

CANADA  
PROVINCE OF QUEBEC  
DISTRICT OF HULL

MUNICIPALITY OF CHELSEA

COLLINES-DE-L'OUTAOUAIS RCM

**DRAFT BY-LAW NUMBER 1161-20**

**BY-LAW RESPECTING DOCKS AND CONDITIONS  
OF OCCUPANCY OF MUNICIPAL LAND BORDERING  
THE GATINEAU RIVER**

**WHEREAS** the Municipality of Chelsea has acquired the submerged lots previously owned by Hydro-Québec;

**WHEREAS** the Municipality of Chelsea is aware of the importance of protecting the environment and the Gatineau River;

**WHEREAS** the Municipality of Chelsea recognizes that the banks, shorelines and flood plains are essential to the survival of the ecological and biological components of watercourses and lakes and wishes to ensure their protection and avoid their degradation;

**WHEREAS** the Municipality of Chelsea recognizes the importance of balancing ecological integrity and access to the Gatineau River and wishes to avoid excessive occupation of its banks and shoreline;

**WHEREAS** the Municipality of Chelsea recognizes the importance of equitable access to the river for all Chelsea residents and that quality public access to the shoreline of the Gatineau River would contribute significantly to the quality of life of the residents of the Municipality of Chelsea and should be given priority;

**WHEREAS** the Municipality of Chelsea recognizes the importance of the sustainability of municipal lots along the Gatineau River;

**WHEREAS** the Municipality of Chelsea recognizes the importance of protecting the privacy and tranquility of private properties near municipal land adjacent to the Gatineau River;

**WHEREAS** the Municipality of Chelsea wishes to ensure dock permits and permissions for occupancy are issued fairly and to provide a framework for the process;

**WHEREAS** the Municipality of Chelsea wishes to establish conditions for docks located on municipal land and for the occupancy of municipal land;

**WHEREAS** certain rules and conditions must be established to regularize existing docks and govern new applications;

**WHEREAS** a notice of motion of this by-law was duly given on August 4, 2020, and the draft was presented and submitted;

**WHEREAS** this by-law in no way exempts anyone from the provisions of other by-laws in effect;

**WHEREAS** this by-law applies to municipal land along the Gatineau River under the jurisdiction of the Municipality of Chelsea and to the trail Voie Verte Chelsea;

**CONSEQUENTLY**, the Council orders and decrees the following:

**SECTION 1 – INTRODUCTORY PROVISIONS**

**1.1 DECLARATORY PROVISIONS**

The preamble forms part of this by-law.

**1.2 INTERPRETATION**

In this by-law, the following words have the following meanings:

“anyone”:	any legal entity or physical person
“applicant”:	the occupant of a property who submits an application under this by-law
“authorization”:	permission issued under this by-law in the form of a dock permit or a permission for occupancy
“Council”:	the Municipal Council
“Director”:	the Director general and Secretary-treasurer of the Municipality or any person designated by them to replace or assist him (civil servant, municipal officer, etc.)
“dock”:	a permanent or temporary structure that extends into the water perpendicularly to the shoreline to allow swimming or the docking of watercraft and is used for loading and unloading purposes
“lease”:	a lease agreement by which the Municipality allows a tenant to enjoy a property for a specific period of time in return for a fee
“municipal land”:	all properties owned by the Municipality along the Gatineau River, whether or not these properties are submerged, as well as the trail Voie Verte Chelsea
“occupant”:	any person who has legal possession of a property in their capacity as owner or as a person authorized by the owner
“permission for occupancy”:	contract established between the Municipality and the occupant authorizing the occupant to occupy municipal land, either conditionally or unconditionally

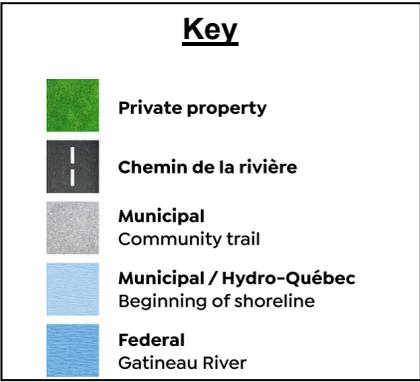
**1.3 SCOPE AND AUTHORITY**

1.3.1 This by-law applies to all the Municipality’s properties bordering the Gatineau River, regardless of their method of acquisition, location or condition, and to all citizens of the Municipality of Chelsea and dock permit applicants whose docks are located or planned to be located, in whole or in part, on municipal land bordering the Gatineau River or trail Voie Verte Chelsea.

