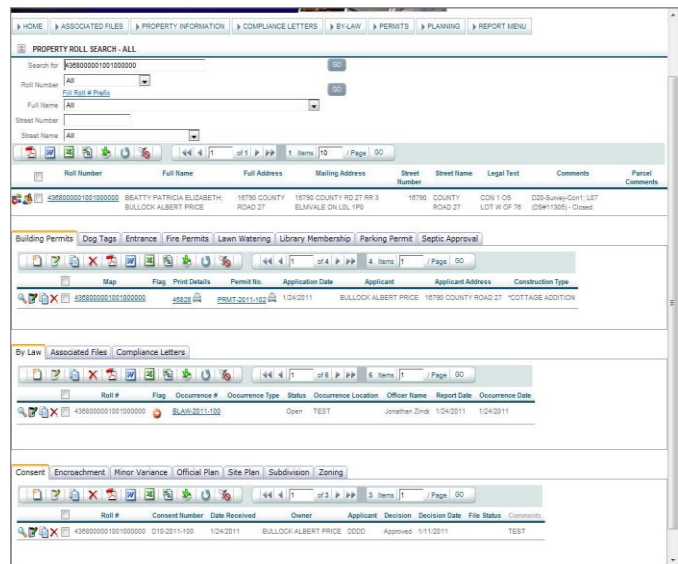
MiLISA is designed to acquire, manage, retrieve, analyse, and display land records. The simplified user interface is designed to help users find, access, and share tabular and graphical data. The user should be able to quickly and easily search and access maps and associated tabular data. The simple to use interface provides municipal staff one-stop services for all municipal data products.

MiLISA empowers Town staff including those in the By-Law department with their daily tasks to view, edit and update both tabular and graphical data associated with municipal permits.

Functionality

Functionality includes:

- Management of each users login
- Predefined queries
- View current list of active permits
- Re assign inspectors to different permits
- Validates inspections and violations
- Manage inspection history
- Inspection tracking
- Manage "Orders to Comply"
- Export / Import capabilities
- Active Reports
- Dynamic Reports
- Generates Stats Canada reports



## Login

---

MiLISA is governed by the system administrator module. The administrator Updates all look up tables and assigns roles to each user. Roles are the user's ability to edit, view, and update various modules and input forms.

## Password

---

A login and password is required to access entry into the LISA solution. The administrator has the ability to monitor the usage as well as define end user functionality such as what data may be viewed edited and updated.

## Users

---

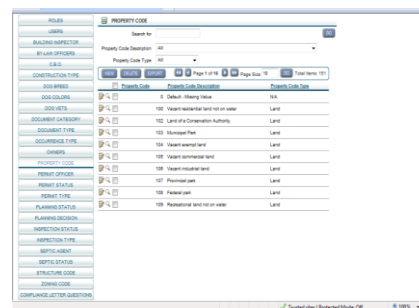
The administrator had the ability to setup and / or remove users from the system. Additionally, for temporary staff the administrator may allocate Active or Suspended mode. User permissions are defined by roles assigned to each user. Administrator can set up length and timeout expiry.

## Roles / Setup

---

The tabs on the left hand side offer unparalleled functionality and the appropriate table data displayed on the right hand side. The administrator can ADD, EDIT, DELETE, and EXPORT. Data values changes and updates made by the administrator are automatically displayed to the end user. Within this section the administrator can assign various Functional Tabs to individual or group users. Further the administrator can customize the end user functionality including the ability to:

- Add or remove user logins
- Apply Login authentication
- Customize the appearance
- Create users and groups
- Assign privileges
- Control access to data layers
- Customized data viewers
- Categorize users by department



## System Administrator

The MiLISA system administrator module empowers the Administrator to maintain the system without the need of any technical programming expertise. The comprehensive system admin module empowers the Town to customize the end user functionality including the ability to:

- add or remove user logins
- apply Login authentication
- customize the appearance
- control geospatial integration

## Overview

The comprehensive system admin module empowers the client to customize the end user interface and functionality. The administrator can update and review all look up tables defined in the system, create users, assign privileges, and control access to data and layers without the need of programming skills. The administrator also defines which modules are available to each user.

The screenshot shows the 'EDIT USERS' form with the following details:

- First Name: John
- Last Name: Doe
- User Name: jdoe
- User Password: masked
- Email Address: [empty]
- Job Title: CEO
- Phone: [empty]
- Phone Extension: [empty]
- Is Active:
- Created Date: [empty]
- Comments: C.B.O. Administrator Functions Full Permis Functions

Below the form is the 'USERS ROLE' section with a table of roles:

Role
Permis Viewer
Permis Editor

## Property Owner Information

This component contains owner detail information including First Name, Last Name, and complete Mailing Address. Users are able to search for specific Owner records based on certain criteria; view, edit or delete existing records; export the record list; or create new Owner records. These records can be organized based on the different column headings.

The screenshot shows the 'OWNERS' search and list interface with the following details:

- Search for: [empty]
- Full Name: All
- First Name: All
- Last Name: All
- Table columns: Full Name, First Name, Last Name, Middle Name, Birth Date, Identifier

Full Name	First Name	Last Name	Middle Name	Birth Date	Identifier
1034107 ONTARIO LIMITED					X
1035148 ONTARIO INC					X
1093964 ONTARIO INC					X
1095336 ONTARIO LIMITED					X
1080678 ONTARIO INC					X
1104466 ONTARIO INC					X
1104873 ONTARIO INC					X
244648 DEVELOPMENTS LIMITED					X
385444 ONTARIO LIMITED					X
414087 ONTARIO LIMITED					X

## Software Security

MI LISA provides the capability to assign users specific privileges and access modes (i.e.: read, write, and execute) necessary to effectively perform their functions. The system restricts access to properly authorized personnel including:

1. Limit the ability to transfer data to selected users.
2. Limit the ability to allow only authorized personnel to create new tabs
3. Allow selected personnel to conduct only those operations directly related to their duties/responsibilities.
4. Allow selected personnel system access to perform other types of operations such as report generation.
5. Allow selected personnel with "read-only" access to specific data or groups of data.

## User Interface

---

MiLISA is a web-based solution which manages the life cycle events of municipal permits. MiLISA empowers Bylaw, Building Officials, Inspectors, Clerks and other municipal staff with their daily tasks to view, edit and update information associated with municipal permits. The interface is complete with a comprehensive security module, a successful login produces custom views specific to the individual's task.

The Mi LISA simplified web based forms make it easy to deploy, customize and train all level of staff. Upon successful login the user is presented with a predefined number of discreet tabs across the top of the page. These component tabs are defined by the system administrator for each user.

Each tab, where appropriate, contains a Query / Search section. The search section contains a wild card search for dialog box as well as a number of predefined filters which further customize the search criteria. Below the Search section is the function row which offers NEW, DELETE, and EXPORT buttons. This section includes a page size function where a user can define the number of records returned and displayed. The Record section returns tabular data associated with each query. In this section the user can be limited to view or edit the entire data associated to each record, as well as sort the results by ascending or descending order through each column.

### Search

---

the search categories involve pull-down menus which display all the possible options for the chosen category. Users can also run a search based on the data entered into the 'Search For' box. To run a search based on a word or phrase, type in the word or phrase in the 'Search For' box and hit the **Go** button. When an option from one of the pull-down menus is selected the system will automatically refine the displayed records to match the search criteria, however, this does not work if there is a **Go** button next to the pull-down menu. In such an instance choose the desired criteria and hit the **Go** button or search the desired criteria in conjunction with another pull-down menu and the two aspects will be used to refine the search results.

### Records Results

---

The record results section located below the query section contains the numerous records returned by the query selection. The tabular results are logically displayed based on selected columns which can be sorted in ascending or descending order. To the left hand side two icons indicate whether the user has the right to edit or view the entire record. The reports columns identify a number of custom reports which are associated to that individual record. The GIS column indicates a link to any standard web based GIS system. Each record also contains both an edit and view functionality.

### Export

---

The user can export the result records to a number of formats including PDF, Excel, Word.

### Editing a Record

---

To edit a record hit the edit icon located to the left of the record details. The edit screen will appear allowing the user to make the necessary changes. To update the record with the new changes click the *Save* button at the bottom of the page or the *Cancel* button to return to the original record.

# Inspections

## Assigned Inspections

MI LISA simplifies the daily tasks associated with a Building Inspector. Upon login the Inspector is presented with a view only list of permits assigned to him.

Property Information | Permits | Report Menu

Building Permits | Inspection | Documents | Billing\_Info | Transactions | Status Log

Building Permits

Roll # ID 4465030008056010000 [Print Permit](#)

Report Year 2013 Report Month 1

Permit Number 13-001 Application Number A12-213

Permit Approved  Permit Status ISSUED

Permit Type BDALT

Application Date 2/12/2013 Date Issued 1/8/2013

New Home NO Registration #

Flag

Flag Comments

---

**Owner Information**

Owner DAMM RODNEY HOWARD; SELLARFRANCIS SUTHERLAND Owner 2

Mailing Address P O BOX 1591 WALKERTON ON, N0G 2O

Phone # (519) 881-7457 Cell

Email

---

**Applicant Information**

Applicant WHITE'S CONTRACTING & BARGING [Copy Owner] [Copy Contractor]

Mailing Address

Applicant Phone Applicant Cell

Applicant Email

## Assigned Inspections

In most cases a small to midsize jurisdiction needs the flexibility to manage inspections on the fly. Hence the Building Clerk can create lists of daily inspections to be carried out. The simplified inspection section minimizes the effort associated to track inspection status.

Property Information | Permits | Report Menu

Building Inspection

Search for  [Go](#)

Inspector CAELY NICHOLSON

Inspection Type All

Inspection Status All

Date Wanted  to  [Go](#)

Date Notice Received  to  [Go](#)

Inspection Date  to  [Go](#)

1 of 1 3 Items 10 /Page

Report	Building Permit	Inspector	Project Location	Inspection Type	Inspection Status	Date Wanted	Date Notice Received	Inspection Date
<a href="#">Inspection Rpt</a>	13-001	CAELY NICHOLSON	874 ISL 77777777	Final		2/11/2013	2/11/2013	
<a href="#">Inspection Rpt</a>	13-013	CAELY NICHOLSON	test	Base	N			
<a href="#">Inspection Rpt</a>	13-013	CAELY NICHOLSON	Test	Backfill	A	2/12/2013	2/12/2013	

## Update Inspections

The inspection sections contain drop down fields and a rich text editor for comments and notes.

EDIT BUILDING INSPECTION

Building Permit # 2013-0003

Inspection Type SERVICES

Status PASS

Inspection Date 1/16/2013 12:00 AM

Time

Inspector ANDREW TURNER, CBCO

Source

Styles Format Font Size

## Reports

---

### Ad-Hoc Reports

---

Upon selecting the Report menu the user will be directed to a new page containing a number of dynamic reports.

These include such reports as:

- Stats Canada
- MPAC
- Inspection
- Cash summary
- Cash receipts
- 

[NEW PERMIT](#) [NEW RECEIPT](#) [ALL PERMITS](#) [ACTIVE PERMITS](#) [ARCHIVE PERMITS](#)

#### Available Reports

- **Monthly StatsCan Reports**  
Shows details with Permit #, Roll#, etc., grouped by Year and Month  
◦ [Show Monthly Report](#)
- **Employee Mileage Summary Report**  
Shows Employee Mileage Summary  
◦ [Show Summary Inspection Report](#)
- **Daily Inspection Log**  
Daily Inspection Log  
◦ [Show Daily Inspection Report](#)
- **Cash Summary Report**  
Monthly Cash Summary Report  
◦ [Show Summary Report](#)
- **Permit Summary Report**  
Permit Summary  
◦ [Show Summary Report](#)
- **Receipt Logs Report**  
Receipt Logs  
◦ [Show Receipt Logs](#)

### Static Reports

---

MiLISA also supports a number of static reports. These reports are typically designed in Microsoft Word and the user inputs the appropriate information, exports the file in a PDF format, and links it to the appropriate building permit.

#### Available Static Reports

- [Fireplace Inspection Report](#)
- [Property Standards Complaint Form](#)
- [Order to Comply](#)
- [Order to Prohibit](#)
- [Order to Uncover](#)
- [Order not to Cover](#)
- [Plumbing Inspection](#)
- [Insulation Inspection](#)
- [Framing Inspection](#)
- [Occupancy Inspection Checklist](#)
- [Compliance Record](#)



## Training

---

Online training is available on line at <http://municipaldataworks.ca/training>

Staff training is the single, most reliable method to ensure users buy in and that the new systems will function at peak performance. Training to be provided to the project manager in all aspects of the program include: program installation and maintenance, setting up users and their permissions,



## Instructor-Led Training

---

With “live” classroom training, the client gets the face-to-face attention of an instructor and peer interaction. Instructor-led training is highly effective, especially for training smaller groups of people. Plus, employees can set aside dedicated time for training to ensure their attention is turned to learning and not the daily demands of the office.

## Service Request

---

All support and service request are handled directly by Marmak’s staff by Phone (905) 458 - 6686 Monday through Friday (not including statutory holidays) during the business hours of 8:00 AM to 5:00 PM EST. or Online support application.

## Annual Subscription (local Deployment)

---

Under the municipal partnership the client agrees to purchase and maintain the annual subscription in good standings. In consideration for the subscription the client will receive where applicable new product release, software fixes, minor code updates and annual telephone and remote support.

## Software Ownership

---

All rights, title, computer programs, data structures, code (including source code and object code), flowcharts, system documentation and interest in the software shall remain the sole property of Marmak. In consideration of the licensing fees, Marmak will assign to the client a non-exclusive, non-transferable user license.

Solution	Extension
MiLISA	\$15,000.00
Including the following modules Inspector Planning ByLaw Reports	
Annual Maintenance to begin in the year 2020 Municipal Partnership discount applied	\$3,000.00

**TERMS**

Quote valid for 30 days  
Applicable taxes extra

**Marmak Information Technologies**

**Town of Hawkesbury**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Corporation de la ville de Hawkesbury

## Recommandation au conseil

N° 2019-REC-13

N° de dossier: s/o

Date de la réunion: 25 février 2019

Objet: Code de déontologie

### Recommandation

**ATTENDU** que l'article 223.2 (1) de la *Loi de 2001 sur les municipalités* (la Loi) exige que les municipalités adoptent par le 1<sup>er</sup> mars 2019, des codes de déontologie à l'intention des membres du conseil et des conseils locaux; et

**ATTENDU** que l'article 223.3 (1) de la Loi exige la nomination d'un commissaire à l'intégrité qui sera chargé entre autre de l'application du code de déontologie, des modalités, des règles et des politiques de la municipalité, des articles 5, 5.1 et 5.2 de la *Loi sur les conflits d'intérêts municipaux* et finalement, de donner des avis aux membres du conseil municipal et des conseils locaux; et

**ATTENDU** que les comtés unis de Prescott et Russell ont fait un processus rigoureux de recrutement en 2018 d'un commissaire à l'intégrité et que la personne retenue sera confirmée par règlement à sa réunion du 20 février prochain; et

**ATTENDU** que l'article 270 (1) 2.1 de la Loi exige aussi l'adoption d'une politique qui concerne les liens qui existent entre les membres du conseil et les fonctionnaires et employés de la municipalité.

**Par conséquent**, il est recommandé au conseil d'adopter un règlement établissant un code de déontologie pour les membres du conseil municipal et des conseils locaux qui inclut aussi le mandat du commissaire à l'intégrité et les liens entre les membres du conseil et les fonctionnaires et employés.

**Il est également résolu** de permettre à l'Administration de négocier une entente avec la personne qui sera recrutée par les comtés unis de Prescott et Russell à titre de commissaire à l'intégrité et de soumettre une recommandation à une prochaine réunion.

### Note explicative, historique, mise en situation

Suite aux amendements à la *Loi sur les municipalités de 2001* (la Loi), un code de déontologie pour les membres du conseil et des conseils locaux est maintenant

obligatoire à compter du 1<sup>er</sup> mars prochain. Certaines municipalités ont déjà des codes de déontologie qu'ils ont adoptés dans le passé, dont les comtés unis de Prescott et Russell (CUPR), mais celui de la Ville, adopté en 2014, ne s'applique qu'aux employés municipaux.

Les amendements à la Loi exigent aussi la nomination d'un commissaire à l'intégrité pour l'application entre autre du code de déontologie. Les CUPR ont entamé un processus de recrutement au printemps 2018 et à cause des élections municipales et la période de « canard boiteux » (lame duck), ce processus a été retardé. Les CUPR prévoient nommer leur commissaire à l'intégrité à la réunion du 20 février. Il était entendu depuis le début que le commissaire nommé par les CUPR pourrait aussi agir pour les municipalités locales.

L'article 270 (1) 2.1 exige aussi l'adoption d'une politique qui concerne les liens qui existent entre les membres du conseil et les fonctionnaires et employés de la municipalité.

L'Administration a donc travaillé sur un document à partir de celui des CUPR et d'autres municipalités locales. Le document présenté traite des trois éléments exigés par la Loi :

- a. Code de déontologie;
- b. Mandat du commissaire à l'intégrité; et
- c. La relation entre le conseil et les employés de la Ville.

#### **Options/alternatives**

1. Le conseil adopte le code de déontologie tel que présenté; ou
2. Le conseil apporte des modifications au code de déontologie; et
3. Le conseil accepte de négocier avec le commissaire à l'intégrité nommé par les CUPR; ou
4. Le conseil décide d'entamer son propre processus de recrutement.

#### **Incidence au budget**

Une somme de 20 000\$ a été allouée à la rubrique 1-6-14-4502 « Honoraires légaux généraux ». Donc, les coûts engendrés par les plaintes sous le code de déontologie seront prélevés de cette rubrique.

#### **Études concernées**

s/o

#### **Documents de support**

Code de déontologie (version anglaise seulement). Ce document sera ultérieurement traduit par l'Administration et mis sur le site Web.

### **Service(s) impliqué(s)**

Conseil municipal et conseils locaux (ComZac)

### **Soumis et recommandé par**



Christine Groux, greffière – le 12 février 2019

### **Commentaires du directeur général**

Lorsque le commissaire d'intégrité sera retenu, nous pourrions lui demander de faire une revue de notre code de déontologie.



Daniel Gauthier, directeur général

# Corporation of the Town of Hawkesbury

## Recommendation to Council

N° 2019-REC-13

File N°: n/a

Date of meeting: February 25, 2019

Subject: Code of conduct

### Recommendation

**WHEREAS** section 223.2 (1) of the *Municipal Act, 2001* (the Act) requires municipality to establish codes of conduct for members of the council of the municipality and of its local boards; and

**WHEREAS** section 223.3 (1) of the Act requires the appointment of an Integrity Commissioner for the application of the code of conduct, of any procedures, rules and policies of the municipality and local boards, sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*, and finally to provide advice to members of council and of local boards; and

**WHEREAS** the United Counties of Prescott and Russell (UCPR) has undergone a rigorous hiring process for an Integrity Commissioner and that person will be confirmed on the February 20 meeting; and

**WHEREAS** section 270 (1) 2.1 of the Act also requires that municipalities adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality.

**Now therefore**, it is recommended to Council to adopt a By-law to establish a code of conduct for the members of council and of local boards that will also include the mandate of the Integrity Commissioner and a section on the relationship between members of council and the officers and employees of the Town.

**It is also recommended** to allow staff to negotiate an agreement with the person that will be hired by the United Counties of Prescott and Russell as Integrity Commissioner and that a report be submitted at a subsequent meeting.

### Explanation, history, context

Amendments to the *Municipal Act, 2001* (the Act) require that a code of conduct for the members of council and members of local boards be adopted by March 1, 2019. Some

municipalities already have codes of conduct, such as the United Counties of Prescott and Russell (UCPR), but the one that the Town adopted back in 2014 is only for municipal employees.

Amendments to the Act also require the appointment of an Integrity Commissioner for the application of this code of conduct. The UCPR has undergone a hiring process back in the spring 2018, but this process was interrupted because of the municipal elections and the lame duck period. The UCPR will be appointing its Integrity Commissioner at the meeting held on February 20. It was understood since the beginning that, the person appointed at the counties level, could also be appointed as Integrity Commissioner for local municipalities.

Section 270 (1) 2.1 of the Act requires that municipalities adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality.

Staff drafted a document based on the codes of conduct adopted by the UCPR and other local municipalities. The document submitted address these three legislative requirements:

- a. Code of conduct;
- b. Mandate of the Integrity Commissioner; and
- c. Relationship between council and staff.

#### **Options/alternatives**

1. Council adopts the code of conduct as submitted; or
2. Council decides to make amendments to the code of conduct; and
3. Council accepts to negotiate with the person appointed by the UCPR as Integrity Commissioner; or
4. Council decides to undertake its own hiring process.

#### **Impact on budget**

An amount of \$20,000 has been budgeted in the account 1-6-14-4502 "Legal fees". Cost for complaints under the code of conduct will be taken from this account.

#### **Relevant studies**

n/a

#### **Supporting document**

Code of conduct (English version only). The document will be translated in French once adopted and put on the website.

**Department(s) involved**

Council and local boards (ComZac)

**Submitted and recommended by**



Christine Groulx, Clerk – February 12, 2019

**Comments of the Chief Administrative Officer**

Once the Integrity Commissioner is appointed, we can request that he reviews our code of conduct.



Daniel Gatiou, CAO





Schedule “A” to By-law N° 13-2019

# COUNCIL AND LOCAL BOARDS CODE OF CONDUCT

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## **PART 1: SHORT TITLE**

- 1.1 This By-law shall be known as the Council and Local boards Code of Conduct for the Corporation of the Town of Hawkesbury, hereafter “Code of Conduct”.

## **PART 2: STATEMENT OF INTENT**

- 2.1 To guide those who are covered by this Code of Conduct in their day-to-day responsibilities on behalf of the citizens of the Town of Hawkesbury. These standards are designed to supplement the legislative parameters within which the Members must operate.

## **PART 3: APPLICATION**

- 3.1 All Members of Council and Members of Local boards are expected to follow this Code of Conduct, the Council Procedural By-law and other sources of applicable procedural law. They are also subject to other sources of law such as the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Occupational Health and Safety Act* (violence and harassment in the workplace) 2009; the *Human Rights Code* and the *Criminal Code of Canada*.

## **PART 4: DEFINITIONS**

In this Code of Conduct:

“**Complaint**” means a request that the Integrity Commissioner conducts an inquiry into an action, event, or series of events alleged to have contravened the Code of Conduct, or any other procedures, rules or policies governing the ethical behaviour of Members;

“**Child**” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“**Complainant**” means a legal person who makes a complaint;

“**Council**” means the Council of the Corporation of the Town of Hawkesbury;

“**Good faith**” means accordance with standards of honesty, trust and sincerity;

“**Information**” includes a record or a document;

“**Local board**” means a municipal service board, transportation commission, planning board, or any other board, commission, committee, body or local authority

established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding the following:

- (a) a school board;
- (b) a conservation authority
- (c) a society as defined in subsection 2 (1) of the *Child, Youth and Family Services Act, 2017*,
- (d) a committee of management established under the *Long-Term Care Homes Act, 2007*,
- (e) a corporation established in accordance with section 203 of the *Municipal Act, 2001*;
- (f) such other local boards as may be prescribed in the *Municipal Act, 2001*;

**“Member”** means a member of the Council and of a local board;

**“Parent”** means a person who has demonstrated a settled intention to treat a child as a member of his or her family;

**“Person”** includes a corporation, partnership, association and any other entity, as the context allows;

**“Spouse”** means a person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage;

**“Staff”** means a person employed by the Town, including those employed on personal service contracts and volunteers, but does not include Members of Council or Local boards;

**“Town”** means the Corporation of the Town of Hawkesbury;

## **PART 5: GENERAL INTEGRITY**

- 5.1 All Members whom this Code of Conduct applies shall serve their constituents in a conscientious and diligent manner. Members shall not use the influence of office for any purpose other than the exercise of his or her official duties.

This Code of Conduct sets standards for the behaviour of Council and Local board members in carrying out their functions. It has been developed to assist Members to:

- 5.1.1 Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
- 5.1.2 Fulfill their duty to act honestly and exercise reasonable care and diligence;

- 5.1.3 Act in a way that enhances public confidence in local government; and
- 5.1.4 Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority. This Code of Conduct outlines each individual's responsibility to uphold these principles and values, and act in the public interest.

5.2 Interpersonal behaviour:

- 5.2.1 Treat every person with dignity, understanding and respect;
- 5.2.2 Not discriminate;
- 5.2.3 Not engage in violence or harassment of any kind.

## **PART 6: GIFTS, BENEFITS AND HOSPITALITY**

- 6.1 No Member shall accept a fee, advance, gift, personal benefit, hospitality or anything of the kind that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.
- 6.2 For these purposes a fee, advance, gift, personal benefit, hospitality or anything of the kind provided with the Member's knowledge to a Member's spouse, child, parent, brother, sister, father-in-law, mother-in-law, sister-in-law and brother-in-law or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
- 6.3 The following are recognized as exceptions:
  - 6.3.1 Compensation or benefit authorized by Council or by law;
  - 6.3.2 Gifts or benefits that normally accompany the responsibilities of office received as an incident or protocol or social obligation;
  - 6.3.3 A political contribution authorized and reported as required by law, in the case of Member running for office;
  - 6.3.4 Services provided without compensation by persons volunteering their time;
  - 6.3.5 A suitable memento of a function honouring the member;
  - 6.3.6 Food, lodging, transportation and entertainment provided by any Provincial, regional and local governments, or board or political subdivisions of them, by the Federal government or by a foreign

government within a foreign country, or by those organizing a conference, seminar or event where the Member is speaking or attending in an official capacity;

- 6.3.7 Food and beverages consumed at banquets, receptions or similar events, if:
    - 6.3.7.1 attendance serves a legitimate business purpose;
    - 6.3.7.2 the person extending the invitation or a representation of the organization is in attendance; and
    - 6.3.7.3 the value is reasonable and the invitations infrequent.
  - 6.3.8 Media communications to the office of a Member, including subscriptions to newspapers and periodicals; and
  - 6.3.9 A sponsorship or donation for a community event organized or run by a Member, or a third part on behalf of a Member, subject to the limitations set out in any applicable municipal policy.
- 6.4 Except for exception 6.3.3 (political contributions authorized by law), these exceptions do not apply where a gift or benefit is provided by a lobbyist or a lobbyist's client or employer. In this provision a lobbyist is an individual, organization or business who or that:
- 6.4.1 Lobbies, or causes the lobbying of, any public office holder of the Town, the Municipal Council or a local board; or
  - 6.4.2 The Member knows is attempting or intending to lobby the Member or any of the public persons or bodies listed in paragraph 6.4.1.
- 6.5 Council is the custodian of the assets of the Town. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.6 Members of Council and Members of Local boards must not use municipal assets for personal convenience, or for profit, except where such privileges are granted to the public or provided by law.
- 6.7 Members of Council and Members of Local boards must not accept gifts and benefits except as provided under law and in the course of their duties. They may accept gifts of token value only but should be aware that, even these, may place them in a position where their actions are open to serious question.
- 6.8 If a Member receives a gift or benefit and the value of the gift or benefit exceeds \$100, or if the total value received from any source during the course of a calendar year exceeds \$100, the Member shall within 30 days of receipt of the gift or benefit or of reaching the annual limit, file a disclosure statement on the form attached hereto as Appendix "C".with the Clerk. The Disclosure Statement must indicate:

- 6.8.1 The nature of the gift or benefit;
- 6.8.2 Its source and date of receipt;
- 6.8.3 The circumstances under which it was given or received;
- 6.8.4 Its estimated value;
- 6.8.5 What the recipient intends to do with it; and
- 6.8.6 Whether it will at some point be provided to the Town.

Any disclosure statement made under this subsection will be a matter of public record.

## **PART 7: EXPENSES**

- 7.1 Members of Council are required to adhere to the *Policy on the reimbursement of expenses incurred because of the position* and the *Policy for the reimbursement of expenses and traveling costs of municipal elected and staff*, as amended from time to time, and related procedures and guidelines and ensure that conditions related to each expense are met.
- 7.2 Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the *Criminal Code of Canada* and could lead to prosecution.

