

**"ANNEX A"**  
**PETITION**  
**APPLICATION FOR ADDING A SIDE WALK**  
**RUE FELIX-LECLERC**

**CONDITIONS:**

- All owners and residents of the street affected by the change must be consulted
- Over 50% of owners and residents affected by this change must be consistent with the cost estimate
- Only one signature per dwelling unit and one signature per building will be retained for the purposes of calculating the number of people in the project agreement
- The preliminary estimate is **\$500,000 (One lump sum of \$4587.16/house OR divided by 20 years \$229.36 per year per house)** and will require further study prior to a public consultation and will be the responsibility of owners and residents as a local improvement tax
- The sidewalk will not be plowed in the winter due to the snow removal policy

**JUSTIFICATION:**

By this petition, the residents of rue Félix-Leclerc is asking the City of Gatineau for an estimation of work related to the addition of a sidewalk on the even side of the same street. When costs are determined, the City of Gatineau will conduct a public consultation in accordance with the PO-2008-01 policy for the financing of new infrastructure for areas already built.

We, the undersigned, agree that the City of Gatineau must estimate the work as described above in paragraph justification

ADDRESS \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**PO-2008-01**  
**MUNICIPAL POLITICS**

Policy number: PO-2008-01

Title: Consultation Policy for the funding of new infrastructure for areas already built.

Date of entry into force: 2008-10-07 Resolution: CM-2008-1040

Revision Date: 2010-11-30 Resolution: CM-2010-1184

2015-XX-XX Resolution: CM-2015-XXXX

Service (s): Service Centers

**1. OBJECTIVE**

This is to establish a process and rules to meet the new infrastructure planning applications in already developed areas. Without being able to respond to all situations, it provides citizens with a process allowing them to improve their environment while determining the steps that lead to the decision by the municipal council.

**2. SCOPE**

This policy applies to all applications from citizens or groups of citizens who wish to add one or more municipal services, including, without limitation, adding:

- Water System
- Sanitary Sewer System
- Storm Sewer Network

- Border streets or sidewalks
- Street Paving
- Lighting Network
- Wall of sound attenuation
- calming measures Traffic

### **3. OTHER POLICIES APPLICABLE**

This policy is complementary to other policies and regulations. The City determines which policies and regulations may apply and Board Committee of the Whole determines whether it should implement this consultation policy for the financing of new municipal infrastructure in already built areas.

3.1. ADT-2002-01: Financing of municipal services - existing streets.

3.2. Regulations 98-2003 and 99-2003 and amendments thereto: respecting the agreements on municipal works and the establishment of public services in the city of Gatineau.

3.3. 316-2006 Regulations and amendments: establishing the criteria for calculating the frontage of the taxable property for which a local improvement tax is imposed to pay for municipal work.

3.4. If the work is made necessary by legal and judicial steps or because of exceptional circumstances, the process of this policy does not apply, the City will proceed as soon as possible to build the services and the cost of the work will as shared policies and regulations.

3.5. INFRA-2012-01: Policy on calming traffic.

### **4. INITIATE AN APPLICATION**

A written request, "Annex A", must be sent to the area service center to initiate a consultation request for the addition of municipal services. The following information must be provided with the application signed by the applicants.

1) The nature of the services, for example:

- municipal water system
- storm sewer
- sanitary sewer
- street paving
- sidewalks or curbs
- street lighting network
- Wall of sound attenuation
- calming traffic

2) A paragraph justifying the request for consultation.

3) The street or streets where the work and the street number of all properties that are affected by this issue.

4) A statement that the work will be at the expense of the owners affected by the work.

5) More than 50% of the targeted owners must sign this application and be considered. Only one signature per property will be considered.

6) Applicants must designate a spokesperson to facilitate communications.

### **5. PRELIMINARY ANALYSIS**

5.1. Following receipt of the initial application, the service center determines whether the application is admissible. If it is, the infrastructure service determines the feasibility of the work requested and determines the properties of the basin affected by the applicants' request. The Service may modify the proposed project for planning purposes, for example, increase or decrease the scope of work.

5.2. If the project is feasible and admissible, the applicants are notified and an estimate is prepared by the Service des infrastructures within 120 days of receipt of the request.

5.3. Within 60 days of the estimated infrastructure services, the Finance Department prepares the cost estimate for each of the subject properties and preparing a recommendation as to the mode of taxation.

5.4. The service center in collaboration with the Division of Strategic Planning and spokesman of citizens, determine a date for a meeting with the citizens affected by the project.

5.5. A letter of invitation to an information meeting as "Annex B" is routed to each of the residents.

## **6. MEETING CITIZENS**

6.1. During the meeting with citizens, each owner is informed of the extent of work considered, the cost estimate for the entire project and the information describing the work method of funding and the consultation process. Any other relevant information must be communicated during this shipment.

6.2. Following a meeting with citizens, each owner is invited to comment in writing for or against the project. For a period of at least 14 days following the meeting of citizens, the service center receives the forms signed by the owners as "Appendix C".

6.3. Only one signature per property will be considered for fairness.

6.4. The City shall notify in writing each of the owners of the result of the consultation.

## **7. COUNCIL APPROVAL**

7.1. At least two thirds (2/3) of the owners affected by the project must be in agreement with the proposal for the project to be presented to the Board in connection with the approval of the three-year plan of investments.

7.2. Any project under Article 7.1 and filed under preparation PTI before 30 April will be considered by the Board in the fall of that year. Any project submitted after this date will be considered by the Board in the autumn of the following year.

## **8. SHARED RESPONSIBILITY**

8.1. The service center

Received the initial application, provides and authorizes the petition form, informs the applicants throughout the process and follows up with the others.

8.2. The Infrastructure Service

Assesses the feasibility of the project and its impacts, preparing a recommendation on the scope of the project, prepare the final estimates for the citizens' meeting, participated in the meeting with citizens and manages the entire design project if takes place.

8.3. The Finance Service

Calculates cost sharing and funding options for each property, based on the Regulation and its amendments 316-

2006, participates in the meeting with citizens and keeps track of billing and cost sharing if place.

8.4. Section Strategic Planning: organizes and conducts the meeting with citizens and produced a brief report.

## 9. NEXT STEPS

9.1. If during the consultation process provided for in Article 6, less than two thirds (2/3) of the owners referred in favor of the project, the city abandoned the project.

9.2. A new consultation request may be filed 12 months after the results of the consultation, when a petition signed by 50% of affected landowners is conducive to carrying out the work according to Article 4.

## 10. TIMETABLE AND EXCEEDING THE COST

10.1. In the event that the citizens give their consent to the realization of a project, a borrowing bylaw is approved by the board and tenders are launched on schedule planned by the board in the PTI. All costs will be charged to the owners, even if there are cost overruns.

Site aerial photo



« ANNEXE D »- LOGIGRAMME DÉCISIONNEL - FINANCEMENT DES NOUVELLES INFRASTRUCTURES  
POUR LES SECTEURS DÉJÀ CONSTRUITS  
PO-2008-01 - Politique de consultation pour le financement des nouvelles infrastructures  
pour les secteurs déjà construits