- 1.3.2 For the purposes of this by-law, the protection of the environment and the possibility of providing public access to the Gatineau River shall take precedence over the private interest of a resident applying for a permission of occupation or a lease for the installation of a dock.
- 1.3.3 This by-law shall not apply to private property used as the right-of-way for a private road.
- 1.3.4 The Director has the authority to administer and enforce this by-law, including the following:
- a) issue a notice to anyone to request that they cease a violation of this by-law;
  - b) issue a statement of offence to anyone who appears to be in violation of this by-law;
  - c) recommend that the Municipal Council use the courts of competent jurisdiction to enforce compliance with this by-law;
  - d) have access between 7 a.m. and 7 p.m. to any property to inspect any landscaping, construction work, maintenance or any activity carried out to:
    - i) ensure that the requirements of this by-law are met;
    - ii) check the premises as part of reviewing an application for authorization;
    - iii) collect any evidence and take photographs;
  - e) require any measure or document considered appropriate, necessary and acceptable to ensure compliance with the provisions of this by-law;
  - f) determine the deadline for completing the work necessary to remedy a violation of this by-law;
  - g) require appropriate immediate measures to eliminate or limit any hazard where the use, the condition or level of maintenance of structures, or any other activity on municipal land presents a risk of serious and imminent danger.
  - h) validate vested rights.
- 1.3.5 This by-law is adopted in compliance with the various municipal by-laws and provincial legislation in force.

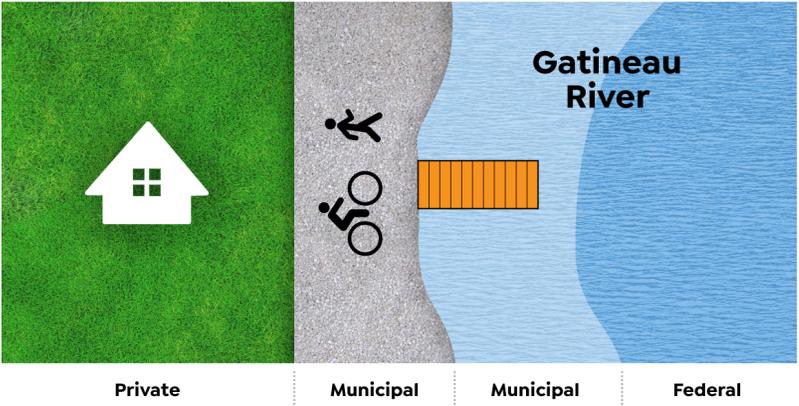
## **SECTION 2 – TYPICAL CASES WHERE A PERMISSION FOR OCCUPANCY AND A DOCK PERMIT MAY BE GRANTED**

- 2.1 This section outlines the two scenarios in which it is possible to obtain a permission for occupancy and a dock permit for the installation or regularization of a private dock on municipal land along the Gatineau River and a final scenario in which a private dock may become a municipal dock. The scenarios are classified as types 1, 2, or 3.
- 2.2 Owners of existing and proposed docks located on municipal land must abide by the rules for the use of municipal property and the conditions set out in Appendix A attached hereto.
- 2.3 Exempted from this by-law is any dock along the Gatineau River that complies with the by-law, is intended for public use and is accessible to the entire local population, with the approval of the Municipality of Chelsea.