## **PART 8: CONFIDENTIAL INFORMATION**

- 8.1 Members have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. They either shall not, directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council, by the local board or required by law.
- 8.2 Members must not disclose, use or release information in contravention of applicable privacy law. They are only entitled to information in the possession of the Town that is relevant to matters before the Council or a local board. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen.
- 8.3 Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council, by the Local board or required by law.
- 8.4 Members shall:

- 8.4.1 Keep confidential any Information that is circulated to Members marked confidential.
- 8.4.2 Return any Information marked confidential to the Chief Administrative Officer's office for destruction.
- 8.5 The obligation to keep Information confidential applies even if the Member ceases to be a Council or Local board member.
- 8.6 Protection of Privacy:
  - 8.6.1 Confidential information includes information in the possession of, or received in confidence by the Town that the Town is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), or other legislation. Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.
  - 8.6.2 No Member shall disclose or release by any means to anyone, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council or Local board to do so.
  - 8.6.3 No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

## **PART 9: CONDUCT AT MEETINGS OF COUNCIL AND LOCAL BOARDS**

- 9.1 Members shall conduct themselves with decorum at all Council and Local board meetings in accordance with the provisions of the *Procedural By-law*, as amended from time to time and this Code of Conduct.

## **PART 10: CONDUCT RESPECTING STAFF**

- 10.1 Roles and responsibilities

The Chief Administrative Officer (CAO) shall take direction from and be responsible to Council of the Town of Hawkesbury, but shall not be instructed or directed by or be responsible to any individual Member of the Council. The CAO shall consult with Council with respect to any matter of concern to the Town or to any of its Local boards. Clearly defined roles, distinguishing between the concepts of "governance" and "management", are critical to the success of a

municipality. It will be reinforced at the outset that Council sets the policy for the community; it does not engage or participate in the daily operations of the Town.

## 10.2 Interaction with staff

The Town has worked diligently at creating a positive working relationship between Council and Staff. This has been successful, largely due to a mutual respect for each other's roles and responsibilities.

10.2.1 Only Council, acting as a body, can dictate that Staff perform such duties as are necessary to the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Members do not have authority to direct the CAO, Directors, or Staff.

10.2.2 The role of the CAO and the Directors is to direct the day to day management of the Town, and assign duties to the Staff placed under their supervision. To encourage the efficient management of the community, individual Council and Local board members are requested to be mindful of that fact and are advised of the following:

10.2.2.1 Council will respect and adhere to the policies set by Council, and will under no circumstance take it upon themselves to circumvent or ask staff to circumvent established policies. Only Council as a whole, at a formal meeting, has the authority to amend policies;

10.2.2.2 Council as a whole, and Council Members as individuals, will liaise primarily with the CAO or Directors. This requirement is not designed to interfere with the normal flow of information with those Staff members who have been assigned the responsibility of providing information to Council by the Directors or CAO;

10.2.2.3 questions or issues surrounding operational concerns or complaints, excluding the basic issues covered above, should be directed to the CAO or to the Directors.

10.3 The *Municipal Act, 2001* sets out the roles of members of Council and the municipal administration, including specific roles for statutory officers such as the Chief Administrative Officer, Clerk, Treasurer and the Integrity Commissioner.

10.4 Mutual respect and cooperation are required to achieve the Council's and Local boards' corporate goals and implement the Council's and Local boards' strategic priorities through the work of Staff.



- 10.5 Council as a whole has the authority to approve budget, policy, governance and other such matters. Under the direction of the CAO, Town Staff serves Council as a whole and in accordance with the decisions of Council. Members have no individual capacity to direct members of Staff to carry out particular functions.
- 10.6 Members of Council are expected to:
- 10.6.1 Represent the public and to consider the well-being and interests of the Town;
  - 10.6.2 Develop and evaluate the policies and programs of the Town;
  - 10.6.3 Determine which services the Town provides;
  - 10.6.4 Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
  - 10.6.5 Ensure the accountability and transparency of the operations of the Town, including the activities of the senior management of the Town;
  - 10.6.6 Maintain the financial integrity of the Town; and
  - 10.6.7 Carry out the duties of Council under the *Municipal Act, 2001* or any other Act.
- 10.7 Municipal Staff is expected to:
- 10.7.1 Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
  - 10.7.2 Undertake research and provide advice to Council on the policies and programs of the Town; and
  - 10.7.3 Carry out other duties required under the *Municipal Act, 2001* or any Act and other duties assigned by the Town.
- 10.8 Members of Council shall be respectful of the role of Staff to provide advice based on political neutrality and objectivity and without undue influence from an individual Member or group of Members of Council.
- 10.9 Members of Council shall not:
- 10.9.1 Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of Staff;
  - 10.9.2 Compel Staff to engage in partisan political activities or be subjected to

threats or discrimination for refusing to engage in such activities; or

- 10.9.3 Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Staff member with the intent of interfering in Staff's duties.

## **PART 11: HARASSMENT**

- 11.1 Harassment of another Member, Staff or any member of the public is misconduct. It is the policy of the Town that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.
- 11.2 Harassment may be defined as a behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the *Human Rights Code*.
- 11.3 In accordance with the *Human Rights Code*, as amended, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
- 11.4 Without limiting the generality of the foregoing, Members shall not:
- 11.4.1 Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
  - 11.4.2 Display materials or transmit communications that are inappropriate, offensive, insulting or derogatory via any communication means, including but not limited to social media, print material, websites or verbally;
  - 11.4.3 Make threats or engage in any abusive activity or course of conduct towards others;
  - 11.4.4 Vandalize the personal property of others;
  - 11.4.5 Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching; or
  - 11.4.6 Refuse to converse or interact with anyone based on any ground listed in the *Human Rights Code*, as amended.
- 11.5 Harassment, which occurs in the course of, or is related to, the performance of official duties by Members is subject to this Code of Conduct and shall be investigated by the Integrity Commissioner.

## **PART 12: COMMUNICATIONS AND MEDIA RELATIONS**

- 12.1 It is understood that the Mayor, as Head of Council, is the primary spokesperson for the Council. Therefore, the following shall apply to other Council Members:
  - 12.1.1 Members will accurately communicate the decisions of Council, even if they disagree with the majority decision of Council, and by doing so, affirm the respect for and integrity in the decision-making process of Council. A Member may state that he/she did not support the decision, or voted against the decision;
  - 12.1.2 Members shall refrain from making judgemental or critical comments about other Members, staff, or Council's processes and decisions;
  - 12.1.3 Members shall refrain from speculating or reflecting upon the motives of other Members or staff, when communicating with the media;
  - 12.1.4 The Communication Coordinator, or designate, will work/consult with the Council Members regarding media releases as necessary.

## **PART 13: MUNICIPAL CONFLICT OF INTEREST ACT**

- 13.1 Members shall conduct themselves in accordance with the *Municipal Conflict of Interest Act* as amended from time to time.
- 13.2 The following principles should be used as a guide:
  - 13.2.1 In making decisions, always place the interests of the taxpayers first and, in particular, place them before the interests of colleagues on Council or on a local board, staff, friends or family;
  - 13.2.2 Always interpret the phrase "Conflict of interest" in the broadest possible terms;
  - 13.2.3 Any factor which could be considered a conflict by taxpayers should be treated as a conflict and be disclosed by the Member;
  - 13.2.4 If in doubt, it is better to disclose a situation;
  - 13.2.5 If in doubt, it is the responsibility of individual Members to obtain independent legal advice or to consult the Integrity Commissioner of the Town with respect to any situation that might arise whereby there is a potential for a conflict of interest;

- 13.2.6 It is considered a breach of this By-law to require or to attempt to burden staff members to assist in the determination of a conflict of interest for individual Members.

#### **PART 14: IMPROPER USE OF INFLUENCE**

- 14.1 As an elected or appointed official, Members are expected to perform their duties of office with integrity, accountability and transparency. Members should not use the status of their position to influence the decision of another individual to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

#### **PART 15: ELECTION-RELATED ACTIVITY**

- 15.1 Members are required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and specifically to the Use of Municipal Resources Policy (C-P-2018-01) as amended from time to time.

#### **PART 16: USE OF MUNICIPAL PROPERTY AND RESOURCES**

- 16.1 In order to fulfill their roles as elected or appointed representatives, Members have access to municipal resources such as property, equipment, services, staff and supplies. No member shall use, or permit the use of Town land, facilities, equipment, supplies, services, staff or other resources (for example, Town-owned materials, or websites) for activities other than purposes connected with the discharge of Council and Local board duties or Town business.
- 16.2 No Member shall obtain financial gain from the use or sale of Town-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the Town.

#### **PART 17: ACKNOWLEDGMENT OF UNDERSTANDING AND COMPLIANCE**

- 17.1 Each Member of Council and Member of Local boards shall sign the "Acknowledgement of Understanding and Compliance Form" found at Appendix "B" attached hereto upon beginning of mandate or appointment.
- 17.2 Threat-free atmosphere
- 17.2.1 No Member may directly or indirectly, induce, encourage, or aid a Member to violate any provision of this Code of Conduct.
- 17.2.2 Neither staff nor any Member of Council shall take, threaten to take,

discharge, discipline, personally attack, harass, intimidate, etc. a person who has reported a violation of this Code of Conduct.

## **PART 18: COMPLIANCE WITH THE CODE OF CONDUCT**

### 18.1 Making a complaint

18.1.1 Complaints shall be filed on the form attached hereto as Appendix "A" and shall be signed by an identifiable individual or legal person.

18.1.2 A refundable fee of \$100 shall be paid upon the filing of a Complaint.

18.1.3 The fee payable under this By-law shall be refunded to the Complainant when the Integrity Commissioner files his or her report under this section, unless it was declared frivolous, vexatious, or not made in Good faith by the Integrity Commissioner.

18.1.4 Complaints shall be filed with the Clerk.

### 18.2 Complaints and inquiry during regular elections

During the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act:

18.2.1 No Complaints on a contravention to the Code of Conduct by a Member may be filed.

18.2.2 The Commissioner shall not report to the Town or Local board about whether, in his or her opinion, a Member has contravened the Code of conduct.

18.2.3 The Town or Local board shall not consider whether to impose the penalties referred to 18.10 of this By-law

If the Integrity Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, he or she shall terminate the inquiry on that day.

He or she shall not commence another inquiry within six weeks after voting day in a regular election, as set out in section 5 of the *Municipal Elections Act, 1996*, and only if the person or entity who made the request makes a written request to the Commissioner that the inquiry be commenced.

### 18.3 Limitation period

18.3.1 The Integrity Commissioner shall only proceed with an inquiry about a Complaint filed less than 180 days after the date when the action, event or the last action, event or a series of events which are the subject matter

of the complaint occurred.

- 18.3.2 Notwithstanding the above section , the Integrity Commissioner may proceed with an inquiry in regard to a Complaint that is filed after the expiry of the time limit if the Integrity Commissioner is satisfied that:
- 18.3.2.1 the delay was incurred in Good faith;
  - 18.3.2.2 it is in the public interest to proceed with an inquiry; and
  - 18.3.2.3 no substantial prejudice will result to any person because of the delay.
- 18.3.3 A Complainant is deemed to have known the matters referred to in section 18.3.1 of this By-law at the time the action, event or the last action, event or a series of events have occurred, unless the contrary is proven. The onus of proof lies upon the complainant.

#### 18.4 Appointment of Integrity Commissioner

- 18.4.1 Council shall appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the Town.
- 18.4.2 The Integrity Commissioner is appointed by Council for a term of two years with an option to renew for two additional years.
- 18.4.3 The Integrity Commissioner shall complete any inquiries begun during his or her term notwithstanding the expiry of the term and this By-law shall continue to apply with all the necessary modifications.
- 18.4.4 If the Integrity Commissioner is unable to complete an inquiry in accordance with section 18.4.3 of this By-law, the Integrity Commissioner next appointed shall complete the inquiry.
- 18.4.5 The Integrity Commissioner may be removed before the expiry of his or her term of office only for cause. Council shall first receive legal advice from external legal counsel to determine if cause exists.

#### 18.5 Duties of Integrity Commissioner

To report conflict of interest

If the Integrity Commissioner becomes aware of a situation where a conflict of arise, the Integrity Commissioner shall advise the Clerk and Members of Council in writing and delegate in writing his functions and duties to conduct the inquiry, including the exercise of powers under the *Public Inquiries Act* and the duty to report on an inquiry.

The duties of the Integrity Commissioner are:

- 18.5.1 The application of the Code of Conduct for Members of Council and of Local boards, and
  - 18.5.2 The application of any procedures, rules and policies of the Town and Local boards governing the ethical behaviour of Members.
  - 18.5.3 The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to Members of Council and of Local boards.
  - 18.5.4 Requests from Members of Council and of Local boards for advice respecting their obligations under the Code of Conduct applicable to the Member.
  - 18.5.5 Requests from Members of Council and of Local boards for advice respecting their obligations under a procedure, rule or policy of the Town or of the Local board, as the case may be, governing the ethical behaviour of Members.
  - 18.5.6 Requests from Members of Council and of Local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
  - 18.5.7 The provision of educational information to Members of Council, Members of Local boards, the Town and the public about the Town's Code of Conduct for Members of Council and Members of Local boards and about the *Municipal Conflict of Interest Act*.
- 18.6 Delegation of authority
- 18.6.1 If the Integrity Commissioner delegates his or her powers and duties to any person, he or she shall first satisfy himself or herself that the person to whom the duties are to be delegated is fully capable of carrying out these duties.
- 18.7 Conduct of inquiry
- 18.7.1 The Integrity Commissioner shall be independent from both Council and Staff.
  - 18.7.2 The Integrity Commissioner and any delegates shall be impartial and neutral and shall perform all duties skillfully, competently, independently and in accordance with all applicable law.
  - 18.7.3 The Integrity Commissioner has the power to conduct an inquiry if requested by Council, any other Member, or a member of the public, about whether there has been a contravention of this Code of Conduct or

any other Town policy.

- 18.7.4 Complaints shall set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct and include a supporting affidavit that sets out the evidence in support of the Complaint.
- 18.7.5 Complaints shall be filed with the Clerk who shall forward the matter to the Integrity Commissioner for initial classification. The Integrity Commissioner shall determine if the matter is, on its face, a Complaint with respect to non-compliance with this Code of Conduct and/or not covered by other legislation or policy.
- 18.7.6 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in Good faith, or that there are no grounds, or insufficient grounds for an investigation, or if the Complainant fails to provide requested additional information or clarification, the Integrity Commissioner shall not conduct an investigation or if it becomes apparent in the course of an investigation, terminate the investigation.
- 18.7.7 If the Complainant provides new information after an inquiry is dismissed under section 18.7.6 of this By-law and there is sufficient information to set out an apparent contravention of the Code of Conduct, or any other procedures, rules or policies governing the ethical behaviour of Members, the Integrity Commissioner shall reopen the inquiry.
- 18.7.8 The Integrity Commissioner shall give the Member who is subject to a Complaint the opportunity to comment either in person or in writing on the proposed finding and recommended sanction.
- 18.7.9 Complaints will be processed in compliance with the confidentiality requirements of section 223.5 (1) of the *Municipal Act, 2001*, as amended.
- 18.7.10 The Integrity Commissioner is entitled to free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the Town or a Local board.
- 18.7.11 The Integrity Commissioner and any delegates acknowledge that the Town is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Accordingly, the Integrity Commissioner and any delegates undertake not to disclose information subject to the MFIPPA except as may be necessary in the proper discharge of their functions and duties pursuant to the terms of this By-law and in accordance with the MFIPPA and the *Municipal Act*.



- 18.7.12 The Town and its Local board shall give the Integrity Commissioner such information as the Integrity Commissioner believes is necessary for the inquiry of a Complaint.
- 18.7.13 The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the *Public Inquiries Act, 2009*, in which case those sections apply to the inquiry.
- 18.7.14 If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the *Criminal Code of Canada, R.S.C., 1985, c. C-46*, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension of the inquiry to Council.

## 18.8 Providing advice

- 18.8.1 Members seeking advice under sections 18.5.4, 18.5.5 and 18.5.6 of this By-law from the Integrity Commissioner shall complete the form attached hereto as Appendix “D” and submit it to the Clerk.
- 18.8.2 Following a formal request, the Integrity Commissioner shall give his or her advice to the Member in writing.
- 18.8.3 Advice provided by the Integrity Commissioner to a Member may be released with the Member’s consent.
- 18.8.4 If a Member releases only part of the advice provided by the Integrity Commissioner, the Integrity Commissioner may release part or all of the advice without obtaining the Member’s consent.
- 18.8.5 The Integrity Commissioner may disclose such information as in the Integrity Commissioner’s opinion is necessary:
  - 18.8.5.1 for the purposes of a public meeting under subsection 223.4.1 (8) of the *Municipal Act, 2001*;
  - 18.8.5.2 in an application to a judge referred to in subsection 223.4.1 (15) of the *Municipal Act, 2001*; or
  - 18.8.5.3 in the written reasons given by the Commissioner under subsection 223.4.1 (17) of the *Municipal Act, 2001*.

## 18.9 Integrity Commissioner reporting to the Town

- 18.9.1 The Integrity Commissioner shall report annually to Council on the number of Complaints filed by way of a summary report to Council, in November of each calendar year.

18.9.2 The Clerk shall ensure confidentiality is maintained during and after the Integrity Commissioner's investigation.

18.9.3 Records of the Integrity Commissioner must be retained permanently.

#### No breach of Code of Conduct

18.9.4 Where a Complaint is unfounded or dismissed, the Integrity Commissioner shall not report to Council, except as part of his or her annual report.

#### Report on breach of Code of Conduct

18.9.5 The Integrity Commissioner shall submit his or her report to Council within 60 days from the filing of a Complaint.

18.9.6 If the Integrity Commissioner is unable to prepare his or her report within 60 days, he or she shall advise Council of this in writing and give reasons and also an approximate date for the filing of his or her report.

18.9.7 The report filed by the Integrity Commissioner shall include:

18.9.7.1 the nature of the Complaint;

18.9.7.2 if the Complaint was filed after the expiry of the time limit under section 18.3.1 of this By-law, the Integrity Commissioner's findings regarding sections 18.3.2 and 18.3.3 of this By-law, which findings shall be in accordance with the civil standard of the balance of probabilities;

18.9.7.3 the evidence gathered from the Complaint and from the inquiry;

18.9.7.4 the Integrity Commissioner's findings of fact regarding the Complaint, which findings shall be made in accordance with the civil standard of the balance of probabilities;

18.9.7.5 the Integrity Commissioner's decision, based on the findings of fact that the Member contravened or did not contravene his or her obligations under the Code of Conduct, or under any other procedures, rules or policies governing his or her ethical behaviour; and

18.9.7.6 where the Integrity Commissioner decides that the Member has contravened the Code of Conduct, or any other procedures, rules or policies governing the ethical behaviour of Members, his or her recommendation on the penalty to be imposed under section 18.10 of this By-law.

18.9.8 The Integrity Commissioner may make interim reports to Council, where necessary, to address any issues of interference, obstruction, delay or

retaliation encountered during the investigation.

- 18.9.9 The Integrity Commissioner shall file a copy of the final report on an investigation with the Clerk, who will then provide a copy of the report to the Complainant and the Member whose conduct it has addressed.
- 18.9.10 The Clerk shall submit the Integrity Commissioner's report to Council within the next two regular meetings and the Integrity Commissioner shall appear to present his or her report to Council.
- 18.9.11 The Integrity Commissioner reporting shall be made at an open Council meeting.
- 18.9.12 Although the Integrity Commissioner's report must be made public, pursuant to the *Municipal Act, 2001*, some parts of the investigations may be confidential, and will not be made public.

#### 18.10 Penalties imposed by the Town

- 18.10.1 Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Town that, in his or her opinion, the Member has breached this Code of Conduct:
  - 18.10.1.1 A reprimand.
  - 18.10.1.2 Suspension of the remuneration paid to the Member in respect of his or her services as a Member of Council or Local board, as the case may be for a period of up to 90 days.
- 18.10.2 Council may also take the following additional actions:
  - 18.10.2.1 Remove the Member from an ad-hoc committee, committee or board.
  - 18.10.2.2 Remove as Chair of a committee or Board.
  - 18.10.2.3 Require the Member to repay or reimburse the compensation received.
  - 18.10.2.4 Require the Member to return property or reimburse for the value of it.
  - 18.10.2.5 Any other fair and reasonable sanction given the circumstances.
  - 18.10.2.6 Request a public apology to Council, the complainant, or both.

18.10.2.7 All sanctions under this Code of Conduct will be fair and in keeping with the severity of the infraction, giving due regard to the Member's previous conduct.

**Appendix "A"**  
**By-law N° xx-2019**

**Formal Complaint Form / Affidavit**  
**Code of Conduct**

Filable form to come

**Appendix "B"**  
**By-law N° xx-2019**

**Acknowledgment of Understanding and Compliance Form**  
**Code of Conduct**

The undersigned Member of Council, a Committee, and/or Local board of the Town of Hawkesbury hereby acknowledges receipt of a copy of the Code of Conduct By-law N° xx-2019 and agree to abide by its contents. I also acknowledge this form will be kept on file with the Town of Hawkesbury, and a copy of this signed form was retained by the Member him/herself.

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

**Appendix "C"**  
**By-law N° xx-2019**

**Disclosure Statement Form**  
**Code of Conduct**

Subsection 6.8 of the Code of Conduct regarding the acceptance of gifts and benefits requires Members of Council and of local board o disclose the receipt of certain gifts and benefits if the dollar value of a single gift or benefit exceeds \$100 or if the total value of gifts and benefits received from one source in a calendar year exceeds \$100. This Disclosure Statement is to be used to report on such gifts and benefits and shall be filed with the Clerk of the Town of Hawkesbury within 30 days of receipt of such gift or benefit, or upon reaching the annual limit. Disclosure Statements as this one are a matter of public record.

Nature of Gift or Benefit received:

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Source of Gift or Benefit:

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Circumstances under which Gift or Benefit was received:

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Estimated Value of Gift or Benefit: \$ \_\_\_\_\_

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Date Gift or Benefit was received: \_\_\_\_\_

Signature of Member: \_\_\_\_\_

Date: \_\_\_\_\_

Date on which the Statement is received by the Clerk: \_\_\_\_\_

**Appendix "D"**  
**By-law N° xx-2019**

**Request for Advice Form**

**Code of Conduct**

Name of Member: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Advice Requested: (Please provide as many details as possible. Attach additional pages if required.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Requestor)*

\_\_\_\_\_  
*(Signature of Integrity Commissioner)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date Received by Integrity Commissioner)*



# Corporation de la ville de Hawkesbury

## Recommandation au conseil

N° 2019-REC-14

N° de dossier: E08-52

Date de la réunion: 25 février 2019

Objet: Octroi du contrat E08-52-1801

Usine de traitement de l'eau – Remplacement du débitmètre et modifications à la tuyauterie

### Recommandation

**ATTENDU** que la Ville doit remplacer le débitmètre servant à comptabiliser la quantité d'eau traitée de l'usine de traitement de l'eau; et

**ATTENDU** que l'administration a procédé à une demande d'appel d'offres selon l'article 8.4, Processus de soumission (100 000 \$ et plus) de la politique d'approvisionnement de biens et/ou services; et

**ATTENDU** que les quatre soumissions reçues ont été étudiées par la firme de consultant J.L. Richards retenue par la Ville et qu'elle recommande l'octroi du contrat à la compagnie Rose Mechanical / 2311812 Ont. Inc.; et

**ATTENDU** que certaines irrégularités mineures ont été décelées à l'intérieur de la soumission de Rose Mechanical / 2311812 Ont. Inc.; et

**ATTENDU** que les dispositions de la section 2.8 (g) de l'appel d'offres nous permettent d'accepter toutes irrégularités mineures. La soumission est donc conforme et rencontre les modalités de la politique.

Il est recommandé au Conseil d'octroyer le contrat de remplacement du débitmètre et des modifications à la tuyauterie de l'usine de traitement de l'eau, contrat no. E08-52-1801, au plus bas soumissionnaire, soit Rose Mechanical / 2311812 Ont. Inc., au coût de 185 452.24 \$ plus taxes, et qu'un règlement soit adopté à cet effet sous réserve que l'entrepreneur sélectionné fournisse les documents requis tels que présentés dans l'appel d'offres. De plus, qu'une contingence d'un montant de 25 000 \$ y soit ajoutée.

### Note explicative, historique, mise en situation

La Ville en collaboration avec la firme d'ingénierie J.L. Richards (JLR) a émis une demande d'appel d'offres tel que décrit à l'article 8.4 de la politique

d'approvisionnement de biens et/ou services. Celle-ci a été émise dans le but d'obtenir les services d'un entrepreneur pour effectuer le remplacement du débitmètre et de certaines modifications à la tuyauterie.

Une annonce invitant les entrepreneurs à consulter l'appel d'offres sur le site internet Merx, a été publiée dans les journaux locaux. Les entrepreneurs intéressés devaient également assister à une visite de chantier obligatoire le 9 janvier 2019 à l'usine de traitement d'eau située au 670 rue Main ouest. En tout, huit (8) entrepreneurs se sont présentés.

Suivant la fermeture de l'appel d'offres le 31 janvier dernier, des huit (8) entrepreneurs présents à la visite de chantier obligatoire, quatre (4) ont déposé une soumission, soient :

<b>Entrepreneur</b>	<b>Montant de la soumission</b>
Rose Mechanical / 2311812 Ont. Inc.	185 452, 24 \$
Eastern Welding	295 342, 00 \$
Harrington Mechanical Ltd.	384 000, 00 \$
McNolty Mechanical Inc	297 907, 00 \$

Le processus de soumission et de sélection se résume comme suit :

1. Révision et confirmation de la conformité des documents soumis ;
2. Évaluation des propositions financières ;
3. Confirmation des aptitudes du plus bas soumissionnaire ;
4. Recommandation du plus bas soumissionnaire conforme.

Suivant le processus énuméré ci-dessus, les soumissions ont été revues par la firme J.L. Richards. En étudiant la conformité des documents soumis, JLR dénote que la soumission d'Eastern Welding est incomplète et que par le fait même est exclue du processus de sélection.

Le consultant note aussi des irrégularités mineures à l'intérieur des autres soumissions :

<b>TABLEAU D'IRRÉGULARITÉ</b>		
<b>Entrepreneur</b>	<b>Irrégularité</b>	<b>Commentaire</b>
Rose Mechanical / 2311812 Ont. Inc.	Les dates d'échéances présentées dans le formulaire de soumission n'ont pas été mises à jour selon l'addendum.	Le soumissionnaire a signé le formulaire de soumission et a reconnu avoir reçu les trois (3) addenda.
	Le formulaire de prix et le formulaire de soumission sont signés. Cependant, le	Les copies originales sont signées et scellées.

	sceau n'est pas visible sur la copie.	
	La liste de vérification n'a pas été remplacée par celle fournie dans l'addendum.	La liste de vérification modifiée n'a pas été ajoutée. Cependant les documents demandés ont été fournis.
McNolty Mechanical Inc.	Les dates d'échéances présentées dans le formulaire de soumission n'ont pas été mises à jour selon l'addendum.	Le soumissionnaire a signé le formulaire de soumission et a reconnu avoir reçu les trois (3) addenda.
	Le sceau n'est pas visible sur la copie de l'entente de cautionnement.	Les copies originales sont signées et scellées.
Harrington Mechanical Ltd.	La liste de vérification n'a pas été remplacée par celle fournie dans l'addendum.	La liste de vérification modifiée n'a pas été ajoutée. Cependant les documents demandés ont été fournis.

Nonobstant les irrégularités mineures présentées ci-haut, les dispositions de la section 2.8 (g) de l'appel d'offres nous permettent d'accepter toutes irrégularités mineures ce qui nous permet de considérer les trois soumissions conformes et rencontrant les modalités de la politique d'achats.

Par conséquent, la firme J.L. Richards recommande que le contrat E08-52-1801 soit octroyé à l'entrepreneur Rose Mechanical / 2311812 Ont. Inc. au montant de 185 452, 24 \$, excluant les taxes, une fois que les approbations de préconstruction nécessaire sont obtenues par l'entrepreneur.

### **Incidence au budget**

Aucune incidence puisque la plus basse soumission est à l'intérieur du budget approuvé.

### **Études concernées**

Étude d'optimisation de l'usine de traitement d'eau.

### **Documents de support**

Lettre de recommandation préparée par J.L. Richards.

**Service(s) impliqué(s)**

Services techniques

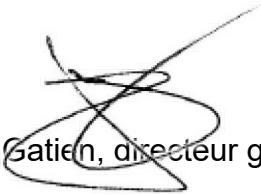
**Soumis et recommandé par**

Guillaume Boudrias, Gestionnaire de projets, Génie civil

13 février 2019

**Commentaires du directeur général**

Je supporte la recommandation.



Daniel Gatién, directeur général

# Corporation of the Town of Hawkesbury

## Recommendation to Council

N° 2019-REC-14

File N°: E08-52

Date of meeting: February 25, 2019

Subject: Award of contract E08-52-1801  
Water Treatment Plant - Flow Meter Replacement and Discharge Piping  
Modifications

### Recommendation

**WHEREAS** the Town must replace the flow meter used to record the treated amount of water at the Water Treatment Plant; and

**WHEREAS** the administration proceeded with a Request for Tenders in accordance with Article 8.4, Tender Process (\$ 100,000 and over) of the Procurement policy; and

**WHEREAS** the four tenders received have been reviewed by the consulting firm J.L. Richards retained by the Town and recommends the award of the contract to the contractor Rose Mechanical / 2311812 Ont. Inc. ; and

**WHEREAS** minor irregularities were found in Rose Mechanical / 2311812 Ont. Inc. tender documents; and

**WHEREAS** the provisions of section 2.8 (g) of the tender allows the Town to waive any minor irregularities. The bid is therefore considered compliant and meets the terms of the policy.

It is recommended that Council award the contract for the Flow Meter Replacement and Modifications to the Discharge Piping, contract No. E08-52-1801, to the lowest bidder, Rose Mechanical / 2311812 Ont. Inc., at a cost of \$ 185,452.24 plus taxes, and that a By-law be adopted to that effect provided that the contractor provides the required documents as presented in the tender documents. Furthermore, a 25,000 \$ contingency is to be added.

### Explanation, history, context

The Town, in collaboration with the Engineering Firm J.L. Richards (JLR) has issued a Request for Tender as described in Article 8.4 of the Procurement Policy. The purpose

of the RFT was to obtain the services of a contractor to perform the replacement of the flow meter and modifications to the discharge piping.

An ad inviting contractors to consult the Request for Tender on Merx website was published in local newspapers. Interested contractors had to assist to a mandatory site visit scheduled on January 9<sup>th</sup>, 2019 at the Water Treatment Plant located at 670 Main Street West. A total of eight (8) contractors attended the site visit.

Following the closing of the Request for Tender on January 31st, of the eight (8) contractors attending the mandatory site visit, four (4) submitted a bid, namely:

<b>Supplier</b>	<b>Amount of submission</b>
Rose Mechanical / 2311812 Ont. Inc.	\$185,452.24
Eastern Welding	\$295,342.00
Harrington Mechanical Ltd.	\$384,000.00
McNolty Mechanical Inc	\$297,907.00

The submission and selection process is as follows:

1. Revision and confirmation of the conformity of the submitted documents;
2. Evaluation of the financial proposals;
3. Confirmation of the expertise of the lowest bidder;
4. Recommendation of the lowest compliant bidder.

Following the process listed above, the submissions were reviewed by J.L. Richards. During its compliance review of the submitted documents, JLR indicates that Eastern Welding's submission was incomplete and therefore excluded from the selection process.

The consultant also noticed minor irregularities as part of the other submissions:

<b>TABLE OF IRREGULARITY</b>		
<b>Supplier</b>	<b>Irregularity</b>	<b>Comments</b>
Rose Mechanical / 2311812 Ont. Inc.	The deadlines shown in the tender form have not been updated in accordance with the addendum.	The bidder signed the tender form and acknowledged receipt of the three (3) addenda.
	The price form and the submission form are signed. However, the seal is not visible on the copy.	Original copies are signed and sealed.
	The checklist has not been replaced by the one provided in the addendum.	The modified checklist has not been added. However

		the requested documents have been provided.
McNolty Mechanical Inc.	The checklist has not been replaced by the one provided in the addendum	The bidder signed the submission form and acknowledged receipt of the three (3) addenda.
	The seal is not visible on the copy of the bonding agreement.	Original copies are signed and sealed.
Harrington Mechanical Ltd.	The checklist has not been replaced by the one provided in the addendum	The modified checklist has not been added. However the requested documents have been provided.

Notwithstanding the minor irregularities presented above, the provisions of section 2.8 (g) of the Request for Tender allows the Town to waive any minor irregularities. Therefore, the three bids are considered compliant and meet the terms of the Procurement Policy .

Consequently, J.L. Richards recommends that Contract E08-52-1801 be awarded to Rose Mechanical / 2311812 Ont. Inc. in the amount of \$ 185,452.24, excluding taxes, once the necessary pre-construction approvals are obtained by the contractor.

**Impact on budget**

No impact since the lowest bid is within the approved budget.

**Relevant studies**

Water Treatment Plant Optimization study.

**Supporting document**

Recommendation letter prepared by J.L. Richards.

**Department(s) involved**

Technical services

**Submitted and recommended by**



Guillaume Boudrias, Project Manager, Civil Engineering

February 13, 2019

**Comments of the Chief Administrative Officer**

I agree with the recommendation.



Daniel Gauthier, CAO



## **Corporation de la ville de Hawkesbury**

### **Recommandation au conseil**

N° REC-2019-12

N° de dossier :

Date de la réunion : 25 février 2019

Objet : Nomination de la coordonnatrice des activités récréatives, communautaires et culturelles

### **Recommandation**

ATTENDU que Madame Zoé Fortin a occupé le poste de coordonnatrice des activités récréatives, communautaires et culturelles depuis le 5 février 2018 pour un remplacement de congé de maternité;

ATTENDU que Madame Fortin rencontre les exigences du poste;

ET ATTENDU que l'évaluation de la performance de Madame Fortin fait par la directrice des loisirs et du tourisme témoigne d'une bonne maîtrise du poste;

Il est recommandé au Conseil de désigner Madame Zoé Fortin au poste de coordonnatrice des activités récréatives, communautaires et culturelles en permanence à compter du 1 mars 2019.

### **Note explicative, historique, mise en situation**

Madame Zoé Fortin a été embauché en septembre 2016 au poste temporaire de technicienne aux loisirs.

Une fois son contrat arrivé à échéance, la Ville a nommé Madame Fortin coordonnatrice des activités récréatives, communautaires et culturelles jusqu'au retour de Mme Bonnie Jean-Louis de son congé de maternité.

Madame Jean-Louis a remis sa démission au mois de juin 2018 et depuis ce temps, Madame Fortin agit à titre de coordonnatrice des activités récréatives, communautaires et culturelles.

Madame Fortin fait partie intégrante de l'équipe du Service des loisirs et du tourisme et possède toutes les qualifications requises pour le poste de coordonnatrice aux activités récréatives, communautaires et culturelles. Je recommande donc que le Conseil municipal confirme la nomination de Madame Zoé Fortin à titre de coordonnatrice aux activités récréatives, communautaires et culturelles pour la ville de Hawkesbury.

Autre option à la recommandation : que la Ville procède à une campagne de recrutement.

### **Incidence au budget**

Aucune

### **Études concernées**

Aucune

### **Documents de support**

Aucun

### **Service(s) impliqué(s)**

Loisirs et tourisme

Entretien des bâtiments

### **Soumis et recommandé par**



Nicole Trudeau, directrice des loisirs et du tourisme – 25 février 2019

### **Commentaires du directeur général**

Je supporte la recommandation de notre directrice.

Daniel Gatié, directeur général



# Corporation of the Town of Hawkesbury

## Recommendation to Council

N° REC-2019-12

File N°:

Date of meeting: February 25, 2019

Subject: Nomination of Coordinator of Recreational, Community and Cultural Activities

### Recommendation

WHEREAS Ms. Zoé Fortin has occupied the position of Coordinator of Recreational, Community and Cultural Activities since February 5, 2019 for a maternity leave replacement;

AND WHEREAS Ms. Fortin meets the requirements of the position;

AND WHEREAS Ms. Fortin's performance evaluation by the Director of Recreation and Tourism demonstrates that she masters her job functions;

Therefore, it is recommended that Council appoint Ms. Zoé Fortin as of Coordinator of Recreational, Community and Cultural Activities on a permanent basis as of March 1, 2019.

### Explanation, history, context

In September 2016, the Town of Hawkesbury hired Ms. Zoé Fortin for a temporary contract as Recreation Technician.

Once her contract was completed, the Town designated Ms. Fortin as the Coordinator of Recreational, Community and Cultural Activities for the term of Ms. Bonnie Jean-Louis' maternity leave.

In June 2018, Ms. Jean-Louis tendered her resignation, and since that time, Ms. Fortin has acted as Coordinator of Recreational, Community and Cultural Activities.

Ms. Fortin is an integral part of the Recreation and Tourism department and possesses all of the qualifications required for the position. I recommend that Council confirm the nomination of Ms. Zoé Fortin as Coordinator of Recreational, Community and Cultural Activities for the Town of Hawkesbury.

Other option to the recommendation: That the Town proceed with a recruitment campaign for the position.

**Impact on budget**

None

**Relevant studies**

None

**Supporting document**


None

**Department(s) involved**

Recreation and Tourism

Building Maintenance

**Submitted and recommended by**

 Nicole Trudeau, Recreation and Tourism Director – February 25, 2019

**Comments of the Chief Administrative Officer**

I support the recommendation of our director.

  
Daniel Côté, CAO

## LA CORPORATION DE LA VILLE DE HAWKESBURY

### Règlement N° 13-2019

#### Un règlement pour adopter un code de déontologie pour les membres du conseil municipal et des conseils locaux de la ville de Hawkesbury

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**ATTENDU** que l'article 9 de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, prévoit qu'une municipalité a la capacité ainsi que les droits, pouvoirs et privilèges d'une personne physique aux fins de l'exercice des pouvoirs que lui confère la présente Loi ou une autre loi; et

**ATTENDU** que le paragraphe 2 de l'article 11 (2) de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, autorise les municipalités à adopter des règlements concernant la responsabilisation et la transparence de la municipalité et de ses conseils locaux ainsi que de leurs opérations; et

**ATTENDU** que le paragraphe 1 de l'article 223.2 de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, prévoit que les municipalités doivent établir des codes de déontologie à l'intention des membres du conseil et des conseils locaux de la municipalité; et

**ATTENDU** que le paragraphe 1 de l'article 223.3 de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, prévoit que les municipalités doivent nommer un commissaire à l'intégrité qui fait rapport au conseil et qui est chargé d'exercer de façon indépendante les fonctions que lui attribue la municipalité à l'égard d'entre autre l'application du code de déontologie; et

**ATTENDU** que le paragraphe 2.1 de l'article 270 (1) de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, prévoit que les municipalités doivent adopter et mettre en œuvre une politique concernant les liens qui existent entre les membres du conseil et les fonctionnaires et employés de la municipalité.

**PAR CONSÉQUENT**, le conseil de la Corporation de la ville de Hawkesbury décrète ce qui suit :

1. **QUE** le Code de déontologie du conseil et des conseils locaux attaché au présent règlement comme Annexe « A » et faisant partie intégrante du présent règlement soit adopté.

2. **QUE** si une disposition de ce règlement est déclarée invalide, la mise en force de cette disposition aux autres circonstances et le reste de ce règlement restera valide et en vigueur.
3. **QUE** ce règlement entre en vigueur à la date de son adoption.

**LU EN PREMIÈRE, DEUXIÈME ET ADOPTÉ EN TROISIÈME  
LECTURE CE 25<sup>e</sup> JOUR DE FÉVRIER 2019.**

\_\_\_\_\_  
**Paula Assaly, Mairesse**

\_\_\_\_\_  
**Christine Groulx, Greffière**

**La version anglaise de ce règlement prévaut quant à son  
interprétation.**

## CORPORATION OF THE TOWN OF HAWKESBURY

### By-law N° 13-2019

#### By-law to establish a code of conduct for members of Council and of Local boards of the Town of Hawkesbury

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**WHEREAS** section 9 of the *Municipal Act, 2001* S.O. 2001, chapter 25 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person; and

**WHEREAS** section 11 (2) 2 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, authorizes municipalities to pass By-laws regarding accountability and transparency of the municipality and its operations and of its local boards and their operations; and

**WHEREAS** section 223.2 (1) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that municipalities shall establish codes of conduct for members of the council of the municipality and of its local boards; and

**WHEREAS** section 223.3 (1) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides for the appointment an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect among other things to the application of the code of conduct; and

**WHEREAS** section 270 (1) 2.1 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended provides for the adoption of a policy with respect to the relationship between members of council and the officers and employees of the municipality.

**NOW THEREFORE**, the Council of the Corporation of the Town of Hawkesbury enacts as follows:

1. **THAT** the Council and Local boards Code of Conduct, attached hereto as Schedule "A" and forming part of this By-law be adopted.
2. **THAT** in the event section(s) of this By-law are found by a court of competent jurisdiction to be invalid or ultra vires, such section(s) or parts thereof shall be deemed severable, with all other parts of this by-law remaining in full force and effect.

3. **THAT** this By-law shall come into full force and effect upon its passing.

**READ A FIRST, SECOND AND ADOPTED UPON THIRD READING  
THIS 25<sup>th</sup> DAY OF FEBRUARY 2019.**

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**Paula Assaly, Mayor**

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**Christine Groulx, Clerk**





Schedule “A” to By-law N° 13-2019

# COUNCIL AND LOCAL BOARDS CODE OF CONDUCT

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## **PART 1: SHORT TITLE**

- 1.1 This By-law shall be known as the Council and Local boards Code of Conduct for the Corporation of the Town of Hawkesbury, hereafter “Code of Conduct”.

## **PART 2: STATEMENT OF INTENT**

- 2.1 To guide those who are covered by this Code of Conduct in their day-to-day responsibilities on behalf of the citizens of the Town of Hawkesbury. These standards are designed to supplement the legislative parameters within which the Members must operate.

## **PART 3: APPLICATION**

- 3.1 All Members of Council and Members of Local boards are expected to follow this Code of Conduct, the Council Procedural By-law and other sources of applicable procedural law. They are also subject to other sources of law such as the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Occupational Health and Safety Act* (violence and harassment in the workplace) 2009; the *Human Rights Code* and the *Criminal Code of Canada*.

## **PART 4: DEFINITIONS**

In this Code of Conduct:

“**Complaint**” means a request that the Integrity Commissioner conducts an inquiry into an action, event, or series of events alleged to have contravened the Code of Conduct, or any other procedures, rules or policies governing the ethical behaviour of Members;

“**Child**” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“**Complainant**” means a legal person who makes a complaint;

“**Council**” means the Council of the Corporation of the Town of Hawkesbury;

“**Good faith**” means accordance with standards of honesty, trust and sincerity;

“**Information**” includes a record or a document;

“**Local board**” means a municipal service board, transportation commission, planning board, or any other board, commission, committee, body or local authority

established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding the following:

- (a) a school board;
- (b) a conservation authority
- (c) a society as defined in subsection 2 (1) of the *Child, Youth and Family Services Act, 2017*,
- (d) a committee of management established under the *Long-Term Care Homes Act, 2007*,
- (e) a corporation established in accordance with section 203 of the *Municipal Act, 2001*;
- (f) such other local boards as may be prescribed in the *Municipal Act, 2001*;

**“Member”** means a member of the Council and of a local board;

**“Parent”** means a person who has demonstrated a settled intention to treat a child as a member of his or her family;

**“Person”** includes a corporation, partnership, association and any other entity, as the context allows;

**“Spouse”** means a person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage;

**“Staff”** means a person employed by the Town, including those employed on personal service contracts and volunteers, but does not include Members of Council or Local boards;

**“Town”** means the Corporation of the Town of Hawkesbury;

## **PART 5: GENERAL INTEGRITY**

- 5.1 All Members whom this Code of Conduct applies shall serve their constituents in a conscientious and diligent manner. Members shall not use the influence of office for any purpose other than the exercise of his or her official duties.

This Code of Conduct sets standards for the behaviour of Council and Local board members in carrying out their functions. It has been developed to assist Members to:

- 5.1.1 Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
- 5.1.2 Fulfill their duty to act honestly and exercise reasonable care and diligence;

5.1.3 Act in a way that enhances public confidence in local government; and

5.1.4 Identify and resolve situations that might involve a conflict of interest or a potential misuse of position and authority. This Code of Conduct outlines each individual's responsibility to uphold these principles and values, and act in the public interest.

5.2 Interpersonal behaviour:

5.2.1 Treat every person with dignity, understanding and respect;

5.2.2 Not discriminate;

5.2.3 Not engage in violence or harassment of any kind.

## **PART 6: GIFTS, BENEFITS AND HOSPITALITY**

6.1 No Member shall accept a fee, advance, gift, personal benefit, hospitality or anything of the kind that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.

6.2 For these purposes a fee, advance, gift, personal benefit, hospitality or anything of the kind provided with the Member's knowledge to a Member's spouse, child, parent, brother, sister, father-in-law, mother-in-law, sister-in-law and brother-in-law or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.

6.3 The following are recognized as exceptions:

6.3.1 Compensation or benefit authorized by Council or by law;

6.3.2 Gifts or benefits that normally accompany the responsibilities of office received as an incident or protocol or social obligation;

6.3.3 A political contribution authorized and reported as required by law, in the case of Member running for office;

6.3.4 Services provided without compensation by persons volunteering their time;

6.3.5 A suitable memento of a function honouring the member;

6.3.6 Food, lodging, transportation and entertainment provided by any Provincial, regional and local governments, or board or political subdivisions of them, by the Federal government or by a foreign

government within a foreign country, or by those organizing a conference, seminar or event where the Member is speaking or attending in an official capacity;

- 6.3.7 Food and beverages consumed at banquets, receptions or similar events, if:
  - 6.3.7.1 attendance serves a legitimate business purpose;
  - 6.3.7.2 the person extending the invitation or a representation of the organization is in attendance; and
  - 6.3.7.3 the value is reasonable and the invitations infrequent.
- 6.3.8 Media communications to the office of a Member, including subscriptions to newspapers and periodicals; and
- 6.3.9 A sponsorship or donation for a community event organized or run by a Member, or a third part on behalf of a Member, subject to the limitations set out in any applicable municipal policy.
- 6.4 Except for exception 6.3.3 (political contributions authorized by law), these exceptions do not apply where a gift or benefit is provided by a lobbyist or a lobbyist's client or employer. In this provision a lobbyist is an individual, organization or business who or that:
  - 6.4.1 Lobbies, or causes the lobbying of, any public office holder of the Town, the Municipal Council or a local board; or
  - 6.4.2 The Member knows is attempting or intending to lobby the Member or any of the public persons or bodies listed in paragraph 6.4.1.
- 6.5 Council is the custodian of the assets of the Town. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.6 Members of Council and Members of Local boards must not use municipal assets for personal convenience, or for profit, except where such privileges are granted to the public or provided by law.
- 6.7 Members of Council and Members of Local boards must not accept gifts and benefits except as provided under law and in the course of their duties. They may accept gifts of token value only but should be aware that, even these, may place them in a position where their actions are open to serious question.
- 6.8 If a Member receives a gift or benefit and the value of the gift or benefit exceeds \$100, or if the total value received from any source during the course of a calendar year exceeds \$100, the Member shall within 30 days of receipt of the gift or benefit or of reaching the annual limit, file a disclosure statement on the form attached hereto as Appendix "C".with the Clerk. The Disclosure Statement must indicate:

- 6.8.1 The nature of the gift or benefit;
- 6.8.2 Its source and date of receipt;
- 6.8.3 The circumstances under which it was given or received;
- 6.8.4 Its estimated value;
- 6.8.5 What the recipient intends to do with it; and
- 6.8.6 Whether it will at some point be provided to the Town.

Any disclosure statement made under this subsection will be a matter of public record.

## **PART 7: EXPENSES**

- 7.1 Members of Council are required to adhere to the *Policy on the reimbursement of expenses incurred because of the position* and the *Policy for the reimbursement of expenses and traveling costs of municipal elected and staff*, as amended from time to time, and related procedures and guidelines and ensure that conditions related to each expense are met.
- 7.2 Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the *Criminal Code of Canada* and could lead to prosecution.

## **PART 8: CONFIDENTIAL INFORMATION**

- 8.1 Members have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. They either shall not, directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council, by the local board or required by law.
- 8.2 Members must not disclose, use or release information in contravention of applicable privacy law. They are only entitled to information in the possession of the Town that is relevant to matters before the Council or a local board. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen.
- 8.3 Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council, by the Local board or required by law.
- 8.4 Members shall:

- 8.4.1 Keep confidential any Information that is circulated to Members marked confidential.
- 8.4.2 Return any Information marked confidential to the Chief Administrative Officer's office for destruction.
- 8.5 The obligation to keep Information confidential applies even if the Member ceases to be a Council or Local board member.
- 8.6 Protection of Privacy:
  - 8.6.1 Confidential information includes information in the possession of, or received in confidence by the Town that the Town is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), or other legislation. Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.
  - 8.6.2 No Member shall disclose or release by any means to anyone, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council or Local board to do so.
  - 8.6.3 No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

## **PART 9: CONDUCT AT MEETINGS OF COUNCIL AND LOCAL BOARDS**

- 9.1 Members shall conduct themselves with decorum at all Council and Local board meetings in accordance with the provisions of the *Procedural By-law*, as amended from time to time and this Code of Conduct.

## **PART 10: CONDUCT RESPECTING STAFF**

- 10.1 Roles and responsibilities

The Chief Administrative Officer (CAO) shall take direction from and be responsible to Council of the Town of Hawkesbury, but shall not be instructed or directed by or be responsible to any individual Member of the Council. The CAO shall consult with Council with respect to any matter of concern to the Town or to any of its Local boards. Clearly defined roles, distinguishing between the concepts of "governance" and "management", are critical to the success of a

municipality. It will be reinforced at the outset that Council sets the policy for the community; it does not engage or participate in the daily operations of the Town.

## 10.2 Interaction with staff

The Town has worked diligently at creating a positive working relationship between Council and Staff. This has been successful, largely due to a mutual respect for each other's roles and responsibilities.

10.2.1 Only Council, acting as a body, can dictate that Staff perform such duties as are necessary to the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Members do not have authority to direct the CAO, Directors, or Staff.

10.2.2 The role of the CAO and the Directors is to direct the day to day management of the Town, and assign duties to the Staff placed under their supervision. To encourage the efficient management of the community, individual Council and Local board members are requested to be mindful of that fact and are advised of the following:

10.2.2.1 Council will respect and adhere to the policies set by Council, and will under no circumstance take it upon themselves to circumvent or ask staff to circumvent established policies. Only Council as a whole, at a formal meeting, has the authority to amend policies;

10.2.2.2 Council as a whole, and Council Members as individuals, will liaise primarily with the CAO or Directors. This requirement is not designed to interfere with the normal flow of information with those Staff members who have been assigned the responsibility of providing information to Council by the Directors or CAO;

10.2.2.3 questions or issues surrounding operational concerns or complaints, excluding the basic issues covered above, should be directed to the CAO or to the Directors.

10.3 The *Municipal Act, 2001* sets out the roles of members of Council and the municipal administration, including specific roles for statutory officers such as the Chief Administrative Officer, Clerk, Treasurer and the Integrity Commissioner.

10.4 Mutual respect and cooperation are required to achieve the Council's and Local boards' corporate goals and implement the Council's and Local boards' strategic priorities through the work of Staff.



- 10.5 Council as a whole has the authority to approve budget, policy, governance and other such matters. Under the direction of the CAO, Town Staff serves Council as a whole and in accordance with the decisions of Council. Members have no individual capacity to direct members of Staff to carry out particular functions.
- 10.6 Members of Council are expected to:
- 10.6.1 Represent the public and to consider the well-being and interests of the Town;
  - 10.6.2 Develop and evaluate the policies and programs of the Town;
  - 10.6.3 Determine which services the Town provides;
  - 10.6.4 Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
  - 10.6.5 Ensure the accountability and transparency of the operations of the Town, including the activities of the senior management of the Town;
  - 10.6.6 Maintain the financial integrity of the Town; and
  - 10.6.7 Carry out the duties of Council under the *Municipal Act, 2001* or any other Act.
- 10.7 Municipal Staff is expected to:
- 10.7.1 Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
  - 10.7.2 Undertake research and provide advice to Council on the policies and programs of the Town; and
  - 10.7.3 Carry out other duties required under the *Municipal Act, 2001* or any Act and other duties assigned by the Town.
- 10.8 Members of Council shall be respectful of the role of Staff to provide advice based on political neutrality and objectivity and without undue influence from an individual Member or group of Members of Council.
- 10.9 Members of Council shall not:
- 10.9.1 Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of Staff;
  - 10.9.2 Compel Staff to engage in partisan political activities or be subjected to

threats or discrimination for refusing to engage in such activities; or

- 10.9.3 Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Staff member with the intent of interfering in Staff's duties.

## **PART 11: HARASSMENT**

- 11.1 Harassment of another Member, Staff or any member of the public is misconduct. It is the policy of the Town that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.
- 11.2 Harassment may be defined as a behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the *Human Rights Code*.
- 11.3 In accordance with the *Human Rights Code*, as amended, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
- 11.4 Without limiting the generality of the foregoing, Members shall not:
- 11.4.1 Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
  - 11.4.2 Display materials or transmit communications that are inappropriate, offensive, insulting or derogatory via any communication means, including but not limited to social media, print material, websites or verbally;
  - 11.4.3 Make threats or engage in any abusive activity or course of conduct towards others;
  - 11.4.4 Vandalize the personal property of others;
  - 11.4.5 Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching; or
  - 11.4.6 Refuse to converse or interact with anyone based on any ground listed in the *Human Rights Code*, as amended.
- 11.5 Harassment, which occurs in the course of, or is related to, the performance of official duties by Members is subject to this Code of Conduct and shall be investigated by the Integrity Commissioner.

## **PART 12: COMMUNICATIONS AND MEDIA RELATIONS**

- 12.1 It is understood that the Mayor, as Head of Council, is the primary spokesperson for the Council. Therefore, the following shall apply to other Council Members:
  - 12.1.1 Members will accurately communicate the decisions of Council, even if they disagree with the majority decision of Council, and by doing so, affirm the respect for and integrity in the decision-making process of Council. A Member may state that he/she did not support the decision, or voted against the decision;
  - 12.1.2 Members shall refrain from making judgemental or critical comments about other Members, staff, or Council's processes and decisions;
  - 12.1.3 Members shall refrain from speculating or reflecting upon the motives of other Members or staff, when communicating with the media;
  - 12.1.4 The Communication Coordinator, or designate, will work/consult with the Council Members regarding media releases as necessary.

## **PART 13: MUNICIPAL CONFLICT OF INTEREST ACT**

- 13.1 Members shall conduct themselves in accordance with the *Municipal Conflict of Interest Act* as amended from time to time.
- 13.2 The following principles should be used as a guide:
  - 13.2.1 In making decisions, always place the interests of the taxpayers first and, in particular, place them before the interests of colleagues on Council or on a local board, staff, friends or family;
  - 13.2.2 Always interpret the phrase "Conflict of interest" in the broadest possible terms;
  - 13.2.3 Any factor which could be considered a conflict by taxpayers should be treated as a conflict and be disclosed by the Member;
  - 13.2.4 If in doubt, it is better to disclose a situation;
  - 13.2.5 If in doubt, it is the responsibility of individual Members to obtain independent legal advice or to consult the Integrity Commissioner of the Town with respect to any situation that might arise whereby there is a potential for a conflict of interest;

- 13.2.6 It is considered a breach of this By-law to require or to attempt to burden staff members to assist in the determination of a conflict of interest for individual Members.