**2.4 TYPICAL CASE 1 – PRIVATE LOT CONTIGUOUS TO THE MUNICIPAL TRAIL VOIE VERTE CHELSEA**

2.4.1 Some private properties are not contiguous to the Gatineau River but are contiguous to the trail Voie Verte Chelsea.



2.4.2 If there is an existing dock or a possibility of building a compliant dock connected to the trail Voie Verte Chelsea, new permissions for occupancy may now be granted to property owners of lots contiguous to the trail which, if one was to ignore the presence of the trail, would be directly contiguous to the Gatineau River.

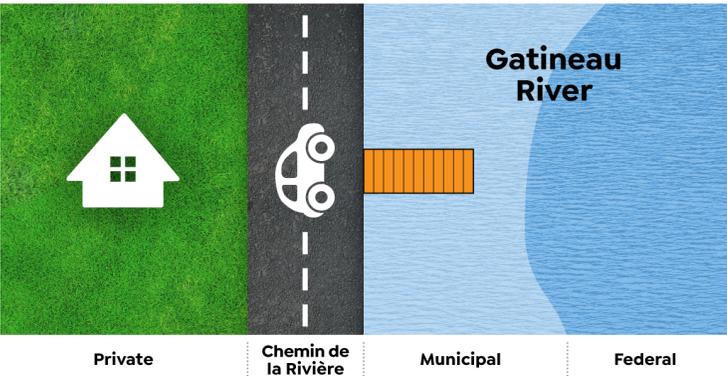
2.4.3 Applications in this regard will be evaluated by the Municipality on a case-by-case basis, if it complies with the conditions set out in Appendix "A" hereto and any applicable provincial and municipal regulations.

2.4.4 A permission for occupancy will be required and must be approved by the Municipality, and a lease for occupancy will be required. The annual lease amount is set at \$500.00 per property.

2.4.5 The minimum distance between two authorized docks is set at nine (9) meters.

**2.5 TYPICAL CASE 2 – PRIVATE LOT CONTIGUOUS TO CHEMIN DE LA RIVIÈRE**

2.5.1 Some private properties are not contiguous to the Gatineau River but are to Chemin de la Rivière’s road allowance.



- 2.5.2 If there is an existing dock or a possibility of building a compliant dock connected to Chemin de la Rivière, new permissions for occupancy may now be granted to property owners of lots contiguous to this road which, if one was to ignore the presence of the road, would be directly contiguous to the Gatineau River.
- 2.5.3 Permissions for occupancy may also be granted to property owners of lots who would be contiguous to the Gatineau River if one was to ignore the presence of Chemin de la Rivière as well as the trail Voie Verte Chelsea.
- 2.5.4 Applications in this regard will be considered by the Municipality on a case-by-case basis if it complies with the conditions set out in Appendix "A" herein and any applicable provincial and municipal regulations.
- 2.5.5 A permission for occupancy will be required and must be approved by the Municipality, and a lease for occupancy will be required. The annual lease amount is set at \$500.00 per property.
- 2.5.6 The minimum distance between two authorized docks for typical case 2 is set at nine (9) meters.

## **2.6 TYPICAL CASE 3 – OTHER**

- 2.7.1 For all other docks located on municipal land that do not fit into typical cases 1 or 2, the docks shall be removed, except those that the Municipality wishes to retain and that meet the criteria as set out in Section 2.6.2. These shall be converted to municipal docks.
- 2.6.2 The analysis criteria for determining which docks may be retained are as follows:
  - 2.6.2.1 Environmental impact:  
The environmental impact of the dock is not significant (including the associated structures that provide access to the dock).
  - 2.6.2.2 Compliance with Municipal and Provincial Regulations:  
The proposed dock complies with municipal and provincial laws and regulations, including its size, materials used, positioning, etc.
  - 2.6.2.3 Impact on privacy:  
The proposed dock is located at a reasonable distance from private residences so that it does not interfere with the enjoyment of property rights of neighboring property owners.
  - 2.6.2.4 Number of residents using the dock:  
The proposed dock is already used by several people, such as a neighborhood association, for example.
  - 2.6.2.5 Structural conditions of the dock:  
The dock structure is in good condition and safe for the public.
  - 2.6.2.6 Accessibility:  
Access to the dock is easy and safe for the public.
  - 2.6.2.7 Minimum distance:  
There is a minimum distance of nine (9) meters from the nearest adjacent docks.
  - 2.6.2.8 Impact on municipal operations:  
The location of the dock and its access does not impede on municipal infrastructures and their maintenance.
- 2.6.3 The Municipal Council shall establish by resolution the docks to be retained that meet the criteria of Section 2.6.2.

## **SECTION 3 – CONDITIONS FOR GRANTING A DOCK PERMIT**

### **3.1 OBLIGATIONS**

- 3.1.1 No one may build a permanent or temporary dock, modify, repair, renovate or change a dock or part of a dock, install a prefabricated dock, or undertake work for the installation of a dock without having obtained a permit to this effect from the Municipality in accordance with the provisions of the By-law Respecting Permits and Certificates in effect.
- 3.1.2 The granting of a dock permit is conditional on compliance with the provisions set out in the By-law Respecting Permits and Certificates and the Zoning By-law in effect, as well as with the provisions hereof.
- 3.1.3 However, a permit for minor repairs necessary for the normal maintenance of a compliant dock is not required when such work does not involve any modifications to the existing structure.

Normal maintenance is defined as maintenance work with a value of less than \$5,000.00.

- 3.1.4 A dock permit is issued by the Director or their representative.

### **3.2 TRANSFERABILITY**

- 3.2.1 A dock permit may not be transferred to third parties before or during dock construction without the authorization of the Municipality.
- 3.2.2 However, if the construction of the dock has been completed, the dock has been found to be in compliance by a municipal officer in a final inspection, and the permit is therefore closed, and the said property is for sale, the owner may transfer the dock permit to the purchaser.

It is the responsibility of the seller to transfer the permit to the new owner of the property. In this case, it is not necessary to notify the Municipality.

### **3.3 DEADLINE**

- 3.3.1 The holder of a dock permit must complete construction of the dock within a period of twelve (12) months, otherwise the permit becomes null and void.

It also becomes null and void if the work has not begun within six (6) months from the date said permit is issued, if the permit is transferred to another person without the written consent of the Municipality or if the holder does not comply with the permit granted.

- 3.3.2 When construction of the dock is completed and has been deemed compliant by a municipal officer in a final inspection, the permit is closed and archived in the municipal archives in perpetuity. It does not need to be renewed.

## **SECTION 4 – CONDITIONS FOR GRANTING A PERMISSION FOR OCCUPANCY AND A LEASE**

### **4.1 OCCUPANCY PRINCIPLE**

- 4.1.1 Any occupancy of municipal land on the trail Voie Verte Chelsea or the Chemin de la Rivière is prohibited unless permission is granted under this by-law.
- 4.1.2 An individual may be granted an unconditional or a conditional authorization, as the case may be, for the occupancy of municipal land in accordance with the terms and conditions set out herein.

## **4.2 PERMISSION FOR OCCUPANCY**

### **4.2.1 SPECIFIC RESTRICTIONS**

- 4.2.1.1 No one may erect a permanent or temporary structure or dock on municipal land or in part on municipal land without being granted a permission for occupancy from the Municipality in accordance with the provisions herein, subject to sections 4.2.5.1 to 4.2.5.4 of the present.
- 4.2.1.2 The granting of a permission for occupancy and its annual renewal is conditional on compliance with the following:
- A municipal permit has been granted for the dock in question, and the dock complies with the applicable regulations, in particular the provisions relating to the protection of lakeshores, riverbanks and littoral zones;
  - The installation and use of the dock have no negative impact on the use or enjoyment of the trail Voie Verte Chelsea and related municipal facilities;
  - An identification plaque provided by the Municipality is affixed to the private dock in a visible location to identify it as an authorized private dock;
  - Said plaque will be provided by the Municipality at the owner's expense;
  - No additional structure, other than the dock and other structures allowed by the permission for occupancy, is installed on the municipal land (shed, permanent furniture, boat rack, electrical wires, etc.);
  - A lease has been established with the Municipality and is paid annually, if applicable;
  - The dock permit fee and plaque fee have been paid.