**PART 14: IMPROPER USE OF INFLUENCE**

- 14.1 As an elected or appointed official, Members are expected to perform their duties of office with integrity, accountability and transparency. Members should not use the status of their position to influence the decision of another individual to the private advantage of oneself, or one’s parents, children or spouse, staff members, friends, or associates, business or otherwise.

**PART 15: ELECTION-RELATED ACTIVITY**

- 15.1 Members are required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and specifically to the Use of Municipal Resources Policy (C-P-2018-01) as amended from time to time.

**PART 16: USE OF MUNICIPAL PROPERTY AND RESOURCES**

- 16.1 In order to fulfill their roles as elected or appointed representatives, Members have access to municipal resources such as property, equipment, services, staff and supplies. No member shall use, or permit the use of Town land, facilities, equipment, supplies, services, staff or other resources (for example, Town-owned materials, or websites) for activities other than purposes connected with the discharge of Council and Local board duties or Town business.
- 16.2 No Member shall obtain financial gain from the use or sale of Town-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the Town.

**PART 17: ACKNOWLEDGMENT OF UNDERSTANDING AND COMPLIANCE**

- 17.1 Each Member of Council and Member of Local boards shall sign the “Acknowledgement of Understanding and Compliance Form” found at Appendix “B” attached hereto upon beginning of mandate or appointment.
- 17.2 Threat-free atmosphere
  - 17.2.1 No Member may directly or indirectly, induce, encourage, or aid a Member to violate any provision of this Code of Conduct.
  - 17.2.2 Neither staff nor any Member of Council shall take, threaten to take,

discharge, discipline, personally attack, harass, intimidate, etc. a person who has reported a violation of this Code of Conduct.

## **PART 18: COMPLIANCE WITH THE CODE OF CONDUCT**

### 18.1 Making a complaint

18.1.1 Complaints shall be filed on the form attached hereto as Appendix "A" and shall be signed by an identifiable individual or legal person.

18.1.2 A refundable fee of \$100 shall be paid upon the filing of a Complaint.

18.1.3 The fee payable under this By-law shall be refunded to the Complainant when the Integrity Commissioner files his or her report under this section, unless it was declared frivolous, vexatious, or not made in Good faith by the Integrity Commissioner.

18.1.4 Complaints shall be filed with the Clerk.

### 18.2 Complaints and inquiry during regular elections

During the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act:

18.2.1 No Complaints on a contravention to the Code of Conduct by a Member may be filed.

18.2.2 The Commissioner shall not report to the Town or Local board about whether, in his or her opinion, a Member has contravened the Code of conduct.

18.2.3 The Town or Local board shall not consider whether to impose the penalties referred to 18.10 of this By-law

If the Integrity Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, he or she shall terminate the inquiry on that day.

He or she shall not commence another inquiry within six weeks after voting day in a regular election, as set out in section 5 of the *Municipal Elections Act, 1996*, and only if the person or entity who made the request makes a written request to the Commissioner that the inquiry be commenced.

### 18.3 Limitation period

18.3.1 The Integrity Commissioner shall only proceed with an inquiry about a Complaint filed less than 180 days after the date when the action, event or the last action, event or a series of events which are the subject matter

of the complaint occurred.

- 18.3.2 Notwithstanding the above section , the Integrity Commissioner may proceed with an inquiry in regard to a Complaint that is filed after the expiry of the time limit if the Integrity Commissioner is satisfied that:
- 18.3.2.1 the delay was incurred in Good faith;
  - 18.3.2.2 it is in the public interest to proceed with an inquiry; and
  - 18.3.2.3 no substantial prejudice will result to any person because of the delay.
- 18.3.3 A Complainant is deemed to have known the matters referred to in section 18.3.1 of this By-law at the time the action, event or the last action, event or a series of events have occurred, unless the contrary is proven. The onus of proof lies upon the complainant.

#### 18.4 Appointment of Integrity Commissioner

- 18.4.1 Council shall appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the Town.
- 18.4.2 The Integrity Commissioner is appointed by Council for a term of two years with an option to renew for two additional years.
- 18.4.3 The Integrity Commissioner shall complete any inquiries begun during his or her term notwithstanding the expiry of the term and this By-law shall continue to apply with all the necessary modifications.
- 18.4.4 If the Integrity Commissioner is unable to complete an inquiry in accordance with section 18.4.3 of this By-law, the Integrity Commissioner next appointed shall complete the inquiry.
- 18.4.5 The Integrity Commissioner may be removed before the expiry of his or her term of office only for cause. Council shall first receive legal advice from external legal counsel to determine if cause exists.

#### 18.5 Duties of Integrity Commissioner

To report conflict of interest

If the Integrity Commissioner becomes aware of a situation where a conflict of arise, the Integrity Commissioner shall advise the Clerk and Members of Council in writing and delegate in writing his functions and duties to conduct the inquiry, including the exercise of powers under the *Public Inquiries Act* and the duty to report on an inquiry.

The duties of the Integrity Commissioner are:

- 18.5.1 The application of the Code of Conduct for Members of Council and of Local boards, and
  - 18.5.2 The application of any procedures, rules and policies of the Town and Local boards governing the ethical behaviour of Members.
  - 18.5.3 The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to Members of Council and of Local boards.
  - 18.5.4 Requests from Members of Council and of Local boards for advice respecting their obligations under the Code of Conduct applicable to the Member.
  - 18.5.5 Requests from Members of Council and of Local boards for advice respecting their obligations under a procedure, rule or policy of the Town or of the Local board, as the case may be, governing the ethical behaviour of Members.
  - 18.5.6 Requests from Members of Council and of Local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
  - 18.5.7 The provision of educational information to Members of Council, Members of Local boards, the Town and the public about the Town's Code of Conduct for Members of Council and Members of Local boards and about the *Municipal Conflict of Interest Act*.
- 18.6 Delegation of authority
- 18.6.1 If the Integrity Commissioner delegates his or her powers and duties to any person, he or she shall first satisfy himself or herself that the person to whom the duties are to be delegated is fully capable of carrying out these duties.
- 18.7 Conduct of inquiry
- 18.7.1 The Integrity Commissioner shall be independent from both Council and Staff.
  - 18.7.2 The Integrity Commissioner and any delegates shall be impartial and neutral and shall perform all duties skillfully, competently, independently and in accordance with all applicable law.
  - 18.7.3 The Integrity Commissioner has the power to conduct an inquiry if requested by Council, any other Member, or a member of the public, about whether there has been a contravention of this Code of Conduct or

any other Town policy.

- 18.7.4 Complaints shall set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct and include a supporting affidavit that sets out the evidence in support of the Complaint.
- 18.7.5 Complaints shall be filed with the Clerk who shall forward the matter to the Integrity Commissioner for initial classification. The Integrity Commissioner shall determine if the matter is, on its face, a Complaint with respect to non-compliance with this Code of Conduct and/or not covered by other legislation or policy.
- 18.7.6 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in Good faith, or that there are no grounds, or insufficient grounds for an investigation, or if the Complainant fails to provide requested additional information or clarification, the Integrity Commissioner shall not conduct an investigation or if it becomes apparent in the course of an investigation, terminate the investigation.
- 18.7.7 If the Complainant provides new information after an inquiry is dismissed under section 18.7.6 of this By-law and there is sufficient information to set out an apparent contravention of the Code of Conduct, or any other procedures, rules or policies governing the ethical behaviour of Members, the Integrity Commissioner shall reopen the inquiry.
- 18.7.8 The Integrity Commissioner shall give the Member who is subject to a Complaint the opportunity to comment either in person or in writing on the proposed finding and recommended sanction.
- 18.7.9 Complaints will be processed in compliance with the confidentiality requirements of section 223.5 (1) of the *Municipal Act, 2001*, as amended.
- 18.7.10 The Integrity Commissioner is entitled to free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the Town or a Local board.
- 18.7.11 The Integrity Commissioner and any delegates acknowledge that the Town is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Accordingly, the Integrity Commissioner and any delegates undertake not to disclose information subject to the MFIPPA except as may be necessary in the proper discharge of their functions and duties pursuant to the terms of this By-law and in accordance with the MFIPPA and the *Municipal Act*.



- 18.7.12 The Town and its Local board shall give the Integrity Commissioner such information as the Integrity Commissioner believes is necessary for the inquiry of a Complaint.
- 18.7.13 The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the *Public Inquiries Act, 2009*, in which case those sections apply to the inquiry.
- 18.7.14 If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the *Criminal Code of Canada, R.S.C., 1985, c. C-46*, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension of the inquiry to Council.

## 18.8 Providing advice

- 18.8.1 Members seeking advice under sections 18.5.4, 18.5.5 and 18.5.6 of this By-law from the Integrity Commissioner shall complete the form attached hereto as Appendix “D” and submit it to the Clerk.
- 18.8.2 Following a formal request, the Integrity Commissioner shall give his or her advice to the Member in writing.
- 18.8.3 Advice provided by the Integrity Commissioner to a Member may be released with the Member’s consent.
- 18.8.4 If a Member releases only part of the advice provided by the Integrity Commissioner, the Integrity Commissioner may release part or all of the advice without obtaining the Member’s consent.
- 18.8.5 The Integrity Commissioner may disclose such information as in the Integrity Commissioner’s opinion is necessary:
  - 18.8.5.1 for the purposes of a public meeting under subsection 223.4.1 (8) of the *Municipal Act, 2001*;
  - 18.8.5.2 in an application to a judge referred to in subsection 223.4.1 (15) of the *Municipal Act, 2001*; or
  - 18.8.5.3 in the written reasons given by the Commissioner under subsection 223.4.1 (17) of the *Municipal Act, 2001*.

## 18.9 Integrity Commissioner reporting to the Town

- 18.9.1 The Integrity Commissioner shall report annually to Council on the number of Complaints filed by way of a summary report to Council, in November of each calendar year.

18.9.2 The Clerk shall ensure confidentiality is maintained during and after the Integrity Commissioner's investigation.

18.9.3 Records of the Integrity Commissioner must be retained permanently.

#### No breach of Code of Conduct

18.9.4 Where a Complaint is unfounded or dismissed, the Integrity Commissioner shall not report to Council, except as part of his or her annual report.

#### Report on breach of Code of Conduct

18.9.5 The Integrity Commissioner shall submit his or her report to Council within 60 days from the filing of a Complaint.

18.9.6 If the Integrity Commissioner is unable to prepare his or her report within 60 days, he or she shall advise Council of this in writing and give reasons and also an approximate date for the filing of his or her report.

18.9.7 The report filed by the Integrity Commissioner shall include:

18.9.7.1 the nature of the Complaint;

18.9.7.2 if the Complaint was filed after the expiry of the time limit under section 18.3.1 of this By-law, the Integrity Commissioner's findings regarding sections 18.3.2 and 18.3.3 of this By-law, which findings shall be in accordance with the civil standard of the balance of probabilities;

18.9.7.3 the evidence gathered from the Complaint and from the inquiry;

18.9.7.4 the Integrity Commissioner's findings of fact regarding the Complaint, which findings shall be made in accordance with the civil standard of the balance of probabilities;

18.9.7.5 the Integrity Commissioner's decision, based on the findings of fact that the Member contravened or did not contravene his or her obligations under the Code of Conduct, or under any other procedures, rules or policies governing his or her ethical behaviour; and

18.9.7.6 where the Integrity Commissioner decides that the Member has contravened the Code of Conduct, or any other procedures, rules or policies governing the ethical behaviour of Members, his or her recommendation on the penalty to be imposed under section 18.10 of this By-law.

18.9.8 The Integrity Commissioner may make interim reports to Council, where necessary, to address any issues of interference, obstruction, delay or

retaliation encountered during the investigation.

- 18.9.9 The Integrity Commissioner shall file a copy of the final report on an investigation with the Clerk, who will then provide a copy of the report to the Complainant and the Member whose conduct it has addressed.
- 18.9.10 The Clerk shall submit the Integrity Commissioner's report to Council within the next two regular meetings and the Integrity Commissioner shall appear to present his or her report to Council.
- 18.9.11 The Integrity Commissioner reporting shall be made at an open Council meeting.
- 18.9.12 Although the Integrity Commissioner's report must be made public, pursuant to the *Municipal Act, 2001*, some parts of the investigations may be confidential, and will not be made public.

#### 18.10 Penalties imposed by the Town

- 18.10.1 Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Town that, in his or her opinion, the Member has breached this Code of Conduct:
  - 18.10.1.1 A reprimand.
  - 18.10.1.2 Suspension of the remuneration paid to the Member in respect of his or her services as a Member of Council or Local board, as the case may be for a period of up to 90 days.
- 18.10.2 Council may also take the following additional actions:
  - 18.10.2.1 Remove the Member from an ad-hoc committee, committee or board.
  - 18.10.2.2 Remove as Chair of a committee or Board.
  - 18.10.2.3 Require the Member to repay or reimburse the compensation received.
  - 18.10.2.4 Require the Member to return property or reimburse for the value of it.
  - 18.10.2.5 Any other fair and reasonable sanction given the circumstances.
  - 18.10.2.6 Request a public apology to Council, the complainant, or both.

18.10.2.7 All sanctions under this Code of Conduct will be fair and in keeping with the severity of the infraction, giving due regard to the Member's previous conduct.

**Appendix "A"**  
**By-law N° 13-2019**

**Formal Complaint Form / Affidavit**  
**Code of Conduct**

Fillable form to come

**Appendix "B"**  
**By-law N° 13-2019**

**Acknowledgment of Understanding and Compliance Form**  
**Code of Conduct**

The undersigned Member of Council, a Committee, and/or Local board of the Town of Hawkesbury hereby acknowledges receipt of a copy of the Code of Conduct By-law N° 13-2019 and agree to abide by its contents. I also acknowledge this form will be kept on file with the Town of Hawkesbury, and a copy of this signed form was retained by the Member him/herself.

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

**Appendix "C"**  
**By-law N° xx-2019**

**Disclosure Statement Form**  
**Code of Conduct**

Subsection 6.8 of the Code of Conduct regarding the acceptance of gifts and benefits requires Members of Council and of local board o disclose the receipt of certain gifts and benefits if the dollar value of a single gift or benefit exceeds \$100 or if the total value of gifts and benefits received from one source in a calendar year exceeds \$100. This Disclosure Statement is to be used to report on such gifts and benefits and shall be filed with the Clerk of the Town of Hawkesbury within 30 days of receipt of such gift or benefit, or upon reaching the annual limit. Disclosure Statements as this one are a matter of public record.

Nature of Gift or Benefit received:

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Source of Gift or Benefit:

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Circumstances under which Gift or Benefit was received:

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Estimated Value of Gift or Benefit: \$ \_\_\_\_\_

---

Date Gift or Benefit was received: \_\_\_\_\_

Signature of Member: \_\_\_\_\_

Date: \_\_\_\_\_

Date on which the Statement is received by the Clerk: \_\_\_\_\_

**Appendix "D"**  
**By-law N° 13-2019**

**Request for Advice Form**

**Code of Conduct**

Name of Member: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Advice Requested: (Please provide as many details as possible. Attach additional pages if required.)

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\_\_\_\_\_  
*(Signature of Requestor)*

\_\_\_\_\_  
*(Signature of Integrity Commissioner)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date Received by Integrity Commissioner)*



**CORPORATION DE LA VILLE DE HAWKESBURY**

**RÈGLEMENT N° 14-2019**

**Pour autoriser une entente pour le remplacement du  
débitmètre et de tuyaux  
à l'usine de filtration d'eau  
Contrat N° E08-52-1801**

---

**ATTENDU** que la ville de Hawkesbury a procédé à un appel d'offres pour le remplacement du débitmètre et de tuyaux à l'usine de filtration d'eau; et

**ATTENDU** que l'article 9 de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, prévoit qu'une municipalité a la capacité ainsi que les droits, pouvoirs et privilèges d'une personne physique aux fins de l'exercice des pouvoirs que lui confère la présente Loi ou une autre loi; et

**ATTENDU** que le paragraphe 4 de l'article 11 (3) de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, autorise une municipalité à adopter des règlements concernant les services publics.

**PAR CONSÉQUENT**, le conseil municipal de la Corporation de la ville de Hawkesbury décrète ce qui suit :

1. **QUE** la Corporation de la ville de Hawkesbury soit autorisée à conclure une entente avec la compagnie Rose Mechanical / 2311812 Ontario Inc. pour un montant de 185 452.24\$ excluant la T.V.H., tel que décrit à l'annexe « A » ci-jointe et formant partie intégrante du présent règlement plus une contingence de 25 000\$, si nécessaire.
2. **QUE** cette entente est sujette à l'obtention de tous les documents exigés dans l'appel d'offres.
3. **QUE** la Mairesse et la Greffière soient autorisées et mandatées à signer ladite entente au nom de la Corporation de la ville de Hawkesbury.
4. **QUE** ce règlement soit en vigueur suite à son adoption.

**LU EN PREMIÈRE, DEUXIÈME, ET ADOPTÉ EN TROISIÈME LECTURE  
CE 25<sup>e</sup> JOUR DE FÉVRIER 2019.**

**La version anglaise de ce règlement prévaut quant à son interprétation.**

**THE CORPORATION OF THE TOWN OF HAWKESBURY**

**BY-LAW N° 14-2019**

**A by-law to execute an agreement for  
the replacement of a flow meter and  
piping changes  
at the Water Treatment Plant  
Contract N° E08-52-1801**

---

**WHEREAS** the Town has proceeded with a call for tender for the flow meter replacement and piping changes at the Water Treatment Plant; and

**WHEREAS** section 9 of the *Municipal Act, 2001* S.O. 2001, chapter 25 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person; and

**WHEREAS** section 11 (3) 4 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, authorizes a municipality to pass By-laws respecting public utilities.

**NOW THEREFORE**, the Council of the Corporation of the Town of Hawkesbury enacts as follows:

1. **THAT** the Corporation of the Town of Hawkesbury enters into and executes an agreement with Rose Mechanical / 2311812 Ontario Inc. at a cost of \$185,452.24 excluding HST, as outlined in Schedule "A" attached to and forming part of this By-law plus a contingency of \$25,000.00, if needed.
2. **THAT** this agreement is conditional to the company producing all documents required in the call for tender document.
3. **THAT** the Mayor and the Clerk are hereby authorized and instructed to sign said agreement on behalf of the Corporation of the Town of Hawkesbury.
4. **THAT** this By-law shall come into force and effect on the date of its adoption.

**READ A FIRST, SECOND AND ADOPTED UPON THIRD READING  
THIS 25<sup>th</sup> DAY OF FEBRUARY 2019.**

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**Paula Assaly, Mayor**

---

**Christine Groulx, Clerk**

**CORPORATION DE LA VILLE DE HAWKESBURY**

**RÈGLEMENT N° 15-2019**

**Pour autoriser une servitude  
avec la compagnie Cogeco Connexion Inc.  
pour l'installation d'une fibre optique**

---

**ATTENDU** que la compagnie Cogeco Connexion Inc. avait demandé à la Ville d'utiliser une parcelle du terrain situé au nord de la rue Main Est, communément connu sous le nom de « Côte abattoir » pour installer une fibre optique pour traverser la rivière des Outaouais; et

**ATTENDU** qu'autorisation du conseil a été donné à la réunion du 15 octobre 2018; et

**ATTENDU** que l'article 9 de la *Loi de 2001 sur les municipalités*, L.O. 2001, Chap. 25, telle que modifiée, prévoit qu'une municipalité a la capacité ainsi que les droits, pouvoirs et privilèges d'une personne physique aux fins de l'exercice des pouvoirs que lui confère la présente Loi ou une autre loi.

**PAR CONSÉQUENT**, le conseil municipal de la Corporation de la ville de Hawkesbury décrète ce qui suit :

1. **QUE** la Corporation de la ville de Hawkesbury octroi une servitude à Cogeco Connexion Inc. sur les Parties 1 et 2 du Plan 46R-7915, tel que décrit à l'Annexe « A » ci-joint et faisant partie du présent règlement.
2. **QUE** la Mairesse et la Greffière soient autorisées et mandatées à signer ladite servitude au nom de la Corporation de la ville de Hawkesbury.
3. **QUE** ce règlement soit en vigueur suite à son adoption.

**LU EN PREMIÈRE, DEUXIÈME, ET ADOPTÉ EN TROISIÈME LECTURE  
CE 25<sup>e</sup> JOUR DE FÉVRIER 2019.**

---

**Paula Assaly, Mairesse**

---

**Christine Groulx, Greffière**

**La version anglaise de ce règlement prévaut quant à son interprétation.**

Schedule "A" - By-law N°15-2019

SCHEDULE				
PART No.	LOT	PLAN	P.I.N.	AREA
1	PT 167	M-2	PT 54196-0036	228.7 SQ. METRES
2	PT 170	M-2	PT 54196-0036	228.7 SQ. METRES
PARTS 1 AND 2: PART OF P.I.N. 54196-0036				
PARTS 1 AND 2 ARE SUBJECT TO AN EASEMENT, AS SET OUT IN INST. No. LT6063				

I require this plan to be deposited under the Land Titles Act.

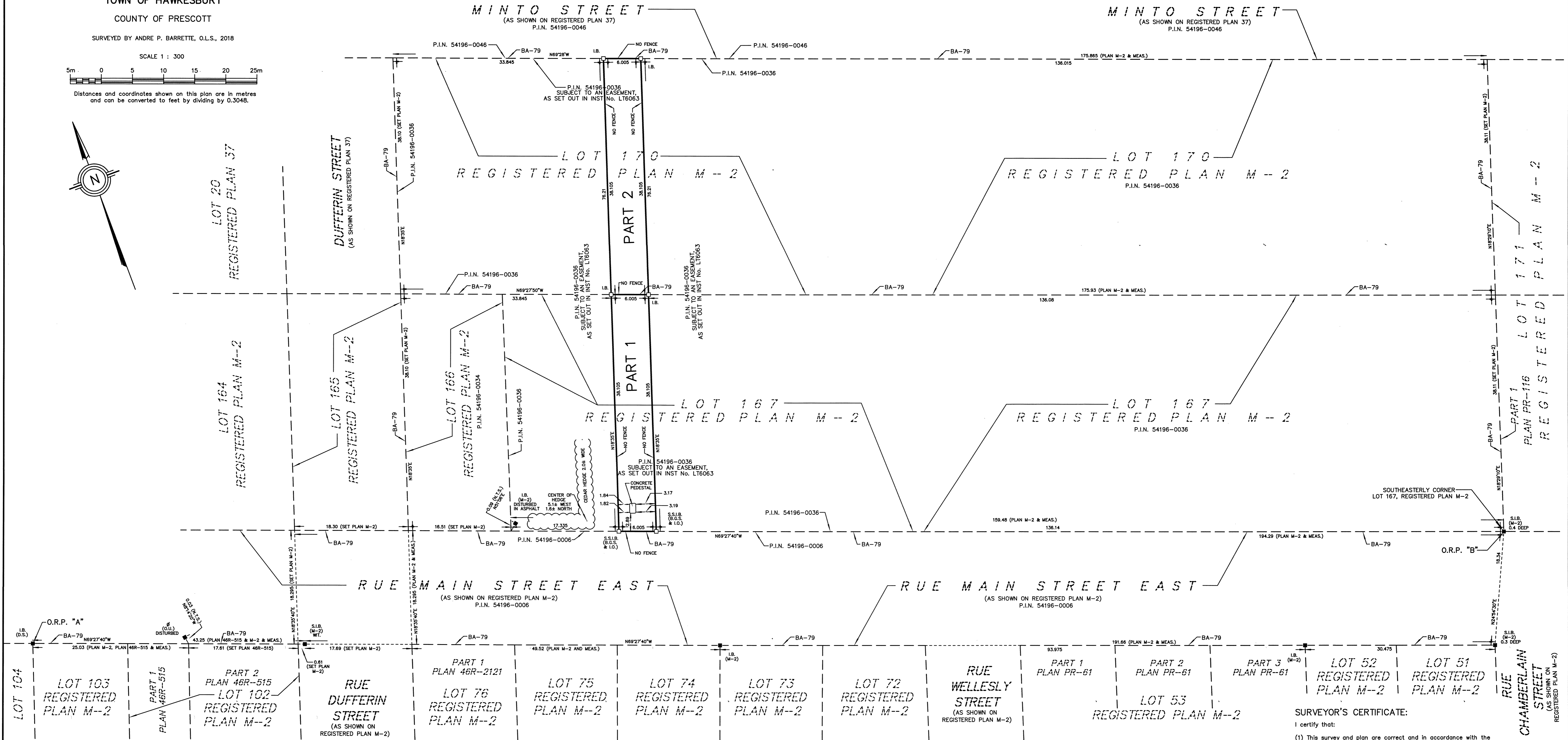
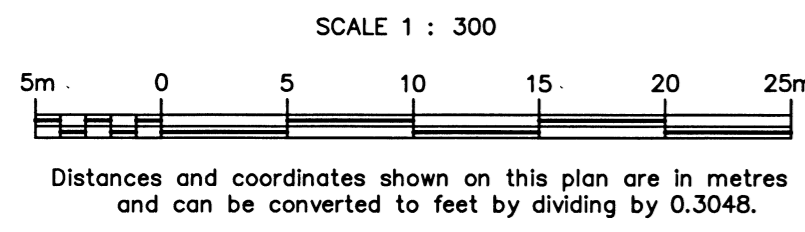
Date: October 30, 2018

Andre P. Barrette  
Ontario Land Surveyor

Plan 46R-7915  
Received and deposited  
Date: Nov. 7, 2018  
Dominique Soubestre  
Representative for the Land Registrar for the Land Titles Division of Prescott No. 46

PLAN OF SURVEY  
OF PART OF  
LOTS 167 AND 170  
REGISTERED PLAN M-2  
TOWN OF HAWKESBURY  
COUNTY OF PRESCOTT

SURVEYED BY ANDRE P. BARRETTE, O.L.S., 2018



- 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
  - ∅ denotes 19mm round Iron Bar 0.6m long
  - C.C. denotes Cut Cross
  - C.M. denotes Concrete Monument
  - WT. 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.S.I.B. set due to Insufficient Overburden
  - B.G.S. denotes an S.S.I.B. set in proximity of Below Grade Services
  - P.I.N. denotes Property Identifier Number
  - M-2 denotes Registered Plan M-2
  - N.T.S. denotes Not To Scale
  - C.P. denotes 5mm diameter Concrete Pin 0.05m long
  - M.T.M. denotes 3-degree Modified Transverse Mercator projection
  - O.R.P. denotes Observed Reference Point
  - G.N.S.S. denotes Global Navigation Satellite System
  - BA-79 denotes a boundary confirmed under the Boundaries Act and recorded in the office of the Director of Titles as BA-79
  - O.U. denotes Origin Unknown

- NOTES:**
- Bearings are M.T.M. Grid, derived from Observed Reference Points A and B, by Real Time Kinematic Network Observations (using the Leica Smartnet G.N.S.S. precision wide area network), M.T.M. Zone 8, NAD83(CSRS v6) Epoch 2010.00.
  - For bearing comparisons, a rotation of 0°46'20" clockwise (more East and less West) was applied to bearings on Reference Plans 46R-515, PR-116 & Registered Plan M-2.
  - Distances are ground and can be converted to grid by multiplying by the combined scale factor of 0.99998522.

**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 October 29, 2018.

October 30, 2018

Andre P. Barrette  
Ontario Land Surveyor

POINT I.D.	NORTHING	EASTING
O.R.P. A	5052 603.935	219 900.157
O.R.P. B	5052 538.165	220 127.849

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: 613-632-2897  
Job No. 18254 Ref. No. 46M-2-196

**ACKNOWLEDGEMENT AND DIRECTION**

**TO:** Cogeco Connexion Inc.  
(Insert lawyer's name)

**AND TO:** Cogeco Connexion Inc.  
(Insert firm name)

**RE:** Hawkesbury Easement ("the transaction")  
(Insert brief description of transaction)

**This will confirm that:**

- I/We have reviewed the information set out in this Acknowledgement and Direction and in the documents described below (the "Documents"), and that this information is accurate;
- You, your agent or employee are authorized and directed to sign, deliver, and/or register electronically, on my/our behalf the Documents in the form attached.
- You are hereby authorized and directed to enter into an escrow closing arrangement substantially in the form attached hereto being a copy of the version of the Document Registration Agreement, which appears on the website of the Law Society of Upper Canada as the date of the Agreement of Purchase and sale herein. I/We hereby acknowledge the said Agreement has been reviewed by me/us and that I/We shall be bound by its terms;
- The effect of the Documents has been fully explained to me/us, and I/we understand that I/we are parties to and bound by the terms and provisions of the Documents to the same extent as if I/we had signed them; and
- I/we are in fact the parties named in the Documents and I/we have not misrepresented our identities to you.
- I, nlq, am the spouse of \_\_\_\_\_, the (Transferor/Chargor), and hereby consent to the transaction described in the Acknowledgment and Direction. I authorize you to indicate my consent on all the Documents for which it is required.