### **4.2.2 OCCUPIED AREA**

- 4.2.2.1 A permission for occupancy grants the owner of a property corresponding to Case Type 1 in Section 2.4 or Case Type 2 in Section 2.5 the permission to occupy a strip of municipal land of sufficient width to allow access to the dock.
- 4.2.2.2 The surface area of the land subject to the permission cannot be fully occupied or denaturalized. Only the portions expressly covered by the authorized dock or structures and allowing access to the dock may be developed according to the provisions of the Zoning By-law in effect; the remainder of the land must be preserved in its natural state, in compliance with municipal regulations. The purpose is to preserve shoreline vegetation cover and prevent the creation of multiple erosion sites along the river shoreline.

### **4.2.3 TRANSFERABILITY**

- 4.2.3.1 A permission for occupancy is not transferable. It therefore becomes null and void as soon as a new owner acquires the property in question, even if the term of the permission has not expired. The new owner must apply to the Municipality of Chelsea for a new permission.
- 4.2.3.2 The new permission will not be unreasonably withheld, provided that it complies with municipal regulations and the provisions hereof. The Municipality wishes to process applications quickly, according to the provisions of Section 6 herein.
- 4.2.3.3 A property that has been granted a permission for occupancy cannot be sublet to a third party.

#### **4.2.4 DEADLINE**

4.2.4.1 A permission for occupancy is valid from its date of issue until December 31<sup>st</sup> of the same year. It will be renewed automatically for a period of twelve (12) months on January 1<sup>st</sup> of each year.

#### **4.2.5 RESERVATION**

4.2.5.1 When a permission expires, the Municipality reserves the right not to renew it, with justification.

4.2.5.2 The Municipality also reserves the right to withdraw, at any time, any permission for occupancy granted hereunder if the holder does not comply with the conditions set out, if the Municipality deems that the situation has become problematic or if municipal or provincial regulations are not respected.

4.2.5.3 In such a context, removal of a private dock on municipal land and any restoration required to ensure the renaturalization of the shoreline will be at the owner's expense.

4.2.5.4 The Municipality also reserves the right to reject an application or terminate any permission for occupancy granted hereunder in favor of a project in the public interest intended for the entire population of Chelsea or if it is demonstrated that there is an impact on the environment.

### **SECTION 5 – CONDITIONS FOR GRANTING A LEASE**

#### **5.1 SPECIFIC RESTRICTIONS**

5.1.1 In typical cases 1 and 2, no one may build a permanent or temporary dock on municipal land or in part on municipal land without having obtained a permission for occupancy from the Municipality in accordance with the provisions herein, subject to subsections 5.5.1 to 5.5.4 hereof.

5.1.2 The granting of a lease and its annual renewal is conditional on compliance with the following:

- A municipal permit has been granted for the dock in question, and the dock complies with the applicable regulations, in particular the provisions relating to the protection of lakeshores, riverbanks and littoral zones;
- The installation and use of the dock have no negative impact on the use or enjoyment of the trail Voie Verte Chelsea and related municipal facilities;
- An identification plaque provided by the Municipality is affixed to the private dock in a visible location to identify it as an authorized private dock;
- Said plaque will be provided by the Municipality at the owner's expense;
- No additional structure, other than the dock and structures set out in the permission for occupancy, is installed on the municipal land (shed, permanent furniture, boat rack, electrical wires, etc.);
- A permission for occupancy has been established with the Municipality;
- The dock permit fee and plaque fee have been paid.

#### **5.2 LEASED AREA**

5.2.1 A lease grants the owner of property corresponding to Case Type 1 in Section 2.4 or Case Type 2 in Section 2.5 the use of a strip of municipal land of sufficient width to allow access to the dock.

5.2.2 The surface area of the land subject to the lease cannot be fully occupied or denaturalized.

Only the portions expressly covered by the authorized dock and structures and space allowing access to the dock may be developed according to the provisions of the zoning by-law in effect; the remainder must be preserved in its natural state, in compliance with municipal regulations.

The purpose is to preserve shoreline vegetation cover and prevent the creation of multiple erosion sites on the river shoreline.

### **5.3 TRANSFERABILITY**

5.3.1 A lease is not transferable. It therefore becomes null and void as soon as a new owner acquires the property in question, even if the term of the lease has not expired.

The new owner must apply to the Municipality of Chelsea for a new lease.

5.3.2 The new lease will not be unreasonably withheld provided that it complies with municipal regulations and the provisions hereof. The Municipality wishes to process applications quickly, according to the provisions of Section 6 herein.

5.3.3 Leased property cannot be subleased to a third party.

### **5.4 DEADLINE**

5.4.1 A lease is valid from its date of issue until December 31<sup>st</sup> of the same year. It will be renewed automatically for a period of twelve (12) months on January 1<sup>st</sup> of each year.

### **5.5 RESERVATION**

5.5.1 When the lease expires, the Municipality reserves the right not to renew it, with justification.

5.5.2 The Municipality also reserves its right to withdraw, at any time, any lease granted hereunder if the holder does not comply with the conditions set out, if the Municipality deems that the situation has become problematic or if municipal or provincial regulations are not respected.

5.5.3 In such a context, removal of a private dock on municipal land and any restoration required to ensure the renaturalization of the shoreline will be at the owner's expense.

5.5.4 The Municipality reserves the right to reject an application or terminate any lease granted hereunder in favor of a project in the public interest intended for the entire population of Chelsea or if it is demonstrated that there is an impact on the environment.

## **SECTION 6 – PROCESSING APPLICATIONS FOR DOCK PERMITS, PERMISSIONS FOR OCCUPANCY AND LEASES**

6.1 For a request for typical case 1 or 2, the owner of an existing or proposed dock submits to the Planning Department an application for occupancy of municipal land and an application for a dock permit, if applicable, by completing the form provided on the Municipality's website and by providing all required documents (written request, site plan and construction plan) as well as payment of the permit and plaque fees, if applicable.

6.2 For a request for typical case 3, the owner of an existing dock located on the municipal land submits to the Planning and Sustainable Development Department an offer to transfer his or her dock to the Municipality by filling out the form to this effect, which can be found on the Municipality's website, and by providing all the required documents (written application, site plan and construction plan).

- 6.3 Within thirty (30) days of receiving the application, the Planning Department acknowledges receipt of the application, analyzes it, and ensures its compliance with the municipal regulations, this by-law and the natural state of the environment of the portion to be leased on the shoreline.
- 6.4 For a request for typical case 1 or 2, the Planning and Sustainable Development Department completes the permit analysis and issues the dock permit, permission of occupancy, lease and plaque to the applicant as soon as possible.
- 6.5 When the work is completed, the applicant contacts the Planning and Sustainable Development Department to conduct the final inspection.

If construction complies with the issued permit and the conditions of the permission for occupancy, the application is closed and archived.

- 6.6 For a request for typical case 3, the Planning and Sustainable Development Department completes the analysis of the application and prepares a resolution to be presented to the Municipal Council at the next regular Council sitting.
- 6.7 Should the Municipal Council be in favor of the request, the Planning and Sustainable Development Department informs the applicant that his or her offer has been accepted and initiates any necessary procedure to take possession of the dock and transform it into a public dock.

If the application is denied by the Municipal Council, the Planning and Sustainable Development Department shall inform the applicant of the Council's decision and advise the applicant that the dock must be removed from municipal land.