**DESCRIPTION OF ELECTRONIC DOCUMENTS**

The Document(s) described in the Acknowledgement and Direction are the document(s) selected below which are attached hereto as "Document in Preparation" and are:

- A Transfer of the land described above. *Easement*
- A Charge of the land described above.
- Other documents set out in Schedule "B" attached hereto.

**Dated at** \_\_\_\_\_, **this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_.

**WITNESS**

(As to all signatures, if required)

\_\_\_\_\_

THE CORPORATION OF THE TOWN OF HAWKESBURY

*x*  
\_\_\_\_\_

PER: PAULA ASSALY, MAJOR

*x*  
\_\_\_\_\_

PER: CHRISTINE GROULX, CLERK. WE HAVE THE AUTHORITY TO BIND THE CORPORATION.

\_\_\_\_\_

**Properties**

PIN 54196 - 0036 LT Interest/Estate Fee Simple  Add Easement

Description SERVICENT LANDS: PART OF PCL 167-2 SEC M2; PART OF LT 167 PL M2; PART OF LT 170 PL M2; DESIGNATED AS PARTS 1 AND 2, PLAN 46R-7915; S/T THE RIGHT, PRIVILEGE & EASEMENT IN PERPETUITY AS IN LT6063 IN FAVOUR OF THE CROWN TO FLOOD OR AFFECT INJURIOUSLY OR OTHERWISE ALL OR ANY PART OF THE ABOVE DESCRIBED LANDS UP TO AN ELEVATION OF 139 FT MEAN SEA-LEVEL ACCORDING TO GEODETIC SURVEY OF CANADA DATUM BY RAISING LOWERING ALTERING AND/OR FLUCTUATING THE LEVEL OF THE WATERS OF THE OTTAWA RIVER OVER THE LANDS OF HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF ENERGY RESOURCES FOR THE PROVINCE OF ONTARIO AND ANY OTHER WATERS AFFECTED THEREBY; S/T THE OTTAWA RIVER WATER POWERS ACT. 1943; HAWKESBURY

DOMINANT LANDS: SEE SCHEDULE

Address HAWKESBURY

**Consideration**

Consideration \$1.00

**Transferor(s)**

The transferor(s) hereby transfers the land to the transferee(s).

Name THE CORPORATION OF THE TOWN OF HAWKESBURY  
Acting as a company

Address for Service 600 Higginson Street  
Hawkesbury, Ontario  
K6A 1H1

I, /We, Paula Assaly, Mayor and Christine Groulx, Clerk, have the authority to bind the corporation.  
This document is not authorized under Power of Attorney by this party.

**Transferee(s)** Capacity Share

Name COGECO CONNEXION INC.  
Acting as a company

Address for Service 950 Syscon Road  
Burlington, Ontario  
L7R 4S6

**Statements**

Schedule:

**Calculated Taxes**

Provincial Land Transfer Tax \$0.00

**File Number**

Transferee Client File Number : 19C003

**LAND TRANSFER TAX STATEMENTS**

In the matter of the conveyance of: 54196 - 0036 SERVIENT LANDS: PART OF PCL 167-2 SEC M2; PART OF LT 167 PL M2; PART OF LT 170 PL M2; DESIGNATED AS PARTS 1 AND 2, PLAN 46R-7915; S/T THE RIGHT, PRIVILEGE & EASEMENT IN PERPETUITY AS IN LT6063 IN FAVOUR OF THE CROWN TO FLOOD OR AFFECT INJURIOUSLY OR OTHERWISE ALL OR ANY PART OF THE ABOVE DESCRIBED LANDS UP TO AN ELEVATION OF 139 FT MEAN SEA-LEVEL ACCORDING TO GEODETIC SURVEY OF CANADA DATUM BY RAISING LOWERING ALTERING AND/OR FLUCTUATING THE LEVEL OF THE WATERS OF THE OTTAWA RIVER OVER THE LANDS OF HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF ENERGY RESOURCES FOR THE PROVINCE OF ONTARIO AND ANY OTHER WATERS AFFECTED THEREBY; S/T THE OTTAWA RIVER WATER POWERS ACT. 1943; HAWKESBURY

DOMINANT LANDS: SEE SCHEDULE

BY: THE CORPORATION OF THE TOWN OF HAWKESBURY  
TO: COGECO CONNEXION INC.

1. TIM BROWN, SENIOR MANAGER, M&I.R., LEGAL AFFAIRS

I am

- (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- (c) A transferee named in the above-described conveyance;
- (d) The authorized agent or solicitor acting in this transaction for \_\_\_\_\_ described in paragraph(s) ( ) above.
- (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for \_\_\_\_\_ described in paragraph(s) (c) above.
- (f) A transferee described in paragraph ( ) and am making these statements on my own behalf and on behalf of \_\_\_\_\_ who is my spouse described in paragraph ( ) and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	\$1.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$1.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$1.00

4. Explanation for nominal considerations:  
o) Transfer of easement or right of way for no consideration.

5. The land is not subject to an encumbrance

6. Other remarks and explanations, if necessary.

1. The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
2. The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "specified region" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
3. (c) The transferee(s) is not a "foreign entity" or a "taxable trustee".
4. The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
5. The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.

PROPERTY Information Record

A. Nature of Instrument: Transfer  
LRO 46 Registration No. Date:  
B. Property(s): PIN 54196 - 0036 Address HAWKESBURY Assessment -  
Roll No  
C. Address for Service: 950 Syscon Road  
Burlington, Ontario  
L7R 4S6  
D. (i) Last Conveyance(s): PIN 54196 - 0036 Registration No.



---

**LAND TRANSFER TAX STATEMENTS**

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(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes  No  Not known

## TRANSFER OF EASEMENT

**WHEREAS** Cogeco Connexion Inc. (the "Transferee") is the owner in fee simple of those lands and premises municipally known as 950 Syscon Road, Burlington, Ontario, L7R 4S6, Lot 5 Plan M-188 and Lot 9 Plan M-188, City of Burlington, Region of Halton and registered under PIN No. 07015-0080 and any other lands within the Province of Ontario area from which the Transferee now or hereafter operates or conducts its business (the "Dominant Tenement");

**THE TRANSFEROR** hereby grants and transfers to the Transferee, its successors and assigns, to be used and enjoyed as appurtenant to the Transferee's lands, a free, unencumbered, uninterrupted, and unobstructed right, privilege and easement (the "Easement") in, over, under, along, through and across the lands of the Transferor described in the Properties Section of the Transfer Easement to which this Schedule is attached (the "Servient Lands") for the following purposes:

1. the right to construct, operate, install, maintain, inspect, alter, remove, replace, extend, enlarge, relocate, reconstruct and repair telecommunication and cable television lines and all related or appurtenant equipment (whether buried, surface, mounted or aerial), together with all of the works of the Transferee including conduits, conduit structures, markers, poles, guys and all appurtenances thereto (the "Works"); and
2. the right of free, uninterrupted, unimpeded and unobstructed vehicular and personal ingress and egress to and over the Servient Lands, and to abutting road allowances or abutting rights of way for the Transferee and its servants, agents, contractors, vehicles, supplies and equipment at any time and from time to time, for all purposes necessary or incidental to the exercise and enjoyment of the rights hereby granted.
3. This easement shall be effective to convey or grant an interest in the Servient Lands only if the subdivision control provisions of the *Planning Act* (Ontario) or any similar legislation are complied with. Until such time as the subdivision control provisions of the *Planning Act* (Ontario) have been complied with and the Transferee has obtained any necessary consent in connection therewith, the term of this easement shall be deemed to be for a period of 21 years less one day.

**THE TRANSFEROR** hereby agrees and undertakes with the Transferee as follows:

4. that the Servient Lands shall remain free of physical encumbrances which would hinder the Works of the Transferee or the access by the Transferee, its servants, agents, contractors, vehicles, supplies and equipment and that no trees, structures or obstructions will be permitted to be installed or built thereon unless the Transferee in writing consents to the existence of same, which consent is not to be unreasonably withheld;
5. that no other easement save and except in favour of the supplier of any public utility will be granted in, over, under, along, through or across the Servient Lands prior to the registration of this document and that no other easement will be granted in, over, under, along, through, or over the Servient Lands subsequent to the registration of this document unless the subsequent Transferee first undertakes in writing to the Transferee and the Transferor that:
  - (i) in its use of such subsequent easement it will not interfere with the Works of the Transferee or the access by the Transferee, its servants, agents, contractors, vehicles, supplies and equipment and provides suitable indemnities in connection therewith; and
  - (ii) prior to undertaking any construction or installation of equipment or Works pursuant to its rights granted under such subsequent easement it will submit the plans thereof to the Transferee for its approval, such approval not to be unreasonably withheld;
6. that in the event of damage to the Works by the Transferor's employees or agents, to be responsible for the cost of repairs;
7. that no fill shall be deposited nor shall existing earth be removed from the Servient Lands;
8. that it has the right to grant the said Easement to the Transferee notwithstanding any act of the Transferor; and
9. that it will execute such further assurances of the Servient Lands in respect of this transfer of easement as may be required.

**THE TRANSFEREE** covenants and agrees as follows:

10. to be responsible for any damage caused at any time by its agents or employees to the Servient Lands. When practical, the Transferee, after any of its activities, shall restore the Servient Lands appropriately. The subsequent maintenance of the Servient Lands shall be the responsibility of the Transferor; and
11. to indemnify and save harmless the Transferor, its respective successors and assigns from and against all claims, demands, loss, damage, costs, actions, suit or other proceedings by whomever made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to, anything done or omitted to be done by the Transferee, its servants or agents, in the exercise or enjoyment of the rights and easements herein transferred.

**THIS AGREEMENT** including the burden and benefit herein contained shall run with the Servient Lands and shall extend to be binding on and enure to the benefit of the parties hereto and their respective successors and assigns. The word "successor" shall include without limitation, successors and assigns of the corporations including amalgamated and continuing corporations.

**NOTWITHSTANDING** any rule of law or equity, the Works shall at all times remain the property of the Transferee notwithstanding that the same may be annexed or affixed to the Lands.

**ALL COVENANTS** herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context or the parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

~~**AND THE MORTGAGEE(S)** in Mortgage/Charge No(s) \_\_\_\_\_, in consideration of the sum of One Dollar (\$1.00) the receipt of which is hereby acknowledged, joins herein for the purpose of consenting hereto and agrees to the easement and right of way hereby granted and covenants that the Transferee shall have quiet possession of the rights, privileges and easements hereby granted.~~

Mortgagee \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE CORPORATION OF THE TOWN OF HAWKESBURY**

**BY-LAW N° 15-2019**

**A by-law to execute an easement agreement  
with Cogeco Connexion Inc.  
for installing a fiber cable  
on municipally owned land**

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**WHEREAS** the company Cogeco had made a request to the Town to use a parcel of the lot situated north of Main Street East, commonly known as the “Slaughterhouse Hill”, for installing a fiber cable to cross the Ottawa river; and

**WHEREAS** authorization has been granted by Council on October 15, 2018; and

**WHEREAS** section 9 of the *Municipal Act, 2001* S.O. 2001, chapter 25 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person.

**NOW THEREFORE**, the Council of the Corporation of the Town of Hawkesbury enacts as follows:

1. **THAT** the Corporation of the Town of Hawkesbury grants an easement to Cogeco Connexion Inc. on Parts 1 and 2 of Plan 46R-7915, as outlined in Schedule “A” attached to and forming part of this By-law.
2. **THAT** the Mayor and the Clerk are hereby authorized and instructed to sign said easement on behalf of the Corporation of the Town of Hawkesbury.
3. **THAT** this By-law shall come into force and effect on the date of its adoption.

**READ A FIRST, SECOND AND ADOPTED UPON THIRD READING  
THIS 25<sup>th</sup> DAY OF FEBRUARY 2019.**

---

**Paula Assaly, Mayor**

---

**Christine Groulx, Clerk**

Schedule "A" - By-law N°15-2019

SCHEDULE				
PART No.	LOT	PLAN	P.I.N.	AREA
1	PT 167	M-2	PT 54196-0036	228.7 SQ. METRES
2	PT 170	M-2	PT 54196-0036	228.7 SQ. METRES
PARTS 1 AND 2: PART OF P.I.N. 54196-0036				
PARTS 1 AND 2 ARE SUBJECT TO AN EASEMENT, AS SET OUT IN INST. No. LT6063				

I require this plan to be deposited under the Land Titles Act.

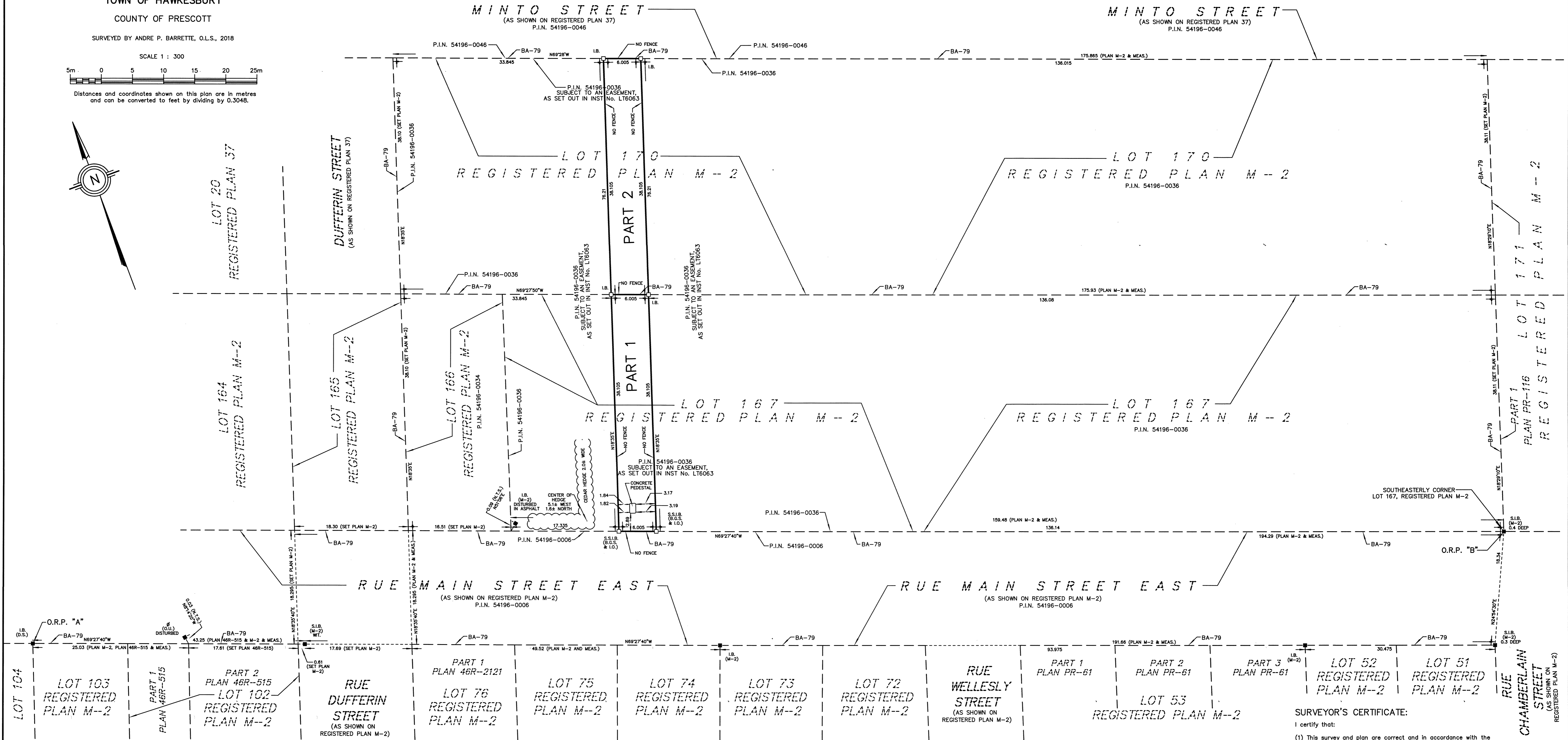
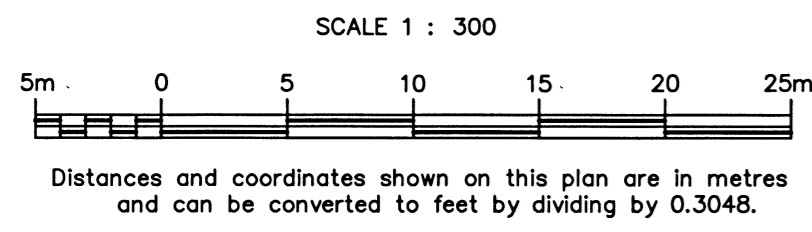
Date: October 30, 2018

Andre P. Barrette  
Ontario Land Surveyor

Plan 46R-7915  
Received and deposited  
Date: Nov. 7, 2018  
Dominique Soubestre  
Representative for the Land Registrar for the Land Titles Division of Prescott No. 46

PLAN OF SURVEY  
OF PART OF  
LOTS 167 AND 170  
REGISTERED PLAN M-2  
TOWN OF HAWKESBURY  
COUNTY OF PRESCOTT

SURVEYED BY ANDRE P. BARRETTE, O.L.S., 2018



- 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
  - ∅ denotes 19mm round Iron Bar 0.6m long
  - C.C. denotes Cut Cross
  - C.M. denotes Concrete Monument
  - WT. 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.S.I.B. set due to Insufficient Overburden
  - B.G.S. denotes an S.S.I.B. set in proximity of Below Grade Services
  - P.I.N. denotes Property Identifier Number
  - M-2 denotes Registered Plan M-2
  - N.T.S. denotes Not To Scale
  - C.P. denotes 5mm diameter Concrete Pin 0.05m long
  - M.T.M. denotes 3-degree Modified Transverse Mercator projection
  - O.R.P. denotes Observed Reference Point
  - G.N.S.S. denotes Global Navigation Satellite System
  - BA-79 denotes a boundary confirmed under the Boundaries Act and recorded in the office of the Director of Titles as BA-79
  - O.U. denotes Origin Unknown

- NOTES:**
- Bearings are M.T.M. Grid, derived from Observed Reference Points A and B, by Real Time Kinematic Network Observations (using the Leica Smartnet G.N.S.S. precision wide area network), M.T.M. Zone 8, NAD83(CSRS v6) Epoch 2010.00.
  - For bearing comparisons, a rotation of 0°46'20" clockwise (more East and less West) was applied to bearings on Reference Plans 46R-515, PR-116 & Registered Plan M-2.
  - Distances are ground and can be converted to grid by multiplying by the combined scale factor of 0.99998522.

**SURVEYOR'S CERTIFICATE:**

I certify that:

- 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.
- The survey was completed on October 29, 2018.

October 30, 2018

Andre P. Barrette  
Ontario Land Surveyor

COORDINATED REFERENCE POINTS: MTM ZONE 8, NAD83(CSRS v6) Epoch 2010.00 COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O.REG. 216/10

POINT I.D.	NORTHING	EASTING
O.R.P. A	5052 603.935	219 900.157
O.R.P. B	5052 538.165	220 127.849

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: 613-632-2897

Job No. 18254 Ref. No. 46M-2-196

**ACKNOWLEDGEMENT AND DIRECTION**

**TO:** Cogeco Connexion Inc.  
(Insert lawyer's name)

**AND TO:** Cogeco Connexion Inc.  
(Insert firm name)

**RE:** Hawkesbury Easement ("the transaction")  
(Insert brief description of transaction)

**This will confirm that:**

- I/We have reviewed the information set out in this Acknowledgement and Direction and in the documents described below (the "Documents"), and that this information is accurate;
- You, your agent or employee are authorized and directed to sign, deliver, and/or register electronically, on my/our behalf the Documents in the form attached.
- You are hereby authorized and directed to enter into an escrow closing arrangement substantially in the form attached hereto being a copy of the version of the Document Registration Agreement, which appears on the website of the Law Society of Upper Canada as the date of the Agreement of Purchase and sale herein. I/We hereby acknowledge the said Agreement has been reviewed by me/us and that I/We shall be bound by its terms;
- The effect of the Documents has been fully explained to me/us, and I/we understand that I/we are parties to and bound by the terms and provisions of the Documents to the same extent as if I/we had signed them; and
- I/we are in fact the parties named in the Documents and I/we have not misrepresented our identities to you.
- I, nlq, am the spouse of \_\_\_\_\_, the (Transferor/Chargor), and hereby consent to the transaction described in the Acknowledgment and Direction. I authorize you to indicate my consent on all the Documents for which it is required.

**DESCRIPTION OF ELECTRONIC DOCUMENTS**

The Document(s) described in the Acknowledgement and Direction are the document(s) selected below which are attached hereto as "Document in Preparation" and are:

- A Transfer of the land described above. *Easement*
- A Charge of the land described above.
- Other documents set out in Schedule "B" attached hereto.

**Dated at** \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WITNESS**

(As to all signatures, if required)

\_\_\_\_\_

THE CORPORATION OF THE TOWN OF HAWKESBURY

*x*  
\_\_\_\_\_  
PER: PAULA ASSALY, MAJOR

*x*  
\_\_\_\_\_  
PER: CHRISTINE GROULX, CLERK. WE HAVE THE AUTHORITY TO BIND THE CORPORATION.

**Properties**

PIN 54196 - 0036 LT Interest/Estate Fee Simple  Add Easement

Description SERVICENT LANDS: PART OF PCL 167-2 SEC M2; PART OF LT 167 PL M2; PART OF LT 170 PL M2; DESIGNATED AS PARTS 1 AND 2, PLAN 46R-7915; S/T THE RIGHT, PRIVILEGE & EASEMENT IN PERPETUITY AS IN LT6063 IN FAVOUR OF THE CROWN TO FLOOD OR AFFECT INJURIOUSLY OR OTHERWISE ALL OR ANY PART OF THE ABOVE DESCRIBED LANDS UP TO AN ELEVATION OF 139 FT MEAN SEA-LEVEL ACCORDING TO GEODETIC SURVEY OF CANADA DATUM BY RAISING LOWERING ALTERING AND/OR FLUCTUATING THE LEVEL OF THE WATERS OF THE OTTAWA RIVER OVER THE LANDS OF HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF ENERGY RESOURCES FOR THE PROVINCE OF ONTARIO AND ANY OTHER WATERS AFFECTED THEREBY; S/T THE OTTAWA RIVER WATER POWERS ACT. 1943; HAWKESBURY

Address DOMINANT LANDS: SEE SCHEDULE  
HAWKESBURY

**Consideration**

Consideration \$1.00

**Transferor(s)**

The transferor(s) hereby transfers the land to the transferee(s).

Name THE CORPORATION OF THE TOWN OF HAWKESBURY  
Acting as a company

Address for Service 600 Higginson Street  
Hawkesbury, Ontario  
K6A 1H1

I, /We, Paula Assaly, Mayor and Christine Groulx, Clerk, have the authority to bind the corporation.  
This document is not authorized under Power of Attorney by this party.

**Transferee(s)** Capacity Share

Name COGECO CONNEXION INC.  
Acting as a company

Address for Service 950 Syscon Road  
Burlington, Ontario  
L7R 4S6

**Statements**

Schedule:

**Calculated Taxes**

Provincial Land Transfer Tax \$0.00

**File Number**

Transferee Client File Number : 19C003

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DOMINANT LANDS: SEE SCHEDULE

BY: THE CORPORATION OF THE TOWN OF HAWKESBURY  
 TO: COGECO CONNEXION INC.

**1. TIM BROWN, SENIOR MANAGER, M&I.R., LEGAL AFFAIRS**

I am

- (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- (c) A transferee named in the above-described conveyance;
- (d) The authorized agent or solicitor acting in this transaction for \_\_\_\_\_ described in paragraph(s) ( ) above.
- (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for \_\_\_\_\_ described in paragraph(s) (c) above.
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Explanation for nominal considerations:  
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**5. The land is not subject to an encumbrance**

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3. (c) The transferee(s) is not a "foreign entity" or a "taxable trustee".
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**PROPERTY Information Record**

A. Nature of Instrument:	Transfer		
	LRO 46	Registration No.	Date:
B. Property(s):	PIN 54196 - 0036	Address HAWKESBURY	Assessment - Roll No
C. Address for Service:	950 Syscon Road Burlington, Ontario L7R 4S6		
D. (i) Last Conveyance(s):	PIN 54196 - 0036	Registration No.	



---

**LAND TRANSFER TAX STATEMENTS**

---

(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes  No  Not known

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1. the right to construct, operate, install, maintain, inspect, alter, remove, replace, extend, enlarge, relocate, reconstruct and repair telecommunication and cable television lines and all related or appurtenant equipment (whether buried, surface, mounted or aerial), together with all of the works of the Transferee including conduits, conduit structures, markers, poles, guys and all appurtenances thereto (the "Works"); and
2. the right of free, uninterrupted, unimpeded and unobstructed vehicular and personal ingress and egress to and over the Servient Lands, and to abutting road allowances or abutting rights of way for the Transferee and its servants, agents, contractors, vehicles, supplies and equipment at any time and from time to time, for all purposes necessary or incidental to the exercise and enjoyment of the rights hereby granted.
3. This easement shall be effective to convey or grant an interest in the Servient Lands only if the subdivision control provisions of the *Planning Act* (Ontario) or any similar legislation are complied with. Until such time as the subdivision control provisions of the *Planning Act* (Ontario) have been complied with and the Transferee has obtained any necessary consent in connection therewith, the term of this easement shall be deemed to be for a period of 21 years less one day.

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5. that no other easement save and except in favour of the supplier of any public utility will be granted in, over, under, along, through or across the Servient Lands prior to the registration of this document and that no other easement will be granted in, over, under, along, through, or over the Servient Lands subsequent to the registration of this document unless the subsequent Transferee first undertakes in writing to the Transferee and the Transferor that:
  - (i) in its use of such subsequent easement it will not interfere with the Works of the Transferee or the access by the Transferee, its servants, agents, contractors, vehicles, supplies and equipment and provides suitable indemnities in connection therewith; and
  - (ii) prior to undertaking any construction or installation of equipment or Works pursuant to its rights granted under such subsequent easement it will submit the plans thereof to the Transferee for its approval, such approval not to be unreasonably withheld;
6. that in the event of damage to the Works by the Transferor's employees or agents, to be responsible for the cost of repairs;
7. that no fill shall be deposited nor shall existing earth be removed from the Servient Lands;
8. that it has the right to grant the said Easement to the Transferee notwithstanding any act of the Transferor; and
9. that it will execute such further assurances of the Servient Lands in respect of this transfer of easement as may be required.

**THE TRANSFEREE** covenants and agrees as follows:

10. to be responsible for any damage caused at any time by its agents or employees to the Servient Lands. When practical, the Transferee, after any of its activities, shall restore the Servient Lands appropriately. The subsequent maintenance of the Servient Lands shall be the responsibility of the Transferor; and
11. to indemnify and save harmless the Transferor, its respective successors and assigns from and against all claims, demands, loss, damage, costs, actions, suit or other proceedings by whomever made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to, anything done or omitted to be done by the Transferee, its servants or agents, in the exercise or enjoyment of the rights and easements herein transferred.

**THIS AGREEMENT** including the burden and benefit herein contained shall run with the Servient Lands and shall extend to be binding on and enure to the benefit of the parties hereto and their respective successors and assigns. The word "successor" shall include without limitation, successors and assigns of the corporations including amalgamated and continuing corporations.