## **SECTION 7 – TIME GRANTED TO REGULARIZE DOCKS WITHOUT A PERMIT**

- 7.1 The Municipality of Chelsea will grant permissions for occupancy in accordance with the provisions hereof and will grant non-compliant occupants a period of thirty (30) days to initiate the abovementioned procedure to regularize their occupancy.
- 7.2 At the end of such period, owners of docks and structures who have not taken action are subject to the penalties set out in the By-law Respecting Permits and Certificates and risk having their docks and structures removed from the shore and demolished.

## **SECTION 8 – MUNICIPAL INTERVENTION**

- 8.1 Employees of the Municipality and individuals mandated by the Municipality may access municipal land at any time to carry out surveys, inspections or work required for municipal purposes or for the purposes of a public utility company.

## **SECTION 9 – FINAL PROVISIONS**

### **9.1 DEFAULT**

- 9.1.1 An applicant is in default under the terms of this by-law if they fail or neglect to fulfill any conditions of the permits, occupancy permissions or leases issued.
- 9.1.4 In such a context, removal of a private dock or structure on municipal land and any restoration required to ensure the renaturalization of the shoreline will be at the owner's expense.

## **SECTION 10 – CIVIL AND CRIMINAL PENALTIES**

- 10.1 The Municipality may revoke a permit or permission for occupancy of municipal land if it was mistakenly issued.
- 10.2 Any individual commits an offence in violation of the provisions of this by-law if they:
- a) use municipal land illegally;
  - b) authorize illegal use of municipal land;
  - c) perform or have performed unauthorized or non-compliant work on municipal land;
  - d) perform or have performed any work not in accordance with the permission for occupancy of municipal land;
  - e) knowingly provide false information on an application for a permission for occupancy of municipal land;
  - f) interfere or attempt to interfere with a person responsible for enforcing this by-law in the performance of their duties;
  - g) fail to comply with a notice issued to them by a person responsible for enforcing this by-law.
- 10.3 Anyone who contravenes this by-law commits an infraction and is liable in addition to costs for each infraction, to a fixed fine of \$1,000.00 if the offender is an individual or a fixed fine of \$2,000.00 if the offender is a legal entity.
- In the event of a repeated offence within two years of conviction for the same offence, the offender is liable for the costs of each offence and a set fine of \$2,000.00 if the offender is an individual or a fine of \$4,000.00 if the offender is a legal entity.
- When an offence lasts more than one day, the offence committed on each day or part of a day constitutes a separate offence, and such offences may be described in a single charge.
- 10.4 The Municipality may exercise any necessary recourse in the civil courts to ensure compliance with the provisions of this by-law when the Council deems it appropriate, although statements of offence of a penal nature may also have been issued or that a revocation may have been made.

## **SECTION 11 – MISCELLANEOUS**

- 11.1 A permission for occupancy, lease or permit granted under this by-law does not exempt its holder from complying with other municipal by-laws.
- 11.2 This by-law does not affect any proceedings instituted under the authority of other municipal by-laws.
- 11.3 Any amendment hereto must be made by regulation.
- 11.4 Anyone who occupies municipal land is responsible for the site and everything arising therefrom. The Municipality is released from any responsibility in this regard.

**SECTION 12 – ENTRY INTO FORCE**

This by-law will come into force on January 1<sup>st</sup>, 2022 and once the formalities required by law have been completed.

**GIVEN IN CHELSEA, QUEBEC, on the 3<sup>rd</sup> day of the month of August 2021.**

\_\_\_\_\_  
Me John-David McFaul  
Director General and Secretary-treasurer

\_\_\_\_\_  
Caryl Green  
Mayor

DATE OF NOTICE OF MOTION: August 3, 2021

DATE OF ADOPTION:

RESOLUTION NUMBER:

DATE OF PUBLICATION:

## APPENDIX A

### Conditions and rules for the use of municipal land

- 1) All applicable municipal regulations, this by-law, provincial legislation relating to the protection of riparian zones and the Quebec *Construction Code* in force must be always followed.
- 2) Public peace, order and cleanliness must be preserved and maintained on all municipal property with regards to both noise and refuse.
- 3) The use of alcohol or other substances such as drugs, and the possession of weapons are strictly prohibited on municipal land, as stipulated in By-law 19-RM-04.
- 4) It is forbidden to light or keep a fire lit on municipal land and using any pyrotechnic device, as stipulated in By-law 19-RM-04, unless a permit or authorization to this effect has been obtained.
- 5) The application form for a permit or a permission for occupancy must be completed and contain the following information:
  - Identification of the applicant (address, numbers, etc.)
  - Identification of the property involved
  - Plans of the proposed dock or structure
  - Estimated start and end date of work
  - Start date of occupancy
  - Description of the space occupied
- 6) All documents necessary to consider the application must be submitted at the time of application.
- 7) Anyone who has received authorization to install a dock or a permission for occupancy must comply with the conditions of issuance established at the time of application.
- 8) No other structure or building may be installed or stored on municipal land (shed, permanent furniture, boat rack, electrical wires, etc.).
- 9) A dock permit cannot be transferred to a third party without the authorization of the Municipality.
- 10) Under no circumstances may the installation and use of a dock have any negative impact on the use or enjoyment of the trail Voie Verte Chelsea and related municipal facilities.
- 11) The identification plaque provided by the Municipality must be affixed to the private dock in a visible location to identify it as an authorized private dock.
- 12) The lease for occupancy of municipal land must be renewed annually, and the fees must be paid. The applicant is responsible for taking the proper steps in this regard.
- 13) Anyone occupying municipal land is responsible for occupancy of the site and everything arising therefrom and must sign a declaration to this effect, releasing the Municipality from any liability in this regard.
- 14) The Municipality or its representative will always have access to municipal land.

**APPENDIX B**

**USE OF THE LEASED PUBLIC LAND / MUNICIPAL LAND BORDERING THE GATINEAU RIVER OR THE TRAIL VOIE VERTE CHELSEA / PRIVATE LOT IN THE RIPARIAN PROTECTION STRIP**

<b>OCCUPATION AUTHORIZED IF IN CONFORMITY*</b>	<b>PARTICULAR CONDITIONS</b>	<b>OCCUPATION FORBIDDEN</b>
<b>Dock</b>		
<b>Stairs</b>		
<b>Walkway</b>		
<b>Underground conduit</b>	<ul style="list-style-type: none"> <li>• subject to a demonstration that it is not possible to run the conduit outside the municipal land</li> <li>• for existing conduits without permission, municipal approval must be obtained</li> </ul>	
<b>Furniture (chair, table)</b>	<ul style="list-style-type: none"> <li>• for uses other than public utilities, must not be anchored and moveable</li> </ul>	
<b>Parking</b>	<ul style="list-style-type: none"> <li>• only for public purposes, outside the shoreline</li> <li>• cannot involve crossing the municipal land</li> </ul>	
<b>Pedestrian access</b>		
<b>Signs</b>	<ul style="list-style-type: none"> <li>• only for public utilities or to identify the portion leased, including a sign provided by the Municipality or by another public entity</li> </ul>	
<b>Tree removal in the shoreline</b>	<ul style="list-style-type: none"> <li>• only the work necessary for the intended occupancy is authorized, in compliance with the applicable regulations</li> </ul>	
<b>Other work in the shoreline</b>	<ul style="list-style-type: none"> <li>• only those expressly authorized in municipal regulations</li> </ul>	
<b>Traffic within municipal land</b>	<ul style="list-style-type: none"> <li>• recognition of properties with a lease only with a special authorization</li> </ul>	
		<b>Terrace, patio</b>
		<b>Floor tiles</b>
		<b>Shed or other storage unit</b>
		<b>Fence</b>
		<b>Soil, sand, rocks, mulch, gardens, vegetable gardens or invasive plants*</b>

\*Where permitted by municipal by-laws and where the structure or landscaping is in compliance.