**NOTWITHSTANDING** any rule of law or equity, the Works shall at all times remain the property of the Transferee notwithstanding that the same may be annexed or affixed to the Lands.

**ALL COVENANTS** herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context or the parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

~~**AND THE MORTGAGEE(S)** in Mortgage/Charge No(s) \_\_\_\_\_, in consideration of the sum of One Dollar (\$1.00) the receipt of which is hereby acknowledged, joins herein for the purpose of consenting hereto and agrees to the easement and right of way hereby granted and covenants that the Transferee shall have quiet possession of the rights, privileges and easements hereby granted.~~

Mortgagee \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **RAPPORT MENSUEL – JANVIER 2019**

### **Services du Greffe et de la Réglementation**

**Date:** Le 11 février 2019

**Préparé par:** Christine Groulx, greffière

#### **Accomplissements**

##### **Greffe**

Au cours du mois de janvier, le plan d'affaires pour le service du greffe a été soumis au directeur général. Cet exercice a permis de révéler les différents projets à accomplir au cours de l'année 2019.

Les ordinateurs pour la table du conseil ont été commandés par les Comtés unis de Prescott et Russell. La livraison est prévue pour février, début mars.

L'administration a assisté à un Webinar offert par E-scribe et par I-Compass, deux compagnies qui offrent un logiciel de gestion des ordres du jour électroniques. La prochaine étape est de demander des soumissions. Par contre, il est important de noter que la migration des ordres du jour vers un système électronique prendra entre 6 et 12 semaines.

Durant janvier, nous avons émis/reçu:

Permis d'inhumation : 50

Licence de mariage : 1

Commissaire à l'assermentation : 8

Permis et rapports de loterie : 22

Accès à l'information : 2

##### **Réglementation**

Janvier est le mois où se font les inspections annuelles des 19 taxis appartenus par les deux compagnies. Les inspections ont eu lieu à la caserne des incendies les 29, 30 et 31 janvier. De plus, en janvier, les quelques 30 conducteurs de taxi se sont présentés

au bureau afin de renouveler leur permis.

Janvier ayant connu son lot de tempêtes de neige, les officiers ont été demandés à assister le service des travaux publics durant le chargement de la neige. Sur plusieurs nuits, les officiers ont travaillé en temps supplémentaire afin de patrouiller les rues. Quelques véhicules ont été remorqués.

Les officiers ont reçu énormément de plaintes concernant la neige. Bien que nous ayons rencontré les compagnies de déneigement en novembre dernier, certains ne respectent pas la réglementation qui exige que la neige soit gardée sur la propriété et non soufflée ou poussée chez le voisin; qu'il est interdit de pousser la neige dans les rues, les fossés, sur les bornes fontaines. Les officiers sont appelés quotidiennement à intervenir à ce niveau. Bien qu'un avis ait été mis sur le site Web et sur Facebook, la neige occasionne à toutes les années des plaintes considérables.

## **Progression des projets en cours**

### **Greffé**

Suite à l'approbation par le conseil de la création d'un poste de greffier adjoint, le processus sera entamé en février. La description de tâches doit être préparée pour ce poste qui inclura aussi des tâches de réglementation.

Tel que mentionné plus haut, en février le logiciel de gestion des ordres du jour électroniques sera acquis et le processus de migration entamé.

### **Réglementation**

Au moment d'écrire ce rapport, un officier des règlements a remis sa démission pour la fin de février. L'administration évaluera le besoin du service et la nécessité de mettre à jour les tâches.

## **Activités professionnelles**

### **Greffé**

Une première rencontre du comité régional pour la numérisation des documents aura lieu à Casselman le 28 février prochain. Les greffiers des municipalités de Prescott et Russell ont décidé de travailler ensemble pour mettre en commun des politiques et des procédures dans le but de passer à l'ère de la numérisation.

### **Réglementation**

L'officier Loiselle a été inscrit à la partie 1 de la formation sur les normes de bien-fonds qui se tiendra en mai prochain à Sudbury en mai prochain. Il est nécessaire

de former un autre officier pour être en mesure de répondre à la demande croissante des plaintes de ce genre.

### **Projets ou activités à venir**

Structure organisationnelle du service avec l'embauche du greffier adjointe.

### **Mise à jour des projets capitaux**

Rien pour l'instant.



Soumis par Christine Groulx  
Greffière



Approuvé par Daniel Gatién  
Directeur général

## **MONTHLY REPORT – JANUARY 2019**

### **Clerk and By-law Enforcement departments**

**Date:** February 11, 2019

**Submitted by:** Christine Groulx, Clerk

#### **Achievements**

##### **Clerk**

During January, the department business plan was submitted to the Chief Administrative Officer. This exercise revealed that 2019 will be a busy year with a lot of projects to be accomplished.

Computers for the Council table were ordered by the United Counties of Prescott and Russell. They are expected to be delivered at the end of February, early March.

Staff attended Webinars organized by the two companies, E-scribe and I-Compass, offering electronic agendas management software. The next step is to get an official quote. However, the conversion to electronic agendas will take between 6 and 12 weeks.

During January, we have issued/received:

Burial permits: 50

Marriage licence: 1

Commissioner of oaths: 8

Lottery permits and reports: 22

Request for information: 2

##### **By-law Enforcement**

During January, the 19 taxis, owned by the two taxi companies, are inspected. These inspections were done on January 29, 30 and 31 at the fire hall. Also, taxi driver permits of some 30 individuals were renewed in January.

By-law enforcement officers assisted the public works department during snow hauling. For several nights, they have worked overtime to patrol the streets. A few vehicles had to be towed away.

Officers received numerous complaints about snow. Despite the meeting held in November with snow removal contractors, some of them are pushing or blowing snow on neighbours; pushing snow in the streets, in the ditches, or on fire hydrants. Officers are called daily for complaints of this nature. We have put notices on the Town's Website and Facebook, but snow is causing a lot of complaints every year.

## **Work-in-progress**

### **Clerk**

Following Council's approval for a Deputy Clerk, the hiring process will begin in February. The job description has to be prepared to include tasks of municipal law enforcement.

As mentioned above, in February the electronic agenda software will be purchased and the conversion started.

### **By-law Enforcement**

At the time of writing this report, we have received a resignation letter from a by-law enforcement officer for the end of February. We will assess the service needs and update the job requirement.

## **Professional development**

### **Clerk**

A first meeting of the regional group for the digitalization of documents will be held in Casselman on February 28. Prescott and Russell Clerks have decided to work together on common policies and procedures to migrate to a digitalized network.

### **By-law Enforcement**

Officer Loiselle is registered to Part 1 property standard training to be held in Sudbury in May. We need to train a second officer on property standard complaints as they increase in number.



## **Upcoming activities and projects**

Organizational structure following the hiring of a Deputy Clerk.

## **Capital projects update**

None for the moment.



Submitted by Christine Groulx  
Clerk



Approved by Daniel Gatién  
Chief Administrative Officer

DESCRIPTION	Janvier 2019	Janvier 2018
Billets de contravention émis / Contravention tickets issued		
Stationnement / Parking	118	145
Billets d'infraction provinciale / Provincial Offences Tickets	2	
Cas à la Cour provinciale / Cases at Provincial Court	4	4
<b>TOTAL</b>	<b>124</b>	<b>149</b>
Diverses plaintes et/ou demandes d'information Miscellaneous complaints and/or request for information		
Animaux domestiques / Domestic animals	7	3
Flânage / Loitering		
Déchets / Garbage/Recyclage/Recycling	3	1
Taxis / Taxis		
Assistance services municipaux / Municipal services	4	14
Rues / Use & care of streets	2	3
Bruits / Noises		1
Feux extérieurs / Open air fire	1	
Stationnement/ Parking	6	8
Commerces / Business	2	
Animaux sauvages / Wild animals		1
Normes des Bien-Fonds/ property Standard	6	4
Interdiction d'entrée / Trespassing		
Entretien des cours / Clean yard	7	1

Circulation / Traffic		
Enseignes/Signs		
Arrosage/Neige/Watering/Snow	14	22
Vente Garage/ Garage sales		
Park / Camping		
Sécurité publique / Public Safety	2	
<b>TOTAL</b>	<b>51</b>	<b>58</b>

## **RAPPORT MENSUEL**

### **Service des finances**

**Date:** Janvier 2019

**Préparé par :** Philippe Timbers, trésorier

### **Accomplissements**

- Présentation finale et adoption des budgets 2019, le 14 janvier 2019.
- Adoption des règlements pour les frais usagers pour l'eau, les égouts et les ordures 2019.
- Préparation et envoi des factures de frais usagers pour octobre à décembre 2018.
- Présentation du plan d'audit par Gérald Gauthier de Deloitte.
- Préparer une présentation sur l'utilisation de VADIM, notre logiciel comptable, pour permettre au chef de département d'utiliser le logiciel et de suivre en temps réel l'évolution de leur budget 2019.

### **Progression des projets en cours**

- Audit des états financiers 2018 : Préparation du dossier de fin d'année et des états financiers 2018. Les auditeurs externes Deloitte, seront sur place à partir du 19 février 2019, pour une période de 3 semaines, pour l'audit des états financiers de la municipalité, incluant la Bibliothèque et l'ACDSIH.

### **Activités professionnelles**

- Assister à un Webinaire de Public Sector Digest concernant l'élaboration d'une politique sur la gestion des actifs

## Projets ou activités à venir

- Audit des états financiers – 19 février 2019 (Deloitte)
- 26 février 2019 – Rencontre avec les trésoriers des autres municipalités des Comtés-Unis de Prescott et Russell pour discuter des ratios de taxes au niveau des comtés et du programme de rabais de taxes pour les commerces et industries vacants.
- Élaboration d'une politique d'investissement pour définir les objectifs de la municipalité quant à la gestion des liquidités, tout en considérant la tolérance au risque, la préservation du capital et la nécessité de consulter des conseillers légaux et/ou financiers, si nécessaire.
- Plan financier 5/10 ans – Choisir un modèle et la structure pour le plan financier, établir les objectifs du plan et commencer les discussions avec les chefs de services.

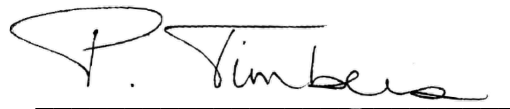
## Mise à jour des projets capitaux

- N/A

## Statistiques mensuelles

- N/A

Trésorier



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Directeur général



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## **MONTHLY REPORT**

### **Finance Department**

**Date:** January 2019

**Prepared by:** Philippe Timbers, Treasurer

#### **Achievements**

- Preparation and mailing of October to December 2018 user fees.
- Final presentation and adoption of 2019 budgets, January 14, 2019.
- Adoption of by-laws for water, sewer and garbage collection's user fees for 2019.
- Audit plan presentation by Gerald Gauthier from Deloitte.
- Presentation of a user guide for VADIM, our accounting software, for our department heads to be able to operation the software and follow in real time their 2019 budget.

#### **Work-in-progress**

- 2018 Financial Statements audit; Year-end file and financial statements preparation. Our external auditors Deloitte will be on site starting on February 19, for a period of three weeks for the audit of the Town's financial statements, including the Library and the HCISPA.

#### **Professional development**

- Attend a Public Sector Digest Webinar on the development of an Asset Management Policy

## Upcoming activities or projects

- Financial Statements Audit – February 19, 2019 (Deloitte)
- February 26, 2019 – Meeting with the treasurers of the Counties' other municipalities to discuss the counties tax ratios and the tax rebate program for vacant commercial and industrial properties.
- Developing an Investment Policy to define the municipality's cash flow management objectives, while considering risk tolerance, preservation of capital and the need to consult legal and/or financial advisors, if necessary.
- Financial Plan 5/10 years – Choose a model and structure for the financial plan, establish the objectives of the plan and start discussions with heads of departments.

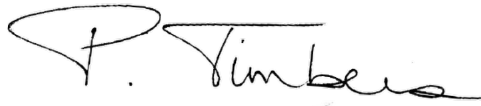
## Capital projects update

- N/A

## Monthly statistics

- N/A

Treasurer



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CAO



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## **RAPPORT MENSUEL**

**Janvier 2019**

### **RESSOURCES HUMAINES**

**Date:** 14 février 2019

**Préparé par:** Dominique Dussault, directrice des ressources humaines

#### **Accomplissements**

- Déploiement d'une formation obligatoire sur les assurances collectives par les ressources humaines
- Processus de recrutement pour les pompiers volontaires
- Processus de recrutement pour un opérateur, service de l'environnement
- Procédures administratives de fin d'année

#### **Progression des projets en cours**

En janvier 2019 nous avons convenu avec le conciliateur d'une nouvelle rencontre de négociation pour le renouvellement de la convention collective du Syndicat canadien de la fonction public (SCFP), local 1026.

Dans le dossier de l'informatisation des processus de paie et des RH, il y a une rencontre avec les comités unis pour recueillir de l'information sur leurs systèmes et regarder la possibilité de collaboration. Les calculs budgétaires ont aussi été débutés.

Plusieurs entrevues ont été faites en janvier dans le but de combler des postes, particulièrement pour compléter l'équipe de pompiers volontaires.

Toujours au niveau des incendies, plusieurs griefs ont été reçus et sont présentement en traitement.



## Activités professionnelles

Conférence des relations de travail pour les chefs pompiers – Toronto, 23-24 janvier 2019

### Projets ou activités à venir

- Compléter la formation sur les assurances collectives pour tous les groupes d'employés réguliers
- Mise à jour des banques de congés à payer ou à créditer (vacances, maladies, fériés etc.)
- Émission des T4 et autres rapports annuels
- Recrutement d'un greffier-adjoint, coordonnateur aux communications, commis au système de qualité, service de l'environnement
- Rencontre de négociation avec SFCP, local 1026 le 7 février
- Rencontre d'un fournisseur pour l'informatisation des processus

### Statistiques mensuelles

#### Changements à l'effectif :

- Nouveau employés : 0
- Fin d'emploi : 1 (retraite)

#### Recrutement

Affichage terminé :	Opérateur, service de l'environnement – poste comblé
Affichage(s) continus :	Sauveteur Pompier volontaire Serveur
Affichage(s) en cours :	Commis au système de gestion de la qualité, service de l'environnement

#### Rapport de l'effectif pour la Ville au 1<sup>er</sup> janvier 2019

65 Régulier Temps plein

64 Temps Partiel

18 Pompiers volontaires

Signature du chef



Signature du directeur général



# **MONTHLY REPORT**

**January 2019**

## **HUMAN RESOURCES**

**Date:** February 15, 2019

**Prepared by:** Dominique Dussault, Human Resources Director

### **Accomplishments**

- Roll-out of mandatory training by Human Resources on Group insurance and benefits to all regular full-time employees
- Recruitment process for volunteer firefighters
- Recruitment process for an operator, environmental services
- End of year administrative procedures

### **Progression of ongoing projects**

In January 2019 we have agreed with the conciliator assigned to a new meeting of negotiations in order to renew the collective agreement of the Canadian Union of Public Employees (CUPE), local 1026.

In the optimization of HR and pay processes, we have met with the UCPR to get better knowledge of their systems and possible collaborations. Budget calculations were also started.

Many interviews were performed in January to fill various openings, particularly the Volunteer Firefighters team.

Still in the fire services department, many grievances were received and are now being processed.

### **Professional Activities**

Labour Relations Seminar for Firefighter chiefs – Toronto, January 23 & 24, 2019

### **Projects ou activities to come**

- Complete the mandatory training on group insurances and benefits for regular employees.

- Update or credit various paid time off banks (vacations, sickness, Holiday, etc.)
- T4 productions as well as other annual reports.
- Recruitment of a deputy clerk, a Communications coordinator, a clerk to the Quality Management System (QMS) at the environment services.
- Negotiations with CUPE, local 1026 on February 7
- Meeting planned with a supplier of HR and payroll solutions

## Monthly statistics

### January change to headcount :

- New employees : 0
- Termination of employment : 1 (retirement)

### Recruitment

Posting completed :	Operator, environment services – filled positions
Continuous postings :	Lifeguard Volunteer Firefighter Barman
Current posting :	Clerk- QMS, environment services


### Hawkesbury's headcount for January 1, 2019

65 Regular fulltime  
64 Part-time  
18 Volunteer Firefighter

Signature of Department Head



Signature of the CAO



# **RAPPORT MENSUEL – JANVIER 2019**

## **Gestionnaire de projets**

**Date:** 4 février 2019

**Préparé par:** Guillaume Boudrias

### **Accomplissements**

1. Début de la rédaction de l'ébauche du règlement d'ordure et de recyclage;
2. Revue des plans d'ingénierie préliminaire (30%) du projet de Reconstruction de la rue Cameron;
3. Première édition de la rencontre annuelle de coordination des projets capitaux entre les Comtés unis de Prescott et Russell (CUPR), les municipalités et les utilités publiques (Bell, Enbridge, Cogeco et Hydro) organisée par les Comtés unis de Prescott et Russell.
4. Fermeture de l'appel d'offres le 31 janvier 2019 pour le projet de remplacement du débit mètre à l'usine de traitement d'eau. Les résultats seront présentés ultérieurement.
5. Répartition des coûts associés aux différentes catégories d'infrastructures, soient : routes, égouts sanitaires, égouts pluviaux et aqueduc en collaboration avec le Trésorier Philippe Timbers afin de finaliser le budget capital 2018.
6. Revue d'une demande de Consentement municipal soumis par Cogeco pour travaux sur la rue McGill.
7. Conception du premier calendrier annuel des collectes d'ordures et recyclage en collaboration avec la Coordinatrice des loisirs et du tourisme, Zoé Fortin.
8. Préparation de l'ordre du jour pour la rencontre du Comité mixte de Santé et Sécurité au travail.
9. Préparation du plan d'affaires 2019 du Gestionnaire de projets.

### **Progression des projets en cours**

1. Début de la préparation de la demande de subvention intitulée Fonds du Canada pour les espaces culturels en collaboration avec la Directrice des loisirs et du tourisme, Nicole Trudeau;

2. Rencontre avec le groupe Ecolomondo pour discuter des prochaines étapes afin qu'ils déposent leur application pour une demande de plan d'implantation dans le but d'assurer que le tout soit révisé le plus rapidement possible;
3. Discussion avec Gizelle Cotton du Ministère du Transport de l'Ontario (MTO) pour finaliser la présentation du consultant Jacobs à la réunion du conseil du 11 février. Jacobs présentera le projet de remplacement des deux ponts à l'intersection du chemin de comté 17 et de l'autoroute 34. De plus, une discussion préliminaire a eu lieu quant à une entente future entre le MTO et la Ville pour les travaux d'amélioration des feux de circulation sur la rue Main.
4. Voir mise à jour des projets capitaux.

### **Activités professionnelles**

1. Aucune.

### **Projets ou activités à venir**

1. Révision du règlement d'ordure et de recyclage.
2. En attente de la décision du Ministère de l'Agriculture, de l'Alimentation et des Affaires rurales à la fin janvier, début février en ce qui a trait à la demande d'octroi du Fonds ontarien pour l'infrastructure communautaire (FOIC) volet de soutien additionnel pour le projet d'amélioration du système des produits chimiques à l'usine de traitement d'eau.
3. Présentation des lignes directrices relatives aux standards de conception au Conseil pour adoption.
4. Présentation du plan directeur au Conseil pour adoption.
5. Présentation du plan d'optimisation de l'usine de traitement d'eau au Conseil pour adoption.
6. Présentation de l'étude d'évaluation d'impact à la circulation à l'intersection Cameron/Siversky/Amoco au Conseil.
7. Affichage du calendrier annuel des collectes d'ordures et recyclage.

## Mise à jour des projets capitaux

### 1. Reconstruction de la rue Cameron

**Emplacement :** Rue Cameron entre la rue Main et la rue Lansdowne

**Description :** Enlèvement de l'égout combiné suivi de l'installation d'un nouvel égout pluvial, sanitaire. Installation d'un nouvel aqueduc et reconstruction complète de la chaussée incluant prévisionnellement un trottoir du côté ouest de la rue Cameron.

**Statut :** En cours

**Phase :** Conception

**Date d'achèvement du projet :** Vendredi 29 novembre 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	McIntosh Perry	jeudi, 4 octobre 2018
Entrepreneur	s/o	s/o

**Finances :**

Budget adopté	Dépenses à ce jour
1 760 000 \$	78,100.26 \$

**Progression :**

- Soumission du formulaire d'application pour l'obtention d'une Autorisation environnementale auprès du Ministère de l'Environnement, de la Protection de la nature et des Parcs.
- Présentation des résultats préliminaires de l'étude hydrogéologique. Celle-ci démontre des dépassements de certains paramètres. Un rapport explicatif sera soumis au Conseil ultérieurement.
- Circulation des plans préliminaires aux utilités privés.
- Revue interne des plans d'ingénierie préliminaire (30%).

## 2. Reconstruction du mur de soutènement de la rue Clément

**Location :** Rue Clément

**Description :** Construction d'un nouveau mur de soutènement préfabriqué à l'avant du mur de pierres existant et relocalisation du trottoir du côté ouest de la rue Clément.

**Statut :** En cours

**Phase :** Conception

**Date d'achèvement du projet :** Vendredi 2 août 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Stantec	jeudi, 6 décembre 2018
Entrepreneur	s/o	s/o

**Finances :**

Budget adopté	Dépenses à ce jour
300 000.00 \$	17,719.98 \$

**Progression :**

- Conception des plans et devis.

### 3. Reconstruction du Boul. Cécile

**Location :** Boul. Cécile entre la rue Garneau et la rue Edmond

**Description :** Remplacement des services latéraux d'eau et d'égout. Remplacement des puisards et reconstruction complète de la chaussée incluant les bandes franchissables en béton.

**Statut :** En cours

**Phase :** Construction

**Date d'achèvement du projet :** Vendredi 28 juin 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Atrel Eng.	vendredi, 3 août 2018
Entrepreneur	Hawkesbury Transport & Excavation Inc.	mardi, 17 juillet 2018

**Finances :**

Budget adopté	Dépenses à ce jour
1 150 000.00 \$	781 415.55 \$

**Progression :**

- Achèvement des travaux reportés au printemps.



#### 4. Réhabilitation du pont Cécile

**Location :** Rue Main

**Description :** Travaux de réhabilitation du tablier du pont en plus du remplacement des glissières de sécurité et des trottoirs.

**Statut :** En cours

**Phase :** Planification

**Date d'achèvement du projet :** Vendredi 28 juin 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Stantec	vendredi, 3 août 2018
Entrepreneur	s/o	s/o

**Finances :**

Budget adopté	Dépenses à ce jour
10 000.00 \$	0.00 \$

**Progression :**

- Préparation du document de demande de soumission par Stantec.

## 5. Évaluation d'impact à la circulation intersection Cameron/Siversky/Amoco

**Location :** Rue Cameron à l'intersection des rues Siversky et Amoco.

**Description :** Étude d'évaluation d'impact à la circulation pour déterminer si un feu de circulation est justifié dû au développement des terrains avoisinants.

**Statut :** En cours

**Phase :** Planification

**Date d'achèvement du projet :** jeudi, 28 février 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Castleglenn	mardi, 6 novembre 2018
Entrepreneur	s/o	s/o

**Finances :**

Budget adopté	Dépenses à ce jour
10 000.00\$	0.00 \$

**Progression :**

- Rédaction de l'étude en cours.

## 6. Réhabilitation du ponton de la rue Prospect

**Location :** Rue Prospect au nord de l'intersection de la rue Allan.

**Description :** Réhabilitation et entretien du ponton et des culées.

**Statut :** En cours

**Phase :** Planification

**Date d'achèvement du projet :** Vendredi 26 avril 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Stantec	mercredi, 19 décembre 2018
Entrepreneur	s/o	s/o

**Finances :**

Budget adopté	Dépenses à ce jour
10 000.00 \$	0.00 \$

**Progression :**

- Rassemblement de documents pertinents;
- Préparation des documents de demande d'offres.

## 7. Évaluation environnementale de site, phase I – Côte Abattoir

**Location :** Terrain vacant situé à l'est de la propriété sise au 1333 rue Main Est.

**Description :** Préparation de l'évaluation environnementale de site, phase I en vue du développement du site.

**Statut :** En cours

**Phase :** Planification

**Date d'achèvement du projet :** jeudi, 28 février 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Lascalles Eng.	vendredi, 9 novembre 2018
Entrepreneur	s/o	s/o

**Finances :**

Budget adopté	Dépenses à ce jour
4 000.00 \$	0.00 \$

**Progression :**

- Rédaction de l'évaluation environnementale en cours.

## 8. Prolongement de la rue Tessier

**Location :** Prolongement de la rue Tessier du côté est de la rue Tupper et de la limite municipale de Champlain.

**Description :** Prolongement de la rue, du service d'aqueduc, d'égout sanitaire et pluvial du côté est de la rue Tupper s'arrêtant près de la limite municipale de Champlain.

**Statut :** En cours

**Phase :** Construction

**Date d'achèvement du projet :** Vendredi 28 juin 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	Lascelles Eng.	mardi, 17 juillet 2018
Entrepreneur	Hawkesbury Transport & Excavation Inc.	vendredi, 30 novembre 2018

**Finances :**

Budget adopté	Dépenses à ce jour
600 000.00 \$	405 000.00 \$

**Progression :**

- Achèvement des travaux reportés au printemps dû à la période hivernale.

## 9. Remplacement du débit mètre à l'usine de traitement d'eau

**Location :** Usine de traitement d'eau situé au 670 rue Main ouest.

**Description :** Remplacement du débit mètre situé à la sortie d'eau de l'usine en plus de modifications à la tuyauterie et ajout d'une vanne pour permettre l'isolation de l'usine du réseau de distribution.

**Statut :** En cours

**Phase :** Demande d'appel d'offres (RFT)

**Date d'achèvement du projet :** Vendredi 28 juin 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénierie	J.L. Richards	mercredi, 18 juillet 2018
Entrepreneur	s/o	jeudi, 24 janvier 2019

**Finances :**

Budget adopté	Dépenses à ce jour
300 000.00 \$	46,084.06 \$

**Progression :**

- Fermeture de l'appel d'offres. Les résultats seront présentés ultérieurement.

## 10. Amélioration du fossé de la rue Tessier – Partie B

**Location :** Fossé situé sur le côté sud de la rue Tessier entre Tupper et le 1250 Tessier.

**Description :** Mise à niveau et nettoyage du fossé en plus du remplacement des ponceaux sous-dimensionnés.

**Statut :** En cours

**Phase :** Construction

**Date d'achèvement du projet :** Vendredi 28 juin 2019

**Approvisionnement :**

Services	Nom	Date de soumission
Ingénieur	WSP	mardi, 1er août 2017
Entrepreneur	Normand Excavation Inc.	vendredi, 18 août 2017

**Finances :**

Budget adopté	Dépenses à ce jour
250 000.00 \$	247 526.04 \$

**Progression :**

- Aucune activité.

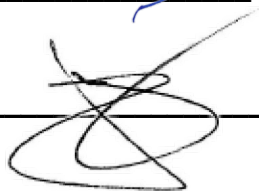
### Statistiques mensuelles

1. Aucune.

Signature du chef



Signature du directeur général



# **MONTHLY REPORT – JANUARY 2019**

## **Project Manager**

**Date: February 4, 2019**

**Prepared by: Guillaume Boudrias**

## **Achievements**

1. Drafting first revision of Waste and Recycling By-law;
2. Review Cameron Street Reconstruction Project preliminary engineering plans (30%);
3. First Annual Capital Projects Coordination Meeting between the United Counties of Prescott and Russell (UCPR), municipalities and utilities (Bell, Enbridge, Cogeco and Hydro). The United Counties of Prescott and Russell organized the meeting.
4. WTP Flow Meter Replacement Project – Tender closed on January 31<sup>st</sup>, 2019. The bid results will be presented later date.
5. Prepare cost allocation associated with the different categories of infrastructure: roads, sanitary sewers, storm sewers and watermain in collaboration with the Treasurer Philippe Timbers, in order to finalize the 2018 capital budget.
6. Municipal Consent application review submitted by Cogeco for work proposed on McGill Street.
7. Preparation of first annual garbage collection and recycling calendar in collaboration with the Recreation and Tourism Coordinator, Zoé Fortin.
8. Joint Health and Safety Committee agenda preparation.
9. Project Manager 2019 Business Plan preparation.

## **Progression of ongoing projects**

1. Preparation of the grant application entitled Canada Fund for Cultural Spaces in collaboration with the Director of Recreation and Tourism, Nicole Trudeau;
2. Meeting with Ecolomondo group to discuss the next steps for them to submit their site plan application in order to review as quickly as possible;
3. Discussion with Gizelle Cotton of the Ontario Ministry of Transportation (MTO) to finalize the presentation of MTO's consultant, Jacobs, at the February 11 Council



meeting. Jacobs will present the proposed bridge replacements project located at the intersection of County Road 17 and Highway 34. In addition, a preliminary discussion took place regarding a future agreement between MTO and the Town for traffic signal improvements on Main Street.

- 4 For Capital projects see Capital Projects Update Section.

## **Professional activities**

None

## **Projects or activities to come**

1. Garbage and recycling By-law revision.
2. Awaiting decision from the Ministry of Agriculture, Food and Rural Affairs at the end of January, beginning of February regarding the Ontario Community Infrastructure Fund grant application Additional Support Component in order to proceed with the WTP Chemical Feed Upgrades.
3. Presentation of the design guidelines to Council for adoption.
4. Presentation of the Infrastructure Master Plan to Council for adoption.
5. Presentation of the Water Treatment Plant Optimization Study to Council for adoption.
6. Presentation of Cameron / Siversky / Amoco Intersection - Traffic Impact Assessment to Council.
7. Garbage collection and recycling annual calendar posting.

# Capital Projects Update

## 1. Cameron Street Reconstruction

**Location:** Cameron Street between Main Street and Lansdowne Street

**Description:** Removal of the combined sewer followed by the installation of a new storm sewer, sanitary sewer and watermain. Complete reconstruction of the road including a provision for a sidewalk on the West side of Cameron Street.

**Status:** In Progress

**Phase:** Design

**Date of completion of the project:** Friday, November 29, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	McIntosh Perry	Thursday, October 4, 2018
Contractor	n/a	n/a

**Finance:**

Budget adopted	Expenditures to date
\$1,760,000.00	\$78,100.26

**Progress:**

- Submission of the application form to obtain an Environmental Compliance Approval from the Ministry of the Environment, Conservation and Parks.
- Presentation of the hydrogeological study preliminary results by the Consultant. This study shows exceedance of certain parameters. Council will receive an explanatory report later date.
- Circulation of preliminary engineering plans to private utilities.
- Internal review of the preliminary engineering plans (30%).

## 2. Clement Street Retaining Wall Reconstruction

**Location:** Clement Street

**Description:** Construction of a new prefabricated retaining wall in front of the existing armour stone wall and relocation of the sidewalk on the West side of the Clement Street.

**Status:** In Progress

**Phase:** Design

**Date of completion of the project:** Friday, August 2, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	Stantec	Thursday, December 6, 2018
Contractor	n/a	n/a

**Finance:**

Budget adopted	Expenditures to date
\$300,000.00	\$17,719.98

**Progress:**

- Preparation of a detailed design and specifications.

### 3. Cecile Blvd. Reconstruction

**Location:** Cecile Blvd. between Garneau Street and Edmond Street.

**Description:** Replacement of water and sewer lateral services as well as catch basins. Complete reconstruction of the pavement structure including concrete mountable curbs.

**Status:** In Progress

**Phase:** Construction

**Date of completion of the project:** Friday, June 28, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	Atrél Eng.	Friday, August 3, 2018
Contractor	Hawkesbury Transport & Excavation Inc.	Tuesday, July 17, 2018

**Finance:**

Budget adopted	Expenditures to date
\$1,150,000.00	\$781,415.55

**Progress:**

- Project completion postponed until spring.

#### 4. Rehabilitation of Cecile Bridge

**Location:** Main Street

**Description:** Rehabilitation of the bridge deck and replacement of guide rails and sidewalks.

**Status:** In Progress

**Phase:** Planning

**Date of completion of the project:** Friday, June 28, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	Stantec	Friday, August 3, 2018
Contractor	n/a	n/a

**Finance:**

Budget adopted	Expenditures to date
\$ 10,000.00	\$0.00

**Progress:**

- Preparation of the Request for Proposal on going.

## 5. Traffic Impact Assessment at Cameron/Siversky/Amoco Intersection

**Location:** Cameron Street at the intersection of the streets Siversky and Amoco.

**Description:** Traffic impact assessment to determine whether to warrant a traffic signal due to the development of the adjacent lots.

**Status:** In Progress

**Phase:** Planning

**Date of completion of the project:** Thursday, February 28, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	Castleglenn	Tuesday, November 6, 2018
Contractor	n/a	n/a

**Finance:**

Budget adopted	Expenditures to date
\$10,000.00	\$0.00

**Progress:**

- Drafting of the Traffic Impact Assessment

## 6. Prospect Street Culvert Rehabilitation

**Location:** Prospect Street North of Allan Street Intersection.

**Description:** Rehabilitation and maintenance of the culvert and the abutment walls.

**Status:** In Progress

**Phase:** Planning

**Date of completion of the project:** Friday, April 26, 2019

### Procurement:

Services	Name	Date of submission
Engineering	Stantec	Wednesday, December 19, 2018
Contractor	n/a	n/a

### Finance:

Budget adopted	Expenditures to date
\$10,000.00	\$0.00

### Progress:

- All relevant documents gathered;
- Request for Tender preparation.

## 7. Environmental site assessment, phase I – Côte Abattoir

**Location:** Vacant lot located east of 1333 Main Street East.

**Description:** Preparation of an Environmental Site Assessment, phase I in anticipation of site development.

**Status:** In Progress

**Phase:** Planning

**Date of completion of the project:** Thursday, February 28, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	Lascalles Eng.	Friday, November 9, 2018
Contractor	n/a	n/a

**Finance:**

Budget adopted	Expenditures to date
\$4,000.00	\$0.00

**Progress:**

- Drafting of the Environmental Assessment in progress.



## 8. Tessier Street Extension

**Location:** Extension of Tessier Street on the East side of Tupper terminating near the municipal boundary of Champlain.

**Description :** Extension of the street, water, sanitary sewer and storm network East of Tupper terminating near the municipal boundary of Champlain.

**Status:** In Progress

**Phase:** Construction

**Date of completion of the project:** Friday, June 28, 2019

### Procurement:

Services	Name	Date of submission
Engineering	Lascelles Eng.	Tuesday, July 17, 2018
Contractor	Hawkesbury Transport & Excavation Inc.	Friday, November 30, 2018

### Finance:

Budget adopted	Expenditures to date
\$600,000.00	\$405,000.00

### Progress:

- Project completion postponed until spring due to winter.

## 9. Water Treatment Plant Flow Meter Replacement

**Location:** Water Treatment Plant located at 670 Main Street West.

**Description :** Flow meter replacement located at the plant outlet in addition to modifications to the piping and installation of a valve for the purpose of isolating the plant from the distribution network.

**Status:** In Progress

**Phase:** Request for Tender (RFT)

**Date of completion of the project:** Friday, June 28, 2019

**Procurement:**

Services	Name	Date of submission
Engineering	J.L. Richards	Wednesday, July 18, 2018
Contractor	n/a	Thursday, January 24, 2019

**Finance:**

Budget adopted	Expenditures to date
\$300,000.00	\$46,084.06

**Progress:**

- Request for tender closed on January 31, 2019. Results will be presented later.

## 10. Tessier Street Ditching Upgrades – Part B

**Location:** Ditch section located on the south side of Tessier Street between Tupper Street and 1250 Tessier Street.

**Description:** Regrading and cleaning of the ditch in addition to the replacement of undersized culverts.

**Status:** In Progress

**Phase:** Construction

**Date of completion  
of the project:** Friday, June 28, 2019

### Procurement:

Services	Name	Date of submission
Engineering	WSP	Tuesday, August 1, 2017
Contractor	Normand Excavation Inc.	Friday, August 18, 2017

### Finance:

Budget adopted	Expenditures to date
\$250,000.00	\$247,526.04

### Progress:

- No activity.

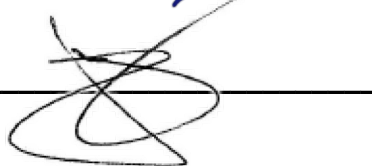
## Monthly Statistics

1. None.

Signature of Department Head



Signature of CAO



## **RAPPORT MENSUEL - Service des Travaux publics**

Date : 5 février 2019

Préparé par : Alain Lavoie

### **Accomplissements**

#### ***Section mécanique***

1. Service de réparation et d'entretien pour la flotte des véhicules municipaux, près de 72 réquisitions de travail ont été complétées.
2. Entretien préventif sur le camion A203 du Service des incendies.
3. Inspection de sécurité annuelle sur la remorque LA04-02 du Service des bâtiments.
4. J.R. Brisson a fait l'entretien sur le nouveau Loader Case 721 (L-5).
5. Le camion 02-42 a été envoyé pour réparation.
6. Camion 11-58 bris du différentiel.
7. Bris majeur du caméléon, une des machines servant à entretenir les trottoirs, le démarreur ainsi que plusieurs tuyaux hydrauliques ont dû être changés et les chenilles ajustées.

#### ***Section Voirie***

1. Excaver et réparer la ligne sanitaire au 162, rue Main ouest.
2. Déglçage et entretien quotidien des routes, des stationnements municipaux et des trottoirs.
3. Il y a eu 5 averses de verglas et 100 cm de neige sont tombés.
4. L'équipe de déneigement est intervenue à 5 reprises sur le réseau routier, les stationnements municipaux et les trottoirs.
5. Déchargement de 35 655 m<sup>3</sup> de neige au dépotoir à neige de la municipalité, ce qui représente plus ou moins 1 500 voyages de camion dompeur.
6. Près de 600 tonnes de sel, 170 tonnes de sable et 50 tonnes de criblure de roche et sel) ont été épandues sur le réseau routier, les stationnements municipaux et les trottoirs.
7. Près de 450 bornes fontaines ont été déneigées par les employés municipaux. Le Service des travaux publics a aussi eu recours à un entrepreneur privé pour aider à dégager les bornes fontaines le plus rapidement possible.

8. Les employés municipaux ont ramassé des sapins de Noël.
9. Nous avons participé, conjointement avec les Comtés unis de Prescott-Russell, à des appels d'offres pour l'achat de carburant et pour l'inspection des ponts et ponceaux.

### **Section électrique**

Au total, 46 réquisitions de travail ont été complétées.

#### Caserne de pompiers

1. Intervention effectuée sur le système de l'alarme à feu.
2. Réparation du compresseur de l'abreuvoir.
3. Inspection du bâtiment fait par l'Office de la sécurité des installations électriques (OSIE).
4. Faire des estimations pour la tour de séchage de boyau d'arrosage, les lumières d'urgences et le UPS (Alimentation sans interruption) pour le système de radio.
5. Réparation de détecteurs de fumée dans la salle d'exercice.

#### Maison de l'Île

1. Intervention sur l'alarme de vandalisme, infrarouge défectueux.
2. Réparation du filage du système de ventilation.

#### Garage Municipal

1. Identification des panneaux électriques et finaliser l'installation de la génératrice.
2. Réparation du filage du ventilateur porte 6.
3. Réparation de la clôture électrique.
4. Inspection du bâtiment par l'Office de la sécurité des installations électriques (OSIE), de la station électrique, la clôture électrique et l'éclairage du bâtiment.

#### Sanitaire

1. Travaux d'entretien et préparation pour l'inspection de l'analyseur de déversement d'égout par l'Office de la sécurité des installations électriques (OSIE).
2. Inspection CSO (Cameron Sewer Overflow).

### Complexe Sportif et Parcs

1. Entretien et faire des estimations pour le système de lumières d'urgence.
2. Entretien d'éclairage à divers endroits dans l'édifice.
3. Entretien du système de contrôle pour le bain-tourbillon.
4. Intervention et entretien des systèmes d'éclairage des parcs et installation de minuteurs.
5. Installer toutes les lumières DEL dans les couloirs menant à la piscine et dans la salle multifonctionnelle.

### Hôtel de Ville

1. Rencontre avec Marc-André Léonard, des Comtés unis de Prescott-Russel pour les nouvelles installations des ordinateurs dans la salle du conseil.
2. Intervention et réparation sur le système chauffage dans la salle du conseil.
3. Inspection avec l'Office de la sécurité des installations électriques (OSIE).

### Service de l'eau

1. Inspection avec l'Office de la sécurité des installations électriques (OSIE) à l'Usine d'épuration et traitement de l'eau.
2. Intervention dans le système d'éclairage d'urgence, commande de pièces.
3. Branché fil pour chauffage pour chauffer le tuyau maître d'aqueduc sous le pont sur la rue Bon Pasteur.
4. Réparation de 5 plaquettes et modification de chauffage dans le clarificateur.

### Autres Bâtiments

1. Intervention sur le système de chauffage, Club 50.
2. Réparation et préparation pour l'inspection avec l'Office de la sécurité des installations électriques (OSIE) au poste de police OPP.
3. Installation de prises électriques et préparation pour l'inspection avec l'Office de la sécurité des installations électriques (OSIE) à la bibliothèque.
4. Le Service des loisirs a demandé d'installer une prise électrique à l'extérieur chez Pizza Pizza pour les événements estivaux.

## Progression des projets en cours

s/o

## Activités professionnelles

- 1- Marc Charlebois — renouvellement de la licence de Canadian Fire Alarm Association.

## Projets ou activités à venir

1. Préparer soumission pour l'achat d'une fourgonnette et un camion pour le Service des travaux publics.
2. Préparer soumission pour l'achat d'une boîte à sable pour le camion 13-62.
3. Préparer soumission pour l'achat d'un camion pour l'usine de filtration.
4. Préparer soumission pour l'achat d'un camion pour le Service des loisirs.
5. Contacter Stantec pour faire une étude géotechnique pour le mur de soutènement du ruisseau de la rue McGill.


## Mise à jour des projets capitaux

s/o

## Statistiques mensuelles

Description	Janvier
Asphalte (Nids de poule)	± 1 Tonne
Sable utilisé	171.95 Tonnes
Sel utilisé	602.73 Tonnes
Criblure de trottoir utilisée	50.47 Tonnes
Lumières de rues réparées	7
Permis d'excavation reçus	2
Consentements municipaux reçus	2
Demandes de localisation complétées	10
Incident (CSO) Cameron sewer overflow	Inspection OSIE Mini log Envoyer rapport d'événement de réparation au Ministère de l'Environnement
Refoulement d'égout	1
Consommation de carburant	8 894 litres

Signature du surintendant des travaux publics *Maui Savoie*

Signature du directeur général 



## **MONTHLY REPORT - Public Works Department**

Date: February 5, 2019

Prepared by: Alain Lavoie

### **Accomplishments**

#### ***Mechanical Section***

1. Repair and maintenance service on the fleet of municipal vehicles, close to 72 work requisitions were completed.
2. Preventive maintenance on fire department truck A203.
3. Annual Safety Inspection on LA04-02 Trailer of the Building Service.
4. J. R. Brisson provided maintenance service of the new Loader Case 721 (L-5).
5. The 02-42 truck sent for repair.
6. Truck 11-58 differential breakage.
7. Major breakage of the chameleon, one of the machines used to maintain sidewalks, the starter as well as several hydraulic hoses had to be changed and the tracks adjusted.

#### ***Road section***

1. Excavate and repair the sanitary line at 162 Main Street West.
2. Icebreaking and daily maintenance of roads, municipal parking lots and sidewalks.
3. There were 5 freezing rain storms and 100 cm of snow fell.
4. The snow removal team intervened 5 times on the road network, municipal parking lots and sidewalks.
5. Unloading 35,655 m<sup>3</sup> of snow from the municipality's snow dump, representing approximately 1,500 tamer truck trips.
6. Nearly 600 tonnes of salt, 170 tonnes of sand and 50 tonnes of screening (mixed rock and salt) applied to the road network, municipal parking lots and sidewalks.
7. Nearly 450 fire hydrants cleared by municipal employees. The Public Works Department also used a private contractor to help clear the standpipes as quickly as possible.

8. Municipal employees picked up Christmas trees.
9. We jointly participated with the United Counties of Prescott-Russell, in tenders for the purchase of fuel and the inspection of bridges and culverts.

### ***Electrical section***

46 work requisitions have been completed.

#### Fire station

1. Intervention performed on the fire alarm system.
2. Repair the compressor of the waterer.
3. Building inspection done by the Electrical Safety Authority (ESA).
4. Prepare estimates for the Hosetower, emergency lights and UPS (Uninterruptible Power Supply) for the radio system.
5. Repair smoke detectors in the exercise room.

#### Island House

1. Intervention on vandal alarm, infrared defective.
2. Repairing wiring of the ventilation system.

#### Municipal Garage

1. Identification of electrical panels and finalize the installation of the generator.
2. Repair of fan wiring Door 6.
3. Repair of the electric fence.
4. Inspection of the building by the Electrical Safety Authority (ESA), the electrical station, the electric fence and the lighting of the building.

#### Sanitary

1. Maintenance work and preparation for the inspection of the Sewer Spill Analyzer by the Electrical Safety Authority (ESA).
2. CSO Inspection (Cameron Sewer Overflow).

#### Sports Complex and Parks

1. Maintain and make estimates for emergency light system.
2. Maintenance of lighting in various places of the building.
3. Maintenance of the control system for the whirlpool bath.
4. Maintenance of park lighting systems and installation of timers.

5. Install all LED lights in the hallways leading to the pool and multifunctional room.

#### City Hall

1. Meeting with Marc-André Léonard, United Counties of Prescott-Russel for the new computer installations in the council room.
2. Service and repair on the heating system in the boardroom.
3. Inspection with the Electrical Safety Authority (ESA).

#### Water service

1. Inspection with the Electrical Safety Authority (ESA) at the Water Treatment Plant.
2. Maintenance in the emergency lighting system, parts control.
3. Plugged heating wire to heat the aqueduct master pipe under the bridge on Bon Pasteur Street.
4. 5 pad repair and heating modification in the clarifier.

#### Other buildings

1. Intervention in the heating system, Club 50.
2. Repair and preparation for inspection with the Electrical Safety Authority (ESA) at the Ontario Provincial Police Station.
3. Electrical outlet installation and preparation for inspection with the Electrical Safety Authority (ESA) at the library.
4. The Recreation Department requested an outdoor power outlet at Pizza Pizza for summer events.

## Progress of current projects

n/a

## Professional activities

- 1- Marc Charlebois - licence renewal of Canadian Fire Alarm Association.

## Projects or future activities

1. Prepare bid for the purchase of a van and a truck for the Public Works Department.
2. Prepare bid for the purchase of a sand box for the truck 13-62.
3. Prepare bid for the purchase of a truck for the filtration plant.
4. Prepare bid for the purchase of a truck for the Recreational Department.
5. Contact Stantec for a geotechnical study for the retaining wall of McGill Street Brook.

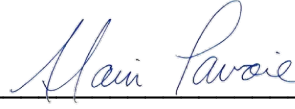
## Update on capital projects

n/a

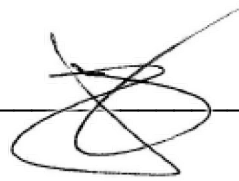
## Monthly statistics

Description	January
Asphalt (potholes)	± 1 Tons
Sand used	171.95 Tons
Salt used	602.73 Tons
Dust stone and salt mix for sidewalk maintenance	50.47 Tons
Streetlights repaired	7
Excavation permits issued	2
Municipal Consents issued	2
Localization of underground infrastructures done	10
Incident (CSO) Cameron sewer overflow	Inspection ESA Mini log Sent report to the Ministry of Environment
Sewer Backup	1
Fuel consumption	8,894 litres

Signature of the Superintendent of Public Works \_\_\_\_\_



Signature of the Chief Administrative Officer \_\_\_\_\_



## **RAPPORT MENSUEL : SERVICE D'URBANISME - JANVIER 2019**

**Date:** Le 6 février 2019

**Préparé par:** Manon Belle-Isle, MICU, RPP

### **Accomplissements**

Préparer des documents suite à une requête d'information d'un investisseur potentiel qui recherche des lots vacants pour faire du développement résidentiel.

Guider et informer des gens d'affaires qui désirent aménager un nouveau commerce de type restaurant au centre-ville.

Discussion avec des propriétaires, des consultants au sujet de leur projet de développement et/ou d'agrandissement dans le secteur commercial & industriel de la municipalité.

Une rencontre a eu lieu avec des gens intéressés à faire un projet sur une propriété en bordure riveraine. Ceci a engendré le processus de faire une analyse préliminaire du processus de développement dudit terrain.

J'ai assisté à une rencontre concernant la reconstruction de la rue Cameron. L'objectif de cette rencontre avec les consultants sélectionnés était d'obtenir de l'information de divers départements pour la préparation des plans civils pour ledit projet. La collaboration du service d'urbanisme dans ce projet a pour but de prévoir le réaménagement des entrées conformément au règlement de zonage et tout autre impact potentiel aux propriétés privées.

### **Progression des projets en cours**

- **Dossier D14-134 : Demande d'amendement au Règlement de zonage**

Préparation des avis publics pour la circulation par la poste, les journaux et aux agences.

Faire la revue des plans et devis de la demande d'amendement au zonage, 370 McGill.

Faire l'analyse, la rédaction et la traduction de l'ébauche du rapport / recommandation.

Préparer une ébauche du règlement proposé en français et anglais pour cet amendement au zonage, 370, rue McGill.

- **Dossier D03-36 : Projet de règlement sur le couvert forestier**

Faire l'étude et écrire une recommandation concernant la politique de la Loi sur les municipalités concernant le couvert forestier. Notamment, préparer un règlement bilingue concernant la protection du couvert forestier.

- **Dossier D02-18 : Étude sur les redevances d'aménagement**

Préparer une soumission pour l'étude sur les redevances d'aménagement. Faire parvenir ladite soumission à deux firmes spécialisées dans le domaine.

Réception des demandes de proposition pour l'étude des redevances de développement le 25 janvier.

Procéder à l'ouverture et l'analyse des soumissions concernant la demande de proposition pour une étude sur les redevances d'aménagement.

Selon l'analyse des deux demandes reçues de la firme Watson et Hemson, les deux soumissions étaient conformes. La soumission retenue fut celle au plus bas prix, soumise par Watson. Donc, le soumissionnaire gagnant est Watson au montant de: 32,790 \$ avant les taxes.

Préparer et acheminer des lettres de confirmation pour le soumissionnaire retenu et la demande refusée.

- **Dossier D08-04 : Révision quinquennale du Plan officiel de Hawkesbury**

Une demande de soumission a été effectuée auprès des Comtés unis de Prescott & Russell (CUPR) pour la modification quinquennale du Plan officiel de la ville.

L'offre de service des CUPR pour la révision de 5 ans du Plan officiel a été accepté au montant de 9,850, 00 \$ avant les taxes. Nonobstant la soumission proposée, la municipalité sera responsable des publications, de la promotion, de la consultation des organismes prescrits et des arrangements pour les journées d'accueil et réunions publiques. Cette offre n'inclut pas la préparation des procès-verbaux, des avis publics,

des présentations, des rapports, des documents publics, la collecte des commentaires publics, des feuilles de présence, des envois postaux aux résidents et/ou aux agences et/ou adresses courriel, etc., ainsi que la traduction desdits documents. Nous avons prévu au budget un montant de 10 000, 00 \$.

La réunion d'initialisation pour débiter le projet aura lieu le 21 février.

### **Activités professionnelles**

Une rencontre a eu lieu aux Comtés unis de Prescott & Russell au sujet de la coordination avec les divers services publics concernant les projets de développement de la municipalité pour l'année 2019.

### **Projets et activités à venir**

Réception de la demande d'approbation du plan d'implantation du projet Écolomondo.

Une rencontre de pré consultation est prévue lieu avec le Groupe Harden pour la rénovation/construction d'un magasin de détail à la Phase II, centre commercial, Chemin de Comté 17.

Une réunion publique aura lieu le 25 février prochain pour considérer un amendement au zonage pour la propriété sise au 370, rue McGill.

En février, nous aurons les rencontres initiales pour le projet d'étude de redevances d'aménagement et pour la modification quinquennale au Plan officiel.

Le projet de construction de la Résidence Prescott & Russell sur l'avenue Spence est sujet à une demande d'amendement au Plan officiel et au Règlement de zonage. Suite à une discussion avec le Directeur de l'urbanisme et de la Foresterie, Louis Prévost, le représentant des CUPR prévoit faire les demandes d'amendement au Plan officiel et au Règlement de zonage dans un avenir rapproché.

### **Statistiques mensuelles**

Voir les tableaux ci-joints.

Signature du chef



Signature du directeur général





## **MONTHLY REPORT: PLANNING DEPARTMENT - JANUARY 2019**

**Date:** February 6<sup>th</sup>, 2019

**Prepared by:** Manon Belle-Isle, MCIP, RPP

### **Accomplishments**

Prepare documents following a request for information from a potential investor who is looking for vacant lots for residential development.

Guide and inform business people who want to develop a new restaurant-type business downtown.

Discussion with owners, consultants about their development and / or expansion project in the commercial & industrial sector of the municipality.

Meeting with people interested in doing a project on a waterfront property. This resulted in doing a preliminary analysis of the development process of the said property.

I attended a meeting regarding the reconstruction of Cameron Street. The objective of this meeting with the selected consultants was to obtain information from various departments prior the preparation of the civil plans for the said project. The collaboration of the planning department in this project aims to provide for the redevelopment of driveways in accordance with the Zoning by-law and any other potential impact on private properties.

### **Progress of current projects**

- **File D14-134 : Request for Zoning By-law Amendment:**

Preparation of public notices for circulation by mail, newspapers and agencies.

Review the plans and specifications for the zoning application, 370 McGill.

Analyze, draft and translate the draft report / recommendation.

Prepare a draft of the proposed by-laws in French and English for this zoning amendment, 370 McGill Street.

- **File D03-36: Proposed Forest Cover Regulation**

Review the Municipal Act. Analyze the requirements for the Town and prepare a report and a By-law for a recommendation to the Council in regards to the protection of the forest cover.

- **File D02-18: Development Charges Study**

Prepare a request for proposal (RFP) for the development charge study. We invited two firms specialized in the field. RFPs received on January 25<sup>th</sup>. The opening and analysis of said RFPs completed.

According to our review of the two applications received from Watson and Hemson, the two submissions met the Town's requirements. The winning firm was the lowest bid submitted by Watson. Therefore, the winning bidder is Watson for:  
\$ 32,790 before taxes.

We prepared and forwarded status letters to both consultants that had sent a submission.

- **File D08-04: Five-Year Review of the Hawkesbury Official Plan**

We made a request for proposal (RFP) to the United Counties of Prescott & Russell (UCPR) for the five-year amendment to the Town's Official Plan.

We accepted the UCPR service offer for the five-year amendment to Official Plan for \$ 9 850.00 before taxes. Notwithstanding the submitted quote, the municipality will be responsible for the publications of the public notices by mail and newspaper to the prescribed agencies, and arrange for the open houses and public meetings. This offer does not include the preparation of minutes of the meetings, public notices, presentations, reports, public documents, and collection of public comments, attendance sheets and mailings to residents and / or agencies and / or e-mail addresses, etc., as well as the translation of such documents. For these disbursements, we have budgeted an amount of \$ 10,000.00.

The initial kick off meeting, to start the project will take place on February 21<sup>st</sup>.

**Professional activities**

A meeting took place with the United Counties of Prescott & Russell regarding the coordination with the various public services concerning the development projects of the municipality for the year 2019.

**Upcoming projects and activities**

We expect to receive site plan application for approval for the Ecolomondo industrial project.

A pre-consultation meeting is planned with the Harden Group for the renovation / construction of a retail store in Phase II, Shopping Center, County Road 17.


A public meeting will take place on February 25<sup>th</sup> to consider a Zoning By-law amendment for the property located at 370 McGill Street.


In February, we will have initial meetings for the development charges study and for the five-year Official Plan Amendment.

The Prescott & Russell Residence construction project on Spence Avenue is subject to an amendment to the Official Plan and the Zoning By-law. Following a discussion with the Director of Planning and Forestry, Louis Prévost, the UCPR plans to make the amendments to the Official Plan and the Zoning By-law in the near future.

**Monthly statistics**

See the attached tables.

**Signature Departmental Head** \_\_\_\_\_ 

**Signature of CAO** \_\_\_\_\_ 

**Tableau d'activités du Service d'Urbanisme - Janvier 2019**  
**Table of activities of the Urban Planning Department - January 2019**

	Nombre de demandes et/ou rapports reçus Number of requests and/or reports received	Statut des demandes Requests status
Dérogation mineure/Minor variance	0	n/a
Amendement au zonage/ Zoning Amendment	1	En cours/ In progress
Amendement au Plan officiel/ Official Plan Amendment	0	n/a
Pré-consultation/Pre-consultation	0	n/a
Plan d'implantation/Site plan	1	En cours/In progress
Plan de lotissement/Subdivision plan	0	n/a
Détachement de terrain/ Land severance	0	n/a
Rapports de conformité de zonage et autres/ Zoning compliance reports and others	9	9 complétés/ completed
Requêtes d'information générale/ General information requests	20	20 répondus/ responded

**Tableau des projets de plan d'implantation**  
**Table of site plan projects**

Date de la demande/ Date of request	N° dossier/ File N°	Nom du projet/ Name of project	Statut/ Status	Entente signée/ Signed agreement	Début de la construction/ Beginning of construction	Valeur du projet/ Value of project
23/08/2018	D11-199	HGH	Complété/ Completed	Oui/ Yes	En cours/ In progress	\$45M
21/09/2018	D11-211	OPP – rue Cameron	Complété/ Completed	Oui/ Yes	2020	\$9 800 000.00
29/11/2018	D11-216	Econogas- 790,rue Main	En cours/ In progress	—	Printemps/ Spring 2019	\$1 000 000.00
14/12/2018	D11-217	Station-service - 370,rue McGill	En attente du processus d'amendement au zonage/ Under the process of a Zoning By-law Amendment	—	Automne/ Fall 2019	\$1 000 000.00

## Tableau des projets de lotissement

### Table of subdivision projects

<b>Date de la demande/ Date of request</b>	<b>N° dossier / File N°</b>	<b>Nom du projet/ Name of project</b>	<b>Statut/ Status</b>	<b>Entente signée/ Agreement signed</b>	<b>Début de la construction/ Beginning of construction</b>	<b>Valeur du projet/ Value of project</b>
2013	D12-49	André E. Desjardins	Projet 90% terminé/ Project 90% completed	Oui/Yes	Complété - inspection requise/ Completed – inspection required	9 lots \$ 3 780 000.00
Août 2017	D12-37	Plan 232 – Construction Mosselaer	Projet 90% terminé/ Project 90% completed	Oui/Yes	Reste la 2ième couche pavage/ Second layer of paving remaining	20 lots \$ 6 000 000.00
2013	D12-52	1302050 Ontario Inc. - Place de la Station	Discussions entre les parties sont requises/ Discussions between parties are required	Non/ No	À suivre/To follow	24 lots \$ 7 200 000.00
Octobre 2018	D12-53	Rues Amoco & Harden	En cours (rédaction de l'entente à venir)/ In progress (Drafting of the agreement to follow)	Non/No	Printemps/ Spring 2019	4 lots disponibles/ available \$5 066 611.00

Note : les évaluations sont basées sur l'évaluation marchande des propriétés qui comprend le lot et le bâtiment résidentiel. /the evaluations are based on the market value of the properties that includes the residential building and lot.

## RAPPORT MENSUEL - SERVICE DES BÂTIMENTS

**Date:** Le 4 février 2019  
**Préparé par:** Gérald Dicaire

### Accomplissements

- Tournoi Hockey U-18 – Janvier 5
- Inspection des patinoires extérieures 7-14-21-28 janvier
- Tournoi Fusion Hockey – 19-20 janvier
- Tournoi Jiu-Jitsu – 26 janvier
- Tournoi Fusion Hockey – 26 janvier
- Visite des lieux pour installation Station Sismique – 31 janvier (Ressources naturelles Canada)

### Progression des projets en cours

- Rencontre avec la COMZAC pour achat de poubelles – 31 janvier
- Contact avec Sébastien Racine pour Plan Salle Multi – 31 janvier

### Activités professionnelles

- Technicien de glace Niveau III – 29-30 janvier

### Projets ou activités à venir

- Journée de la famille - Février 11
- Gala de lutte - Février 23
- Tournoi Hockey Industriel – Février 22-23-24

### Mise à jour des projets capitaux

Aucun

Signature du chef



Signature du directeur général



# MONTHLY REPORT – BUILDING DEPARTMENT

**Date:** February 4, 2019

**Prepared by:** Gérald Dicaire

## Accomplishments

- Hockey Tournament U-18 – January 5
- Outside rink inspections – January 7-14-21-28
- Hockey Tournament – Fusion – January 19-20
- Jiu-Jitsu Tournament – January 26
- Hockey Tournament - Fusion - January 26
- Site Visit for Installation Seismic Station - January 31  
(Natural Resources Canada)

## Progress of current projects

- Meeting with COMZAC for purchase of garbage cans – January 31
- Contact Sébastien Racine for plans for multi-function hall – January 31

## Professional activities

- Ice Technician Level III – January 29-30

## Future projects or activities

- Family Day - February 11
- Wrestling Gala – February 23
- Industrial Hockey Tournament – February 22-23-24

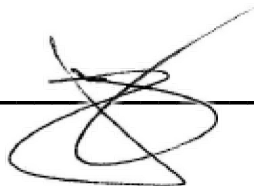
## Update on capital projects

None

Signature of Departmental Head \_\_\_\_\_



Signature of CAO \_\_\_\_\_



## RAPPORT MENSUEL - CONSTRUCTION

**Date:** Le 4 février 2019  
**Préparé par:** Jean-Claude Miner

### Accomplissements

#### HGH

Un permis d'occupation a été émis pour le sous-sol du nouveau secteur du 3<sup>e</sup> étage ainsi que pour le secteur appelé Health Records corridor 1-494 situé au niveau 1 du bâtiment original.

### Progression des projets en cours

Un permis de rénovation a été émis pour la propriété située au 1432 rue Aberdeen, Biscuits Leclerc, pour rénover une autre section du bâtiment anciennement appelé Colorama.

Un permis de rénovation a été émis pour un magasin de savons au 321 rue Main Est. Une demande de permis a été reçue pour le nouveau Poste de police.

Une demande de permis a été reçue pour rénover le bâtiment commercial situé au 212 Main pour le nouvel emplacement du Easy Home.

### Activités professionnelles

Formation Chapters pour les inspecteurs.

### Projets ou activités à venir

Formation Santé et Sécurité pour les inspecteurs.

### Statistiques mensuelles

Voir ci-joint

**Chef du département** \_\_\_\_\_ 

**Directeur général** \_\_\_\_\_ 



## MONTHLY REPORT - CONSTRUCTION

**Date:** February 4, 2019  
**Prepared by:** Jean-Claude Miner

### Accomplishments

#### HGH

An occupation permit has been issued for the new third floor basement and also for the Health Records Corridor 1-494 located on Level 1 of the original building.

### Progress of current projects

A renovation permit was issued for the property located at 1432 Aberdeen Street, Biscuits Leclerc, to renovate another section of the building formerly known as Colorama.

A renovation permit issued for a soap store located at 321 Main Street East.

A permit application received for the new Police Station.

A permit application received to renovate the commercial building located at 212 Main for the new Easy Home location.

### Professional activities

Chapter training for inspectors.

### Future projects or activities

Health and Safety training for inspectors.

### Monthly statistics

See attached

Department Head \_\_\_\_\_



Signature CAO \_\_\_\_\_



VILLE DE HAWKESBURY / TOWN OF HAWKESBURY					SUMMARY BUILDING PERMITS 2019				
Mois/ Month	Unités créées	RÉSIDENTIEL Nouveau/		RESIDENTIAL Additions		COMMERCIAL Nouveau/		COMMERCIAL Additions	
	Units Created	New		Réparations/Repairs		New		Réparations/Repairs	
		#	\$	#	\$		\$	#	\$
Jan./Jan.	0	0	0.00 \$	3	59,750.00 \$	0	0.00 \$	3	137,500.00 \$
Fév./Feb.	0	0							
Mars/March	0	0							
Avril/April	0	0							
Mai/May	0	0							
Juin/June	0	0							
Juillet/July	0	0							
Août/Aug.	0	0							
Sept.	0	0							
Oct.	0	0							
Nov.	0	0							
Déc./Dec.	0	0							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0.00 \$</b>	<b>3</b>	<b>59,750.00 \$</b>	<b>0</b>	<b>0.00 \$</b>	<b>3</b>	<b>137,500.00 \$</b>
<b>Nombre total de permis émis (incluant démolition) /</b>									
<b>Total number of permits issued (including demolition):</b>						<b>7</b>			
<b>(Commercial-réparations comprend permis pour enseignes)</b>									

VILLE DE HAWKESBURY / TOWN OF HAWKESBURY				SUMMARY BUILDING PERMITS 2019					
	INDUSTRIEL		INDUSTRIAL		INSTITUTIONNEL		INSTITUTIONAL		DEMOLITION
Mois/ Month	Nouveau/ New		Additions Réparations/Repairs		Nouveau/ New		Additions Réparations/Repairs		Total Res #
	#	\$	#	\$	#	\$	#	\$	
Janv./Jan	0	0.00 \$	1	300,000.00 \$	0	0.00 \$	0	0.00 \$	0
Feb./Fév.									
March/Mars									
April/Avril									
May/Mai									
June/Juin									
July/Juillet									
Aug./Août									
Sept.									
Oct.									
Nov.									
Dec .									
<b>Total</b>	<b>0</b>	<b>0.00 \$</b>	<b>1</b>	<b>300,000.00 \$</b>	<b>0</b>	<b>0.00 \$</b>	<b>0</b>	<b>0.00 \$</b>	<b>0</b>

<b>SUMMARY - BUILDING PERMITS 2019</b>						
		<b>YEAR:</b>	<b>2019</b>		<b>YEAR:</b>	<b>2018</b>
<b>MONTH</b>	<b>REVENUES</b>	<b>NO. OF PERMITS</b>	<b>VALUE OF CONSTRUCTION</b>	<b>REVENUES</b>	<b>NO. OF PERMITS</b>	<b>VALUE OF CONSTRUCTION</b>
JAN	7,550.00 \$	7	497,250.00 \$	2,672.00 \$	5	181,000.00 \$
FEB				2,594.00 \$	11	121,200.00 \$
MAR				4,438.00 \$	13	261,200.00 \$
APR				33,370.00 \$	27	1,630,670.00 \$
MAY				14,964.00 \$	35	853,800.00 \$
JUNE				28,284.00 \$	28	1,891,450.00 \$
JULY				8,205.00 \$	23	430,000.00 \$
AUG				18,599.00 \$	15	1,347,300.00 \$
SEPT				12,268.00 \$	18	491,500.00 \$
OCT				12,438.00 \$	20	704,500.00 \$
NOV				10,205.00 \$	8	585,500.00 \$
DEC				30,245.00 \$	11	1,325,100.00 \$
<b>TOTAL</b>	<b>7,550.00 \$</b>	<b>7</b>	<b>497,250.00 \$</b>	<b>178,282.00 \$</b>	<b>214</b>	<b>9,823,220.00 \$</b>

## RAPPORT MENSUEL - ENVIRONNEMENT

**Date:** Le 4 février 2019

**Préparé par:** Martin Perron

### Accomplissements

- Rapport de fuites 2018 (8 fuites et 2 remplacements de service de plomb);
- Soumission produits chimiques 2019-2020 (deux usines);
- Réparation scie à chaîne pour couper tuyau de fonte ductile;
- Réparation du système de chauffage (station de pompage épuration);
- Entretien et achat de batteries pour système de lumière d'urgence (usine d'épuration);
- Mise à jour des bouilloires (deux usines);
- Maintenance et mise à jour du compresseur à l'air (usine de filtration);
- Vider le décanteur primaire #1 et faire l'entretien du système de chaîne (usine d'épuration);
- Débloquer le tuyau entre les décanteurs primaire et digesteur (camion spécialisé);
- 2 essais et fermeture de vanne (3) pour isoler l'usine de filtration et le réseau de distribution;
- Effectuer les corrections de la carte du réseau de distribution et envoi de cette dernière à la firme d'ingénierie (Groupe Tanguay);
- Achat et réparation du système de chauffage pour la chaîne secondaire extérieure;
- Implantation du programme de matières recyclables (deux usines);
- Entrevue et embauche d'un opérateur;
- Mise à jour balance électronique pour chlore gazeux;
- Réparation mélangeurs des produits de coagulation (usine de filtration);
- Finaliser remorque d'outils spécialisés pour les fuites (réseau de distribution);
- Rencontre sectorielle;
- Rencontre avec le contracteur pour le projet de remplacement du débitmètre (usine de filtration);
- Rencontre avec la firme d'ingénierie pour le projet de la rue Cameron;

- Entretien de la fournaise de la station eau brute (usine de filtration);
- Nouvelles procédures pour la lecture régulière des compteurs d'eau;
- Inspection du système d'alarme à feu (usine d'épuration);
- Élaboration de la description du poste système de gestion de qualité avec les Ressources humaines;
- Rencontre avec les Comtés unis de Prescott-Russell pour consentement municipal.

### **Progression des projets en cours**

- En attente d'une nouvelle carte du réseau de distribution – rinçage unidirectionnel;
- En attente de température clémente - finaliser les réparations toit bâtiment de la station de pompage (usine d'épuration);
- Livraison de la centrifuge inspection et ré-usinage;
- Installation d'un système de camera (usine de filtration).

### **Activités professionnelles**

- Présentation et fonctionnement du programme Vadim pour suivi budgétaire (Philippe Timbers)
- Présentation des bénéfiques et avantages sociaux (Dominique Dussault)
- Visite et Réseautage-école de formation pour opérateur Paul Guérin-Lajoie (Vaudreuil)

### **Projets ou activités à venir**

- Embauche d'un représentant du système de gestion de la qualité;
- Approbation du plan opérationnel du Système de gestion de la qualité de l'eau potable version 9;
- Cycle 2018 du Système de gestion de la qualité de l'eau potable;
- Rapport annuel sur les eaux usées;
- Rapport annuel et résumé sur le traitement de l'eau;
- Rapport annuel sur la distribution de l'eau (consommation).

## Mise à jour des projets capitaux

1. Offre d'appel du remplacement du débitmètre à l'usine de filtration.
  - Choix du contracteur
  - Rencontre de direction générale pour suivi (complexité ainsi que budget)
  
2. Demande de proposition - Cameron Street
  - Rapport géotechnique
  - Détermination de grosseur du tuyau d'aqueduc
  
3. Mise à niveau des produits chimiques en attente de subvention.

## Statistiques mensuelles

Révision des données pour usine de filtration, usine d'épuration et consommation 2018.

Signature du chef     *Martin Perron*    

Signature du directeur général     

## MONTHLY REPORT – ENVIRONMENT

**Date:** February 4, 2019

**Prepared by:** Martin Perron

### Accomplishments

- 2018 leak report (8 leaks and 2 lead service replacements);
- Chemical submission 2019-2020 (two plants);
- Chain saw repair to cut ductile iron pipes;
- Repair the heating system (pumping station Wastewater);
- Maintenance and purchase of batteries for emergency lights system (Wastewater plant);
- Update Boilers (two plants);
- Maintenance and update of the air compressor (filtration plant);
- Empty the primary settling tank #1 and do the maintenance of the chain system Wastewater;
- Unblock the hose between the primary decanter and digester (specialized truck);
- 2 try out for valve closing (3) to isolate the filtration plant and the distribution network;
- Make the correction of the distribution network map and send to the engineering firm (Tanguay Group);
- Purchase and repair of the heating system for the outdoor secondary chain;
- Implementation of the recycling program (two plants);
- Interview and hiring of an operator;
- Electronic scale update for chlorine gas cylinder;
- Repair of Flash mixer of coagulation products (filtration plant);
- Finalize specialized trailer for leaks for the distribution system;
- Departmental meeting;
- Meeting with the contractor for the flow meter replacement project (filtration plant);
- Meeting with the engineering firm for the Cameron Street project;
- Maintenance of the furnace at the raw pumping station (filtration plant);



- New procedures for regular reading of the water meters;
- Inspection of the fire alarm system (Wastewater plant);
- Development of job description of the quality management system position with Human Resources;
- Meeting with the United Counties of Prescott-Russell for municipal consent.

### **Progress of current projects**

- Waiting for a new distribution network plan - unidirectional flushing;
- Awaiting warm weather – finalize roof repairs of the pumping station building (Wastewater plant);
- Delivery of the centrifuge inspection and re-machining;
- Installation of a camera system (filtration plant).

### **Professional activities**

- Presentation and functions of the Vadim program for budget monitoring (Philippe Timbers)
- Benefits and social benefits presentation (Dominique Dussault)
- Networking and Visit training school for operator Paul Guérin-Lajoie (Vaudreuil)

### **Future Projects or activities**

- Hiring a Quality Management System Representative;
- Endorsement of the Drinking Water Quality Management System version 9 operational plan;
- Cycle 2018 Drinking Water Quality Management System;
- Wastewater Annual report;
- Water Treatment Annual report and summary;
- Annual report for Water Distribution (consumption).

### **Update on capital projects**

1. Request for Tender flow meter replacement at the filtration plant.
  - Contractor's choice

- Meeting with the Chief Administrative Officer for the follow-up (complexity and budget)

2. Request for Proposal - Cameron Street.

-Geotechnical report


-Determination of the size of the aqueduct pipe

3. Chemical Feeds Upgrade waiting for grants.

### Monthly statistics

Revision of 2018 data for Water treatment plant, Wastewater plant and Water usage.

Signature Departmental Head *Martin Perron*

Signature of CAO 

## RAPPORT MENSUEL – JANVIER 2019

Service des loisirs et du tourisme

**Date:** 25 février 2019

**Préparé par:** Nicole Trudeau

### Accomplissements

1. Leçons privées en natation ont triplé depuis janvier 2018
2. 2 moniteurs ont reçu leurs certifications en instructeurs en aquaforme
3. Application pour les subventions Programme Expérience Été et Emplois d'été Canada
4. Compétition d'arts martiaux – SAU
5. Tulmar - Tests d'équipement dans la salle multi et piscine
6. Embauche d'un surveillant d'activités / patin (étudiant temps-partiel)
7. Guide des loisirs printemps / été finalisé

### Progression des projets en cours

1. Planification de la formation en instructeur en SUP
2. Application des modifications à la politique de gestion d'alcool
3. Planification et ébauche de la demande de subvention espaces culturels
4. Planification des événements :
  - a. Fête de la famille
  - b. Tournoi industriel
  - c. Combat de lutte
  - d. Fête à Hawkibou
  - e. Horaire pour les semaines de relâche
  - f. Fête du Canada
5. Planification du programme Le Club – activités dans les parcs
6. Première ébauche d'une politique de reconnaissance et soutien aux organismes avec le comité des demandes de dons
7. Négociations et ébauche de contrat pour le guichet touristique

## Activités professionnelles

Formation technicien de glace 3 – Opération, inspection et entretien des équipements d'un aréna  
(Cette formation a été donné à la directrice des loisirs, le surintendant des bâtiments et tous les opérateurs au Complexe sportif)

## Projets ou activités à venir

1. Formation en instructeur en SUP sera offert
2. RFP pour les feux d'artifices et équipements de son et lumières pour la fête du Canada sera émis
3. Nouveau programme sera offert – Sauvetage sportif pour les jeunes
4. En attente de la décision d'Emploi et Développement social Canada en janvier en ce qui a trait à la demande d'octroi Fonds pour l'accessibilité pour les projets à moyenne envergure afin offrir une meilleure accessibilité aux personnes à mobilité réduite au Complexe sportif Robert Hartley

## Événements à venir

- |                      |                                 |                          |
|----------------------|---------------------------------|--------------------------|
| • Fête de la famille | Complexe sportif Robert Hartley | 18 février               |
| • Tournoi industriel | Complexe sportif Robert Hartley | 23, 24 février 2, 3 mars |
| • Combat de lutte    | Complexe sportif Robert Hartley | 23 février               |
| • Activités relâche  | Complexe sportif Robert Hartley | 4 – 15 mars              |
| • Fête à Hawkibou    | Complexe sportif Robert Hartley | 13 mars                  |

## Mise à jour des projets capitaux

Aucun

## Statistiques mensuelles

Période janvier 2019

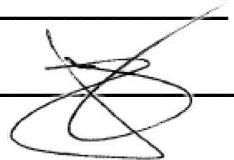
<b>Ventes par activité</b>	
1-5-72-3106 - Location piscine	8,569.50
1-5-72-3203 - Location glace *	4,010.50
1-5-72-3101 - Bain public	2,929.52
1-5-72-3103 - Cours aquatiques - Enfants et leçons privées	2,568.05
1-5-72-3102 - Carte de membre - Piscine	2,359.02
1-5-72-3303 - Terrains multisports	1,719.74
1-5-72-3105 - Cours avancés	1,496.00
1-5-72-3104 - Cours aquatiques - Adultes	1,397.24
1-5-72-3304 - Location - Salle mutli complete	1,080.00
1-5-72-3012 - Matériel Pro Shop	465.97
1-5-72-3201 - Patin/Hockey Libre	408.22
1-5-75-3302 - Tennis intérieur	360.00
1-5-72-3301 - Carte de membre - Multi	283.00
1-5-72-3305 - Programmation salle mutli	122.20
1-5-95-1107 - Tourisme	36.00
<b>Total</b>	<b>27,804.96</b>

\*Notez que la facturation de glace ce fait par session et non par mois

Signature du chef



Signature du directeur général



## MONTHLY REPORT – JANUARY 2019

### Recreation and Tourism Department

**Date:** February 25, 2019

**Prepared by:** Nicole Trudeau

### Accomplishments

1. Private swim lessons have tripled since January 2018
2. 2 instructors received their aquafit instructor certification
3. Applications were made to the Summer Experience and Canada Summer Jobs grants Canada
4. SAU Martial Arts Competition
5. Tulmar – Equipment tests were done in the multi room and pool
6. Hiring of a skating/activities monitor (part-time student)
7. Spring/Summer Recreation Guide finalized

### Progression of Ongoing Projects

1. Planning of the SUP instructor training
2. Application of the modifications to the Municipal Alcohol Policy
3. Planning and draft of Cultural Spaces Grant
4. Planning of following events:
  - a. Family Day
  - b. Industrial Tournament
  - c. Wrestling Tournament
  - d. Hawkibou's Birthday
  - e. Spring Break Special Activities
  - f. Canada Day
5. Planning of Le Club – activities in the parks
6. First draft of the Recognition and Support to Organizations Policy in conjunction with the Donation Request Committee
7. Negotiations and draft of the Tourism Desk contract

## Professional Activities

Ice Technician 3 Certification - Operation, inspection et maintenance of arena equipment  
(This certification was given to the Recreation Director, Buildings Superintendent and all the Operators at the Sports Complex).

## Projects or Activities to Come

1. SUP instructor training will be offered
2. RFP for fireworks and sound and light equipment for Canada Day will be issued
3. New programming offered - Youth Lifesaving Sport Club
4. Awaiting decision from the Employment and Social Development Canada in January, regarding the application for the Enabling Accessibility Fund for mid-sized projects in order to increase accessibility for people with disabilities at the Robert Hartley Sports Complex.

## Upcoming Events

- |                           |                               |                         |
|---------------------------|-------------------------------|-------------------------|
| • Family Day              | Robert Hartley Sports Complex | February 18             |
| • Industrial Tournament   | Robert Hartley Sports Complex | Feb. 23, 24, March 2, 3 |
| • Wrestling Tournament    | Robert Hartley Sports Complex | February 23             |
| • Spring Break Activities | Robert Hartley Sports Complex | March 4 – 15            |
| • Hawkibou's Birthday     | Robert Hartley Sports Complex | March 13                |

## Update on Capital Projects

None

## Monthly Statistics

Period January 2019

<b>Sales by Activity</b>	
1-5-72-3106 - Location piscine	8,569.50
1-5-72-3203 - Location glace *	4,010.50
1-5-72-3101 - Bain public	2,929.52
1-5-72-3103 - Cours aquatiques - Enfants et leçons privées	2,568.05
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1-5-72-3305 - Programmation salle mutli	122.20
1-5-95-1107 - Tourisme	36.00
<b>Total</b>	<b>27,804.96</b>

\*Note that billing for ice rental is done by session

Signature of Department Head \_\_\_\_\_

Signature of CAO \_\_\_\_\_



Dim /Sun	Lundi / Monday	Mardi / Tuesday	Mercredi / Wednesday	Jeudi / Thursday	Vendredi / Friday	Sam/ Sat
					1	2
3	4	5	6	7	8	9
10	11 7:00 p.m. 19h00 Réunion ordinaire / Regular Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25 7:00 p.m. 19h00 Réunion ordinaire / Regular Meeting	26	27	28	29	30

**LA CORPORATION DE LA VILLE DE HAWKESBURY**

**RÈGLEMENT N° 16-2019**

**Un règlement pour confirmer les  
délibérations du conseil**

**ATTENDU QUE** l'article 238 de *la Loi de 2001 sur les municipalités*, S. O. 2001, c. 25, autorise le conseil à adopter des règlements pour régir les délibérations du conseil, et;

**ATTENDU QUE** le conseil de la Corporation de la ville de Hawkesbury juge pertinent de confirmer les délibérations du conseil à sa réunion tenue le 25<sup>e</sup> jour du mois de février 2019.

**PAR CONSÉQUENT**, le conseil de la Corporation de la ville de Hawkesbury décrète ce qui suit:

1. Les actions du conseil à sa réunion tenue le 25<sup>e</sup> jour du mois de février 2019 en ce qui concerne chaque motion et résolution acceptée et toute autre décision prise par le conseil à cette dite réunion, sont par le présent confirmées et adoptées.
2. La mairesse et les fonctionnaires compétents de la corporation sont, par le présent, autorisés et requis d'entreprendre toutes les démarches nécessaires pour donner suite auxdites actions, la mairesse et la greffière sont autorisées et ordonnées à exécuter tout document nécessaire à cet effet et la greffière est autorisée à apposer le sceau de la corporation à tous ces dits documents.

**LU EN PREMIÈRE, DEUXIÈME ET ADOPTÉ EN TROISIÈME LECTURE  
CE 25<sup>e</sup> JOUR DE FEVRIER 2019.**

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**Paula Assaly, mairesse**

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**Christine Groulx, greffière**

**La version anglaise de ce règlement prévaut quant à son interprétation.**

**THE CORPORATION OF THE TOWN OF HAWKESBURY**

**BY-LAW N° 16-2019**

**A by-law to confirm the proceedings of Council**

**WHEREAS** section 238 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes council to pass by-laws to govern the proceedings of the council, and;

**WHEREAS** the Council of the Corporation of the Town of Hawkesbury deems it expedient to confirm the proceedings of the Council at its meeting held on the 25<sup>th</sup> day of February, 2019.

**THEREFORE** the Council of the Corporation of the Town of Hawkesbury enacts as follows:

1. The actions of the Council at its meeting held on the 25<sup>th</sup> day of February, 2019 in respect of each motion and resolution passed and other action taken by the Council at its said meeting are hereby confirmed and adopted.
2. The Mayor and the proper officials of the Corporation are hereby authorized and directed to do all things necessary to give effect of the said actions, the Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf, and the clerk is authorized and directed to affix the seal of the corporation to all such documents.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL  
THIS 25<sup>th</sup> DAY OF FEBRUARY 2019.**

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**Paula Assaly, Mayor**

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**Christine Groulx, Clerk**